

	(If offeror is a corporation, identify the state of Incorporation.)
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REJECTION/CANCELLATION: Williamsburg County reserves the right to accept or reject any, all or any part of the proposals received as a result of this request, or to cancel in part or in its entirety this request if it is in the best interest of the County to do so. Williamsburg County will be sole judge as to whether proposals submitted meet all requirements contained in this solicitation. Williamsburg County will not be responsible for any cost incurred in the preparation of this proposal. All **RFP's** shall become the property of Williamsburg County upon submission. Williamsburg County reserves the right to negotiate final price subsequent to the submission of qualified bids.

All proposals must be complete and carefully worded and must convey all of the information requested in order to be considered responsive. If the proposal fails to conform to the essential requirements of the RFP, Williamsburg County and Williamsburg County alone will be the judge as to whether that variance is significant enough to consider the proposal non-responsive and therefore not considered for award.

SOLICITATION AMENDMENTS: All amendments to and interpretations of this solicitation shall be in writing from the Procurement Office, Williamsburg County. The purchasing agent shall not be legally bound by any amendment or interpretation that is not in writing. **RFP's, amendments or withdrawal request must be received by the time this RFP is due. It is the vendor's sole responsibility to ensure that these documents are received by the person (or office) at the time indicated in the solicitation document.**

Unless stated otherwise herein, the basic and governing language of the contract resulting from this solicitation shall be comprised of the RFP documents, including any attachments and amendments, and the successful offeror's signed RFP. In the event of a conflict between the two documents, the RFP shall govern. Should any disputes regarding compensation of any kind arise, which cannot be handled within the County Supervisor's office, shall be heard in front of a judge in Williamsburg County, South Carolina.

PRICE GOVERNING: Please submit RFP using pages **1, 3, & 4** of this document.

DEFAULT: In case of default by the contractor, the County reserves the right to purchase any or all services in default in the open market, charging the contractor with any additional costs. The defaulting vendor shall not be considered a responsible bidder until the assessed charge has been satisfied.

INDEMNIFICATION: Contractor shall indemnify and save harmless the County, et al, from all suits or claims of any character brought by reason of infringing on any patent, trademark or copyright.

NON-COLLUSION STATEMENT: The Vendor states the company has not, either directly or indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of five competitive pricing in connection with this solicitation. No person(s) associated with the company is any employee of the Owner. No existing agreements with the Owner create a Conflict of interest in the submission of the Proposal.

PROTECTION OF HUMAN HEALTH & THE ENVIRONMENT: The County of Williamsburg requires all contractual activities to be in compliance with local, state, and federal mandates concerning "Protection of Human Health and Environment". Any vendor doing business with the County will be required to document compliance and to specify prudent practices used by the contractor to address applicable mandates including, but not restricted to "The Hazard Communication Standard" OSHA CFR 1910.1200 (scrr article 1,71-1910.1200). By submission of this proposal, the vendor agrees to take all necessary steps to insure compliance with these requirements.

CORRECTION OF ERRORS ON BID FORM: All prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the proposal. Erasures or use of typewriter correction fluid may be cause for rejection, no proposal shall be altered be amended after specified time for reviewing.

COMPETITION: This solicitation is intended to promote competition. If the language, specifications, terms and conditions, or any combination thereof restricts or limits the requirements in this solicitation to a single source, it shall be the responsibility of the interested vendor to notify the Procurement Office in writing so as to be received three (3) days

SPECIFICATIONS:

Direct Questions To: Juanita Bradshaw, Purchasing Agent. Email: jbradshaw@wc.sc.gov Phone: 843-355-9321.

Questions must be received by 12/15/22

Prospective bidders are advised to visit the site to become familiarized with existing conditions.

References:

Provide 3 current references to document experience in performing similar work.

Company / Agency	Phone/ Contact	Type of Project	Date of Contract
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

BID SUBMITTAL FORM

Proposal Submitted to: Williamsburg County Purchasing Agent, South Carolina

Project Name: **Design-Build Services for Retrofit/Renovations Project**

PRICES INDICATED HERIN REFLECT STRICT COMPLIANCE WITH TERMS, CONDITIONS, PROVISIONS AND SPECIFICATIONS OF THIS REQUEST FOR PROPOSAL, OR WITH EXCEPTION DETAILED IN AN ENCLOSURE APPENDED HERETO.

QTY.	U/M	COMMODITY OR SERVICES	UNIT PRICE	TOTAL PRICE
			\$ _____	\$ _____
			\$ _____	\$ _____
			\$ _____	\$ _____
			\$ _____	\$ _____

Bidder: _____

Address: _____

E-Mail Address: _____

Phone and Fax _____

Number: _____

Vendor's Classification: _____

Vendor's Sub classification: _____

Vendor's Limitations: _____

SC Bidder's License No: _____

SC Vendor's License No.: _____

Federal Identification No.: _____

All expenses including, but not limited to, permits, fees, labor, materials, services, and equipment necessary for completion of the Work during the time set forth in the Instructions as depicted in the Invitation for Bid documents: **(Please provide a copy of your Certificate of Liability Insurance showing Williamsburg County as Certificate Holder)**

Total BID Price \$ _____

Sub-contractors: The Vendor shall provide the following information on all sub-contractors to be used in the fulfillment of this solicitation.

Company Names	Type of Service Rendered	Estimated % of entire job
_____	_____	_____
_____	_____	_____
_____	_____	_____

Request for Proposals

Design-Build Services for Retrofit/Renovations Project

Solicitation No. 2022-11



Submission Deadline Is:

December 30, 2022/3:00PM

Williamsburg County

Purchasing Department

201 W. Main Street

Kingstree SC 29556

Design-Build Services RFP: Building Renovations

Williamsburg County Government, invites firms capable of performing Design-Build Services to submit a proposal. Firms will be evaluated only on the factors listed within this document. This solicitation does not commit the County to award a contract, to pay any cost incurred in the preparation of this proposal, or to procure or contract for services.

To be considered, please provide One Original and four (4 copies) of your proposal and one (1) digital PDF file on a thumb drive in a single envelope or box marked "Design-Build Proposal" with the RFP due date and time. Proposals must be mailed or delivered on or before **3:00 p.m. on December 30, 2022** to: Williamsburg County, Juanita Bradshaw, 201 W Main Street, Kingstree, SC 29556. The County is not responsible for packages delivered after the deadline.

Project Description: The project includes a Design Build contract for a renovation of an existing building **Located at 205 Thurgood Marshall Hwy, Kingstree, SC 29556** to be utilized for the Sheriff's Office. The building is a recently vacated Fire/EMS headquarters station. The building will be retrofit for a training facility for classroom space, County Corner office space, IT Office Space, and a Communications Office Space. The selected Design-Build firm shall assist with budget, estimates, programming, planning, and other pre-construction services. The County anticipates a fast-track construction schedule.

Questions? Please use the following contact and do not contact other County staff, Council members, or elected officials in regards to this procurement process. Improper contact may result in disqualification of your proposal. This document contains sufficient information to submit a qualifications package and resulting proposal. Any questions that are necessary to complete proposals can be sent in writing 7 business days prior to submission deadline to: **Juanita Bradshaw, Purchasing Agent. Email: jbradshaw@wc.sc.gov Phone: 843-355-9321.**

Anticipated Schedule (subject to change):

Publish Date of Advertisement in SCBO	November 30, 2022
Mandatory Site Visit	December 8, 2022
Questions due in writing	December 15, 2022
Proposals Due	December 30, 2022

Contents of Proposals:

Offerors shall include the following information:

- Letter of Interest stating the number of years firm has been in business; how long firm has provided Design-Build services; and information for team's key contact(s) during the selection process. Pre-requisite: Include a statement that firm is not debarred from state or federal work.
- Table of Contents

- The following sections, in this order:

- 1) Firm Introduction and Experience – Include history of firm and general experience in Design-Build services and similar contracts, highlighting any expertise related to this specific project. Include 3 similar projects with details of cost, size, and project descriptions. It is understood that additional subconsultants and subcontractors will be added to the team as the project progresses. Provide a copy of your SC General Contractor’s License and Architect of Record License for proposed Architect. After selection, and prior to contract signing, the firm will be required to provide proof of licensing and insurance for all subcontractors and/or subconsultants.
- 2) Organizational Chart and description of proposed team, including proposed Pre-construction Manager, Project Manager, Principal in Charge, proposed Architect(s), and any known major subconsultants. The County reserves the right to provide input into the selection of Architects, Engineers, subconsultants and subcontractors.
- 3) Financial stability of prime Design-Builder, including a letter from bonding agency confirming the current available bonding capacity and total maximum capacity;
- 4) Project Approach - Briefly describe your general approach to Design-Build services, including pre-construction phase services, estimating, design, cost control, quality assurance, subcontractor selection and bidding process to include MWDBE participation outreach, schedule adherence, agency coordination and reporting, value management philosophy, and other services applicable to this contract.
- 5) Safety – Provide a description of your firm’s Safety Program, as well as your firm’s average EMR for the past 5 years.
- 6) Minority, Women and Small Business Enterprises - List the percentage of MWDBE participation gained on 5 of your previous projects. List any firms on the team that are certified MWDBE firms and their proposed role. It is the policy of the agency to provide minority-owned, woman-owned, and small business enterprises equal opportunity for participating in all aspects of contracting and procurement programs, including but not limited to employment construction development projects, and materials/services, consistent with the laws of the State of South Carolina. The policy prohibits discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, disability, or veteran’s status.
- 7) Conflicts of Interest Statement – Please include a statement that the firm(s) on the Design-Build team have no conflicts of interest with participating in this project.

Number of Pages – Qualifications Statement

Please limit your response to 50 pages (if printed duplex, 25 pages), excluding the cover letter, licenses, cover, back cover, tabs, bonding letter, or any other forms specifically requested by the agency.

This request for proposals (RFP) solicitation does not commit the County to award a contract, to pay any cost incurred in the preparation of this submittal, or to procure or contract for these services. The County reserves the right to accept or reject any or all submittals as a result of this solicitation, to negotiate with all qualified offerors, or to cancel in part or in its entirety this solicitation if it is the best interest of the County. The County shall award public contracts without regard to race, religion, color, creed, national origin, sex, age, or handicapping condition. All other procurement provisions and policies of the County apply to this solicitation.

Evaluation Criteria –

- A. Past performance and number of years in providing Design-Build services. Firm’s recent experience with similar type facilities. (20 points)

- B. Qualifications of key personnel proposed such as Executive-In-Charge, Project Manager(s), proposed Project Architect(s), Designers, Field Superintendents, and any proposed subconsultants. (20 points)
- C. Financial stability and ability of firm to provide continuity of team throughout the life of the contract. (10 points)
- D. Safety Program; The firm shall have a detailed safety program. The County will require that the selected Firm have insurance in effect at all times during the term of this agreement and prior to contract, the Firm shall provide certificates of insurance. The applicable insurance requirements and limits will be established by the County during negotiations with the selected Firm. (10 points)
- E. Previous experience in cost estimating within a GMP contract; services related to Pre-Construction and Design services. (10 points)
- F. Knowledge and understanding of Local Building Codes. (10 points)
- G. Ability to provide effective communication and support to the County with responsive and timely service; team diversity and inclusion of MWDBE outreach program and overall approach to project (20 points)

An Evaluation Committee will determine which, if any, proposals are in the County’s best interest to accept. During the evaluation process, the County may request additional information, clarifications, explanations and answers from any respondent. The County shall have the right to negotiate any and all of the final terms and conditions of any agreement with the successful firm and nothing in this RFP or any Response shall be deemed or construed as a limitation of such rights.

Technical Information / Interviews

After the Proposals have been reviewed and ranked, clarifications and/or interviews may be requested from the top-ranked offerors only.

Information which may be requested in writing as part of resulting Technical Interviews:

- 1) Provide a proposed project schedule.
- 2) Price - The fee envelopes will not be opened until after scoring all firms for the interviews. All fees and terms shall be negotiated with the highest ranked firm.

Construction Phase Services Fee: _____ (State as a percentage of the Cost of the Work)

Confidential Information: It is understood that information submitted in response to this RFP and subsequent presentations may contain technical, financial, or other data that would constitute trade secrets, the public disclosure of which possibly could injure the Firm’s competitive position. To the extent the Firm reasonably determines that information in its response constitutes trade secrets in accordance with SC law, the Firm may seek to protect such trade secrets from disclosure by specifically identifying the pages of its Response that contain such information by marking any such pages as “Confidential.” It is not acceptable to mark an entire submittal as confidential.

Scope of Work:

In issuing the RFP, it is the intent of the County that the successful Design-Build entity will provide the required services for a fixed cost to be mutually agreed upon by the parties. It is further the intent of County that the successful firm will provide a Guaranteed Maximum Price (GMP) for the cost of the construction of the projects to include a Guaranteed Delivery Date (GDD). The County also intends that the successful firm accept the following stipulations:

- A. Provide Performance and Material and Labor Payment Bonds in the amount of 100% of the GMP.
- B. Individual Trade Contracts will be between the Design-Builder and the Trade Contractors.
- C. The Design-Builder will not perform any portion of the construction with its own forces except as may be mutually agreed to by the County and the Design-Builder.
- D. The Design-Builder will be “at risk” in the proposed undertaking and will be responsible for completing the project within the GMP.
- E. The County shall have the authority to suspend or terminate performance of the project.
- F. The Design-Builder will share with County the calculations and assumptions on which the proposed GMP is based. The Design-Build firm shall work closely with the County’s Administration and staff throughout the life of the contract.

General List of Representative Services to be Provided:

Planning / Pre-Construction Phase

The Design-Builder is expected to work with the County to plan the project to include:

1. Reviewing ideas and suggestions offered by the County with regard to schedule, budget, feasibility and constructability. Work with staff to include space programming, staff suggestions, and community input into the design.
2. Submit design concepts, design drawings and related engineering design in a timely manner.
3. Evaluate designs with respect to constructability issues.
4. Evaluate value-engineering opportunities. Provide all cost estimates and GMP development.
5. Attend all applicable Project Meetings, as well as County meetings as requested.
6. Other similar services (schedule, design, budget) as required to complete the Planning, Design and Pre-Construction process.

Bidding Phase

1. Arrange and advertise bid packages. Propose and obtain approval for a GMP within budget.
2. Develop requirements to assure time, cost and quality control during construction.

3. Provide a provisional construction schedule for issuance with the bid package.
4. Identify bidders and generate bidder interest, including the planning and implementation of a Local and M/W/DBE Participation Program.
5. Schedule and conduct pre-bid conferences in conjunction with the architect and representatives from the County.
6. Advertise and distribute bidding documents.
7. Monitor bidder activity.
8. Review and analyze bids and recommend awards.
9. Update project schedule as necessary.

Construction Phase

1. Maintain on-site staff for construction management and safety procedures.
2. Establish and maintain coordinating procedures.
3. Develop and maintain a detailed schedule including delivery, approvals, inspection, testing, construction and occupancy.
4. Conduct and record job meetings. Provide monthly reports to the County. Attend monthly meetings.
5. Maintain a system for review and approval of shop drawings.
6. Maintain records and submit routine reports to County.
7. Maintain quality control and ensure conformity to contract documents.
8. Provide cost control through progress payment review and verification according to the approved schedule and contract amounts.
9. Coordination of post completion activities, including the assembly of guarantees, manuals and the County's final acceptance.
10. All other services that are required to deliver a complete design, construction, and facility that meets the requirements of the project.

EVALUATION CRITERIA:

Scoring Sheet for Proposals Statement

Name of Firm	A. Past Performance / Design-Build 20 points	B. Key Staff Qualifications 20 points	C. Financial Stability 10 points	D. Safety Program 10 points	E. In-house services 10 points	F. Local Build Code 10 points	G. Approach/MW DBE 20 points	Total 100 points
Firm 1								
Firm 2								
Firm 3								
Firm 4								
Firm 5								
Etc.								

Design-Build Written Determination

In accordance with the following law, the agency has conducted an evaluation of this project to determine the best delivery method.

REFERENCE TO LAW SECTION 11-35-3010. “Choice of project delivery method.

(1) Selection of Method. The project delivery method used for a state construction project must be that method which is most advantageous to the State and results in the most timely, economical, and successful completion of the construction project. The governmental body shall select, in accordance with regulations of the board, the appropriate project delivery method for a particular project and shall state in writing the facts and considerations leading to the selection of that particular method.”

(1) The agency has adequately and thoroughly defined the project requirements noting the project is highly specific and complex due to Sheriff’s Office operations.

(2) Time constraints: Funding for the project will become available in FY 2022. A Design-Build process will jumpstart the project and allow occupancy by FY 2023.

(3) The agency shall ensure a quality facility will be completed by selection of highly qualified Design team as part of the DB contract, who will actively participate in design progress meetings.

(4) The agency will collaborate to manage and oversee the project, including experienced staff who are experienced with the design-build method of project delivery. The agency’s Facility Management team shall serve as the primary contract point of contact.

(5) The Design-Build process will assist local, small, and minority firms by providing an outreach bidding process that is anticipated to include status of resident and minority firms for all 1st tier subcontractors. Evaluation criteria considers status of firms, their ability and strategy to ensure participation goals are met and/or good faith efforts are achieved in accordance with SC law.

(6) The following criteria was utilized to compare of the advantages and disadvantages of the various contracting options available:

- a. The agency seeks an efficient, streamlined, single point of contact for professional construction services for this major undertaking.
- b. The Design-Build process will allow a jump-start to the schedule by having both design and construction firms to be ready upon funding approvals. The Design-Build firm may offer limited design and pre-construction services prior to full funding approvals at its own risk and without expectation of reimbursement.
- c. The agency requires a creative prequalification and recruitment effort for 1st and 2nd tier subcontractors. The Design-Build process will assist with gaining the labor force required for a project of this magnitude during a volatile economy.
- d. The Design-Build process will provide for a process to prequalify and assist local and MWDBE firms throughout the subcontracting process.
- e. The rising costs and uncertainty of material availability in the market demand a Guaranteed Maximum Price to ensure the project remains within budget.
- f. The advantages of utilizing Design-Build services outweigh all disadvantages of traditional delivery in terms of budget, creativity, complexity, and flexibility for a design and construction process that can begin quicker than traditional DBB, schedule, and location/regional demands of the project stated above.

Proposal Process and Contract Negotiations:

Based on SC Code of Laws, SECTION 11-35-1530. Competitive sealed proposals.

(1) Conditions for Use. If a purchasing agency determines in writing that the use of competitive sealed bidding is either not practicable or not advantageous to the State, a contract may be entered into by competitive sealed proposals subject to the provisions of Section 11-35-1520 and the ensuing regulations, unless otherwise provided in this section. The board may provide by regulation that it is either not practicable or not advantageous to the State to procure specified types of supplies, services, information technology, or construction by competitive sealed bidding. Contracts for the design-build, design-build-operate-maintain, or design-build-finance-operate-maintain project delivery methods specified in Article 9 of this code must be entered into by competitive sealed proposals, except as otherwise provided in Sections 11-35-1550 (Small purchases), 11-35-1560 (Sole source procurements), and 11-35-1570 (Emergency procurements).

(2) Public Notice. Adequate public notice of the request for proposals must be given in the same manner as provided in Section 11-35-1520(3).

(3) Receipt of Proposals. Proposals must be opened publicly in accordance with regulations of the board. A tabulation of proposals must be prepared in accordance with regulations promulgated by the board and must be open for public inspection after contract award.

[Not applicable: 4. Request for Qualifications; The County is not utilizing a pre-qualification for this solicitation]

(5) Evaluation Factors. The request for proposals must state the relative importance of the factors to be considered in evaluating proposals but may not require a numerical weighting for each factor. Price may, but need not, be an evaluation factor.

(6) Discussion with Offerors. As provided in the request for proposals, and under regulations, discussions may be conducted with offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to,

the solicitation requirements. All offerors whose proposals, in the procurement officer's sole judgment, need clarification must be accorded that opportunity.

(7) Selection and Ranking. Proposals must be evaluated using only the criteria stated in the request for proposals and there must be adherence to weightings that have been assigned previously. Once evaluation is complete, all responsive offerors must be ranked from most advantageous to least advantageous to the State, considering only the evaluation factors stated in the request for proposals. If price is an initial evaluation factor, award must be made in accordance with Section 11-35-1530(9) below.

(8) Negotiations. Whether price was an evaluation factor or not, the procurement officer, in his sole discretion and not subject to review under Article 17, may proceed in any of the manners indicated below, except that in no case may confidential information derived from proposals and negotiations submitted by competing offerors be disclosed:

(a) Negotiate with the highest-ranking offeror on price, on matters affecting the scope of the contract, so long as the changes are within the general scope of the request for proposals, or on both. If a satisfactory contract cannot be negotiated with the highest-ranking offeror, negotiations may be conducted, in the sole discretion of the procurement officer, with the second, and then the third, and so on, ranked offerors to the level of ranking determined by the procurement officer in his sole discretion;

(b) During the negotiation process as outlined in item (a) above, if the procurement officer is unsuccessful in his first round of negotiations, he may reopen negotiations with any offeror with whom he previously negotiated; or

(c) The procurement officer may make changes within the general scope of the request for proposals and may provide all responsive offerors an opportunity to submit their best and final offers.

(9) Award. Award must be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the State, taking into consideration price and the evaluation factors set forth in the request for proposals, unless the procurement officer determines to utilize one of the options provided in Section 11-35-1530(8). The contract file must contain the basis on which the award is made and must be sufficient to satisfy external audit. Procedures and requirements for the notification of intent to award the contract must be the same as those provided in Section 11-35-1520(10).