

Request for Proposals

**City of Laurens Municipal Building Renovation Project**

**Bid# 100-2-2022**

Issued by the City Administrator

 City of Laurens, SC

*Released*

March 28, 2022

**City of Laurens, South Carolina**

# City of Laurens Municipal Building Renovation Project

**Bid Number 100-2-2022**

The City of Laurens, SC, is soliciting proposals from ARCHITECT/ENGINEER PROFESSIONAL SERVICES for the design and oversight of renovation and addition to the 12,900 SF Laurens Municipal Building (Police Department) located at 250 West Laurens Street. The project will consist of planning, designing, grading, renovation, and construction of the Municipal Building.

The City of Laurens will select one firm to work with their team. The team will assist in project budgeting and provide input to developing the site. The contract method will be a design-bid-build agreement. The City reserves the right to modify the contract agreement if it serves the purpose of the City.

It is the City’s intent to explore numerous development options and anticipates the successful firm will help the city in developing the final program for the Project. The project is not to exceed $2.4 Million. The final architectural style, structure, materials, methods, and cost for the project shall be developed through a series of committee meetings and architecture/contractor work sessions. This will enable the project to be developed through a progression of decisions.

Bid process details may be obtained by emailing the City Administrator at edelgado@cityoflaurenssc.com.

Bids will be accepted until 2:00 PM, April 1, 2022, via email to the city administrator.

Electronic bids will be accepted. The City reserves the right to reject any or all bids. Bids will be awarded at the City Administrator’s or Mayor’s discretion.

All bidders must be bonded and insured.

# Insurance/Documents Requirements

* 1. At the award of the bid, the selected Contractor will be required to provide proof of the following prior to commencement of any work under this agreement. Additionally, during the term of the agreement, the selected firm will be required to maintain the following insurance coverages:
		+ Commercial General Liability Insurance: Commercial general liability coverage with limits of liability of not less than $1,000,000 per Occurrence combined single limit for bodily injury and property damage.

Worker’s Compensation and Employer’s Liability Insurance: Worker’s Compensation and employer’s liability insurance, to apply for all employees for statutory limits as required by applicable City, State and Federal laws. The policy(ies) must include Employer’s Liability with minimum limits of $1,000,000 each accident.

# Requirements of Response

* 1. **General Requirements**: The purpose of the response is to demonstrate the qualifications, competence, and capacity of the firm seeking to provide ARCHITECT/ENGINEER PROFESSIONAL SERVICES. As such, the substance of the Request for Proposal and qualifications will carry more weight than their form or manner of presentation. The technical response should demonstrate the qualifications of the individual or firm and of the particular staff assigned to this engagement.

**All applicants must have:**

1. **Specific experience with this building type (police station, judicial chambers).**
2. **Experience working on public sector projects with taxpayer money.**
3. **Knowledge and experience from working within the City of Laurens.**

The proposal should respond to all the points outlined in the Request for Proposal. The Proposal should be prepared simply and economically, providing a straightforward, concise description of the individual’s or firm’s capabilities to satisfy the requirements of the Request for Proposal. Please provide as much information as possible regarding qualifications and experience.

* 1. **Submission Requirements:** The following information must be included as part of the proposal:
		+ Name, contact, address, telephone and fax number, and e-mail of your firm.
		+ Type of organization (i.e., individual, partnership, corporation, joint venture, etc), year established, and address of home office if different than above.
		+ Qualifications of firm, including but not limited to: firm’s history and number of years

in business.

* + - Provide all necessary licenses, permits and certifications.
		- References: All qualified firms must submit a list of at least three firms, organizations, or major customers to whom they have provided services within the past five years. Along with this information should be supplied the name, address and phone number of each reference listed.
		- Letters of recommendation and references from other municipalities or public agencies are preferred.
		- Information on any pending litigation against the firm or any of its principals as it relates to the services provided by the firm.
		- Any other information you feel is appropriate to assist in the selection process.
		- Proof of insurance.
	1. All firms shall ensure compliance with all laws, rules, codes, ordinances, and licensing requirements that are applicable to the conduct of its business, including those of federal, State and local agencies having jurisdiction and authority.
	2. The City reserves the right to modify, alter or change the scope, size or other aspects of this project. Prospective firms shall submit all questions and requests for clarification of this RFP to Eric Delgado, City Administrator, via email at edelgado@cityoflaurenssc.com. Telephone inquiries will not be accepted.
	3. This RFP does not commit the City to the award of a contract or to pay any costs incurred in the preparation for a response to this RFP. The City reserves the right to accept or

reject any, all or any part of proposals received as a result of this request. A professional service agreement will be negotiated with the selected firm.

# Bid Submittal

* 1. The Bid Submittal Form in Attachment A must be completed and submitted with detailed proposal.
	2. Bids must be emailed to edelgado@cityoflaurenssc.com.
	3. Bid must be itemized in accordance with the project requirements laid out in section 9 (Project Development Requirements) of this document.

# Award of Contract

* 1. Final proposals will not be awarded until the City has had ample time to review each proposal. No proposal may be withdrawn for a period of thirty (30) days after the opening date.
	2. The City will make an award of the bid by COB April 1, 2022.
	3. Proposals received after the date and hour set for opening, will not be considered.
	4. Proposal Criteria

Award shall be made to the responsible bidder meeting the specifications and having the lowest cost consistent with the quality and service needed for effective use; the following criteria will be used in making this determination:

* + - 1. Contractor Experience
			2. Price proposal
			3. Proposed Equipment
			4. Capability to Provide Scope of Services

# Contractor Requirements

* 1. Certificate of Insurance

The successful bidder will name the City as additional insured on the contractor’s insurance policies and will provide a Certificate of Insurance upon notice of award of contract. Any contractor working on-site for the City of Laurens will maintain a policy of Workers’ Compensation Insurance with such limits as may be required by law, and a policy of general liability insurance limits sufficient to cover any loss or potential loss resulting from this contract insuring against liability for injury to and death of persons and damage to and destruction of property arising out of any act or omission of the contractor or any subcontractors.

* 1. Business License

Work performed within the City limits will require a City business license.

# Contractor Responsibilities

6.1 Failure of the contractor to provide services or otherwise perform pursuant to the awarded bid shall be a breach of contract.

Contractor will submit invoices to the City: City of Laurens, Accounts Payable, 126 E Public Square, Laurens, SC 29360.

# Rejection of Proposals

7.1 Proposals not consistent with this request will be rejected.

# The Site

8.1 The Site is: Platt #906-11-04-020.

The site is zoned RP and is within the municipal boundaries of the City. There are no special districts that apply to this site.

# Project Development Requirements

9.1 The project will not exceed $2.4 million dollars and will be budgeted as follows:

1. Construction
2. Geotechnical Services, Testing, & Special Inspections
3. Site Survey
4. Design Team reimbursable expenses
5. Step 1 – Architectural and Engineering Services Fee for Programming and Schematics
6. Step 2 – Architectural and Engineering Services Fee for Design Development, Construction Documents, Bidding, and Construction Administration.
7. FFE Allowance
8. AV Equipment Allowance
9. IT & Security System Allowance

Your proposal response should provide an estimated total proposed fee for this project, a range of fees, and history of fees you have charged on projects of similar scope or complexity. If selected for this project, final fees will be negotiated one-on-one.

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| City logo-Henry_Black-L | **City****of Laurens Request for Proposals Cover Submittal Form**Attachment A | **Bid Number****100-2-2022** | Municipal Building Renovation Project |

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| **Instructions** |
| Submit one (1) original signed Submittal Form with detailed proposal to: edelgado@cityoflaurenssc.com |

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| **Bidder Information** |
| **NAME AND ADDRESS:** | **OTHER CONTACT INFORMATION:** |

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| **Proposal** |
| I hereby certify that my proposal amount includes cost for personnel, supervision, labor, and equipment required for the herein named project in accordance with all terms and conditions contained in this solicitation. |
| **PRINTED NAME****SIGNATURE** |