

REQUEST FOR QUALIFICATIONS

Community Center
City of Walhalla

RFP# 2025-02



CITY OF WALHALLA
WALHALLA, SC

1.0 OVERVIEW

The City of Walhalla ("City") seeks written proposals for qualified Design/Build Firms licensed in South Carolina, for the design and construction of a Community Center ("Project") located on Blue Ridge Boulevard (Hwy 28), TMS 500-24-01-005.

2.0 BACKGROUND

The City of Walhalla (City) is centrally located in Oconee County, serving as the County seat. The City encompasses approximately 4 square miles and has a population of over 4,200. Walhalla is a charming southern town with historical homes and business blending with new residential and commercial growth.

The proposed Community Center will provide a flexible, vibrant facility and hub for the community, supporting recreational and social needs of all kinds, with operations and ongoing maintenance enabling independent use of various activity spaces, and minimizing operational costs while increasing benefits to the entire community and is envisioned to consist of two (2) full court basketball/volleyball courts with bleachers, offices, men's and women's restrooms, multi-purpose rooms, walking track, concession/kitchen and storage facilities. Project will include site work, parking, landscaping and an optional multi-purpose field.

The Project budget is \$4.25 - \$4.75 million and funded by a SC PRT appropriation.

3.0 SCOPE OF SERVICES

Proposal shall include all aspects of project including but not limited to:

1. Design of a facility which provides space for two courts/gym, office space, multi-purpose rooms, walking track, concessions, restrooms and storage. Design should involve City and public engagement component.
2. Utility coordination.
3. Grading plan with elevations.
4. All areas should be designed to provide ADA accessibility.
5. Generate signed and sealed Architectural and Engineering drawings and specification for all aspects of the construction, including but not limited to, lighting and electrical system, plumbing, sewer and structural system. All systems specifications shall be based on engineering calculations to properly size the systems for the building involved. All drawings and specifications shall be in sufficient detail to obtain fixed construction costs and apply for permits.
6. Construction of facility and parking.

PREPARATION OF RESPONSE AND DEADLINES

a.) If there is any question whatsoever regarding any portion of the instructions or specifications, it shall be the submitting company or individual's responsibility to seek clarification from the City of Walhalla Administration Department by **October 1, 2024**.

Celia Myers, City Administrator
206 North Church Street
PO Box 1099
Walhalla, SC 29691
cmyers@cityofwalhalla.com
864-638-4343 (phone)

b.) All responses must be submitted to the City of Walhalla before **10:00 AM, Friday, November 15, 2024**. Bids will be opened on Friday, November 15, 2024 at 1:00 PM at 105 W South Broad Street in Walhalla.

c. The City reserves the right to accept or reject all responses and waive technicalities, as deemed in the best interest of the City. The City reserves the right to request additional information from a respondent(s) as deemed necessary to analyze responses.

d.) Any variation from the specifications must be clearly stated by the submitting company in writing and submitted with the qualification.

4.0 INSTRUCTIONS TO SUBMIT A RESPONSE

Submit one (1) signed original and two (2) copies of the RFP response along with the Bid Submission Forms, completed W-9 form, proof of liability insurance and other supporting documents in person at City Hall (206 N Church Street, Walhalla) or by mail (PO Box 1099, Walhalla, SC 29691). Submissions must be received by **November 15, 2024, 10:00 AM**. Documents shall be submitted in sealed envelope or package containing the RFP number on the outside of the envelope/package. Responses must include the following:

- a.) **Cover Letter** (not to exceed one page)
- b.) **Fee Structure:** Provide a list or table detailing the services to be provided, including design/engineering, site & utility work, construction of the center, parking lot, landscaping and optional multi-purpose field.
- c.) **Timeline:** Provide a timeline detailing the estimated start and completion date with milestones for each service provided.
- d.) **Insurance:** Provide proof of insurance coverage applicable to the professional services described. Such coverage must include professional liability insurance (minimum \$1,000,000), workers compensation, employer's liability, comprehensive general

liability, automobile liability and umbrella liability. The City of Walhalla will be named as an "additional insured" party. Certificates must include a summary of such coverage.

- e.) **References:** List of three (3) municipalities or customers for whom you have provided similar services in the past five (5) years. Provide contact names, email address, and telephone numbers along with a description of product provided.
- f.) **Other Supporting Documentation:** Provide any other supporting documents relevant to this RFP.

The written proposal should provide background information about your firm, its employees, standard fee schedules and its experience of the firm, as well as any consultants on the proposed team. For the purposes of the RFQ, the term "Firm" shall refer to the prime respondent of this RFQ, or in other words, the Firm with whom the City will contract. The term "Consultant" shall refer to any and all consultants or subcontractors with whom the prime respondent of this RFQ, or in other words, the Firm with whom the City will contract. Specifically, the proposal should address the following information in order:

1. Firm profile listing: name, address, year established, type of ownership, size of Firm and staff, and organization chart. If Firm has multiple offices, please list where the work for this project will be performed. Please also list the number of states in which the Firm has performed public building/community center design and highlight any consolidated facility design similar in nature to the Project scope.
2. Information about the overall makeup of the proposed project team, including: the identity of all key personnel, a description of their respective responsibilities and duties, and each team members experience with regional design/build projects.
3. Information about any consultants or Engineering Firms to be used in the design process. Identify each firm proposed to be used and list recent projects with design/build that they have participated.
4. List of two design/build projects completed outlining original budget, final cost and an explanation of overage or under budget.
5. List two project outlining original schedule, completion schedule and an explanation of under or over original completion date.
6. Current Firm workload and ability to perform work for this project

5.0 EVALUATION CRITERIA

The selection committee will use the following criteria to evaluate and select the successful firm or individual. The City reserves the right to reject any or all RFP's and to award a contract that is in the best interest of the City of Walhalla.

1. Specialized or appropriate expertise in the type of project
2. Past performance on similar projects.
3. Adequate staff and proposed design or consultant team for the project.
4. Current workload and projects awarded.
5. Proposed design approach for the project including design team and consultants.
6. Recent experience with project costs and schedules.
7. Construction administration capabilities.
8. Proximity to and familiarity with the area where the project is located.
9. Record of successfully completed projects without major legal or technical problems.

Other factors which may be appropriate for the project. City staff may conduct in-person interviews and site visits as part of the final selection process.

9.0 ACCEPTANCE AND PAYMENT

- a.) Upon acceptance of the contractor's proposal by the City, a Notice to Proceed will be issued. Once the Notice to Proceed is issued the contractor can begin performing services. Once a month, services will be evaluated according to the contract terms and conditions. Upon satisfactory completion of work, the contractor shall invoice the City. All invoices must display the purchase order number when submitting for payment. Payment will be made via a city issued check.
- b.) The city administrator or other city designee will be designated from the City at the time of the Award to administer the contract and approve pay requests. Changes to the terms of the contract will require approval from the city clerk and city council. All questions shall be directed to the city administrator or its designee. The vendor shall designate a person to act as a contact for the project.

10.0 PROPONENT DECLARATION

- a.) By submittal of a bid the Responder declares to be fully informed and satisfied that the Scope- of-Work is a bases used to obtain submitted price quote; therefore, it is understood that actual quantities may be subject to adjustment by either increase or decrease, as deemed necessary, per conditions encountered during project construction and agreed by both the firm or contractor and the City (its representative). And should the quantities of work items be decreased or increased; the actual work quantity shall be completed at the unit prices stated therein.
- b.) The City shall be 'held harmless' for the Responder's lack of understanding of what is required by this solicitation. Should a Responder not understand any aspect of this request or require further explanation or clarification regarding the intent or requirements, it shall be the responsibility of the Responder to seek guidance from the City's designated Representative.

BID SUBMISSION FORM

CITY OF WALHALLA RFP 2025-02 COMMUNITY CENTER

BID

By submission of this bid, the respondent certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, that this bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this bid, with any other bidder or with any competitor.

The bid listed below must include all applicable cost relevant to the provision of design/build including standard rate for designing/engineering, site work and construction of a new community center; and comply with the specifications or include detail specifications for optional recommendation. The City will work with the selected firm on final design and the cost of construction.

Fee Schedule (Complete table below or attach a separate list of all services, parameters and rates.)

Type of Job	Response Time (days)	Standard Rate/Unit
Design/Engineering of New Facility		
Site Work		
Construction of Center		
Landscaping		
Optional: Multi-Purpose Field		
Other:		

COMPANY NAME

SIGNATURE BY AND FOR THE BIDDER

COMPANY ADDRESS

PRINTED NAME OF ABOVE BIDDER

DATE OF QUOTE

CONTACT PHONE NUMBER

CONTACT EMAIL

City of Walhalla reserves the right to reject any or all bids and to waive any irregularities, as deemed necessary and in its best interest.

BID SUBMISSION FORM | BID FORM – A

CITY OF WALHALLA

RFP 2025-02

Community Center

CERTIFICATION REGARDING DEBARMENT & OTHER RESPONSIBILITY MATTERS

Signed copies of the Certification Regarding Debarment and Other Responsibility Matters must be included in the bid package.

By submitting a bid, the Responder certifies, to the best of his/her knowledge and belief, that:

I. Responder and/or any of its Principals:

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency.

(B) Have not, within a three-year period preceding this bid, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of quotes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission or any of the offenses enumerated in paragraph I (B) of this provision.

II. Responder has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any public (Federal, state, or local) entity.

(A) The word "Principals," for the purposes of this certification, means officers; directors; owners; partners; and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; business manager; head of a subsidiary, division, or business segment, and similar positions).

(B) Responder will provide immediate written notice to the Owner if, at any time prior to contract award, Responder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(C) If the Responder is unable to certify the representations stated in paragraphs (I), Responder must submit a written explanation regarding its inability to make the certification. The certification will be considered in connection with a review of the Responder's responsibility. Failure of the Responder to furnish additional information as requested by the Owner may render the bid as non-responsive.

(D) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (A) of this provision. The knowledge and information of a Responder is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(E) The certification in paragraph I (A) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Responder knowingly or in bad faith rendered an erroneous certification, the Owner may terminate, for default, any Contract resulting from this solicitation, and in addition to other remedies available to the City of Walhalla.

By signing, I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same project, materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the responder.

Authorized Representative and Title (Print): _____

Authorized Signature: _____ **Date:** _____

SAM's No.: _____

Cage Code: _____

DUN's No.: _____

BID SUBMISSION FORM | BID FORM - B

CITY OF WALHALLA RFP 2025-02 Community Center BIDDER'S QUESTIONNAIRE

Note: Failure to provide the information requested in this questionnaire may be cause for rejection of the solicitation on the basis of non-responsiveness.

Name of Your Business: _____

Street Address: _____

Mailing Address if Different: _____

City: _____ State: _____ Mailing Zip: _____

Telephone: _____ Fax: _____ E-Mail: _____

How many years has the business been under the above name? _____

Previous business name(s) if any: _____

My Bid Acceptance Period is _____ Days.

(Quotes providing less than thirty (30) calendar days for acceptance may be considered non-responsive and may be rejected.)

Are you acting as a broker or the primary supplier in this transaction?

☐ Primary Supplier ☐ Broker

Business Information (Please check all that apply):

- | | |
|--|---|
| ☐ My business is Individual | ☐ My business is a Partnership |
| ☐ My business is a Non-Profit | ☐ My business is a Joint-Venture |
| ☐ My business is Full-Time | ☐ My business is Part-Time |
| ☐ My business is Minority Owned | ☐ My business is Woman Owned |
| ☐ My business is a corporation under the laws of the State of _____ | |

Completed by: _____ Title: _____

Signature: _____ Date: _____