

Request for Proposal
Town of Estill Building Upgrades
Town of Estill
Solicitation No. 2024-01



Submission Deadline Is February 13, 2024

Town of Estill
Tiffany Cooks
Or
Edna O'Banner
Town Administration Office
323 Martin L. King Jr. Blvd South
Estill, SC 29918

Town of Estill, invites designed build firms capable of providing proposals for renovation of fire department, town hall, and new public works facility. 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 "Designed Build Firms" with the RFP due date and time. Proposals must be mailed or delivered on or before 3:00 p.m. on February 6, 2024: Town of Estill, Tiffany Cooks or Edna O'Banner, 323 Martin L. King Jr. Blvd South, Estill, South Carolina 29918. The Town is not responsible for packages delivered after the deadline.

Project Description:

The project includes designed build firm to consult on the town's fire department, town hall, and new construction of the public works facility. The selected firm shall assist with budget, estimates, programming, planning, and other. The Town anticipates a fast-track installation schedule. Questions?

Please use the following contact and do not contact other Town staff, Council members, or elected officials regarding 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: Tiffany Cooks. Email: tcooks@townofestill.sc.gov Phone: 803-625-3243 ext. 226. Anticipated Schedule (subject to change): Publish Date of Advertisement in SCBO February 6, 2024. Questions due in writing February 6, 2024 Proposals Due February 13, 2024.

Anticipated Schedule (subject to change):

Publish Date of Advertisement in SCBO January 31, 2024.

Questions due in writing February 6, 2024

Proposals Due February 13, 2024

Evaluation Criteria

A. Past performance and number of years in providing Design-Build services. Firm's recent experience with similar type facilities. (40 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)

D. Insurance: The Town 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 Town during negotiations with the selected Firm. (10 points)

E. Previous experience in cost estimating services related Cameras and Installation. (10 points)

G. Ability to provide effective communication and support to the Town 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 Town's best interest to accept. During the evaluation process, the Town may request additional information, clarifications, explanations, and answers from any respondent. The Town 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.

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.