



Request for Proposal
Old Towne Creek County Park
Building Repairs
2017-001

1400 Old Towne Road
Charleston, SC 29455

July 15, 2016

CHARLESTON COUNTY PARK
& RECREATION COMMISSION





CHARLESTON COUNTY PARK AND RECREATION COMMISSION

Request for Proposal Old Towne Creek County Park Building Repairs

2017-001

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PLEASE SIGN THE CONTRACT DOCUMENT WHICH IS A SEPARATE DOCUMENT ATTACHED TO RFP.

PRICE PROPOSAL FORM

(Date) _____

TO: CHARLESTON COUNTY PARK AND
RECREATION COMMISSION (CCPRC)
861 RIVERLAND DRIVE
CHARLESTON, SC 29412

OLD TOWNE COUNTY PARK BUILDING REPAIRS
1400 Old Towne Road,
Charleston, SC 29455
RFP No. 2017-001

FROM: _____
(Offeror)

(Address)

The Undersigned, having carefully examined drawings, project details, specifications, and other documents Old Towne County Park Building Repairs, Address 1400 Old Towne Road, Charleston, SC 29455 RFP No. 2017-001 dated, and the following addenda:

Addendum No. _____ Dated _____ Addendum No. _____ Dated _____

Addendum No. _____ Dated _____ Addendum No. _____ Dated _____

Addendum No. _____ Dated _____ Addendum No. _____ Dated _____

As well as, the premises and conditions affecting the work, proposes to furnish all services, labor, materials and equipment called for by them for the entire work in accordance with said documents.

The drawings are provided for information purposes only. By submittal of this quote, the Contractor certifies that they have verified measurements and are familiar with the facilities prior to submitting a quote.

Item 1—Base Bid—Stabilization work for Main House and Caretaker's House. All work shall be accomplished in accordance with attached plans and specifications and the attached Scope of Work, for the lump sum of:

Item 1 Total \$ _____

Option/Alternate Items 2 thru 6

Item 2 – Add Alternate – Provide and install standing seam metal roof on Main House and Caretaker's House in lieu of asphalt shingle roof, in accordance with the Construction Specifications and Scope of Work. Item is to include all services, labor, materials and equipment called for the entire work in accordance with said documents. Additional dollar value only.

Item 2 Total \$ _____

Item 3 – Add Alternate - Seal basement of Caretaker’s House, in accordance with the Engineer’s Drawings and Scope of Work. Item is to include all services, labor, materials and equipment called for the entire work in accordance with said documents.

Item 3 Total \$ _____

Item 4 – Add Alternate -Repairs to Stable 1, in accordance with the Engineer’s Drawings and Scope of Work. Item is to include all services, labor, materials and equipment called for the entire work in accordance with said documents.

Item 4 Total \$ _____

Item 5 – Add Alternate - Repairs to Stable 2, in accordance with the Engineer’s Drawings and Scope of Work. Item is to include all services, labor, materials and equipment called for the entire work in accordance with said documents.

Item 5 Total \$ _____

Item 6 - Add Alternate– Deconstruct and reconstruct Garage Building on-site, in accordance with the Engineer’s Drawings and Scope of Work. Item is to include all services, labor, materials and equipment called for the entire work in accordance with said documents.

Item 6 Total \$ _____

Unit Prices (Items 7 thru 10) - In the event that additional work is necessary the following unit prices will apply. All basic work defined in the scope of work is in the price of Item 1. Additional work prices are for installed and complete prices and shall follow the same specification requirements as are included in the plans and specifications. Complete is defined in this section as including all materials, preparation, sub-base materials and installation required to create the finished product according to existing plans and specifications.

ALLOWANCES FOR ADDITIONAL REPAIRS

| <u>Description</u> | <u>Estimated Qty.</u> | <u>Unit Price</u> | <u>Total</u> |
|---|------------------------------|--------------------------|---------------------|
| Item 7 - Additional Board Feet of Framing Lumber (See lumber specifications) | 1200 Board Feet | \$ _____ | \$ _____ |
| Item 8 - Additional Shutters (match existing) | 22 (per Each) | \$ _____ | \$ _____ |
| Item 9 - Additional Windows (match existing sash, frame, panes, etc.) | 16 (per Each) | \$ _____ | \$ _____ |
| Item 10 - Additional Brick Replacement (match existing brick) | 50 Square Feet | \$ _____ | \$ _____ |

GRAND TOTAL OF ITEMS 1 THRU 10 “Not to Exceed” \$ _____

OFFER NOTES:

1. Evaluation will be made based on the total of items 1 thru 10. Items shall be awarded based on prices and availability of funds.
2. Price realism analysis will be performed.
3. CCPRC may reject an offer as nonresponsive if it is materially unbalanced as to prices for the basic requirement. An offer is unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated for other work.

Company SBE Goal ____%. See Attachment 10, Small Business Enterprise (SBE) Program for instructions.

The price specified shall include all taxes and duties of any kind levied by federal, state, municipal, or other governmental authority, which either party is required to pay with respect to the materials or services covered by this Agreement. At a minimum, invoices shall contain the identity of the provider of the services, the date of the services, a description of the services, and any applicable taxes. If the letter of authorization accompanying these terms and conditions allows the payment of "reimbursables", they shall be paid at Seller's/Contractor's actual cost and subject to audit by CCPRC.

Out of state Contractors are required to complete form I-312, Nonresident Taxpayer Registration Affidavit Income Tax Withholding form. **All Contractors are required to complete form W-9 Taxpayer Identification Number and Certification form. See Attachment 12.**

Any unit prices, if accepted in the award of this contract, shall be used in establishing adjustment of Contract Price by additions to or deductions from work in accordance with applicable requirements specified in the General Conditions. Unit Prices listed shall include all costs, profit and overhead, and no further surcharges are to be added to any unit price item of work that may be ordered done.

Offer Holding Time: The Undersigned hereby agrees that this offer may not be revoked or withdrawn after time set for opening of offers, but shall remain open for acceptance for a period of NINETY (90) days following such time.

Contract Acceptance: In case the Undersigned be notified in writing by mail, email, telefax or delivery of acceptance of this offer, he agrees to execute, within ten days from notice, a contract for the work for the above-stated amount and at the same time to furnish and deliver to Owner **a Performance Bond and a Payment Bond, each in the amount equal to 100 percent of the contract sum.**

Completion Time: The Undersigned agrees to commence actual physical work at the site, with an adequate force and equipment, within ten calendar days from a date to be established in a "Notice to Proceed."

Rain Day: For rain delays, the Contractor shall be entitled to a one day extension of time for each day in any given month that the actual rain days measured at the Charleston International Airport, or an Otherwise mutually agreed upon location, exceed the NOAA average monthly rainfall for the month in Charleston, South Carolina. In order to qualify as a rain day, there must be at least one-hundredth of an

inch precipitation on the date in question. The average number of days in each month receiving one-hundredth of an inch or more of rain in Charleston, South Carolina, according to NOAA are as follows:

| Month | Days | Month | Days |
|----------|------|-----------|------|
| January | 10 | July | 14 |
| February | 7 | August | 17 |
| March | 6 | September | 11 |
| April | 6 | October | 8 |
| May | 9 | November | 6 |
| June | 14 | December | 10 |

The rain gauge at the Charleston International Airport, or an otherwise mutually agreed upon location, shall be used as the determinate for daily rain measurement. The Contractor shall submit any request for rain days by the tenth day of the following month. Rain and weather delay extensions of time are non-compensable delays and the Contractor shall be entitled to no additional compensation as consequence of rain and weather related extensions hereunder.

Liquidated Damages: The Undersigned understands that should he fail to substantially complete work under this contract within the time specified hereinbefore, or such later date as may result from an authorized extension of time, he will pay to Owner, as liquidated damages, the sum of **Two Hundred and Fifty Dollars (\$250.00)** for each succeeding calendar day, Saturdays, Sundays and Holidays included, that the terms of the contract remain unfulfilled, which sum is agreed upon as the proper measure of liquidated damages which Owner will sustain per diem by failure of undersigned to complete the work by the time stipulated, and this sum is not to be construed as, in any sense, a penalty.

Offer Security: Enclosed is an **Offer Bond or Certified Check** in the amount of _____ Dollars (\$_____) being not less than 5 percent of the Base Offer, payable to Owner. The Undersigned agrees that the above-stated amount is the proper measure of liquidated damages which Owner will sustain by failure of the undersigned to execute the Contract, and to furnish the Performance Bond within ten day period from notice, in case the Offer is accepted by Owner within SIXTY (60) days after date set for opening of offers. The undersigned agrees that, if he is unwilling to execute the contract within the ten day period from notice, or if he fails to furnish both Performance Bond and Payment Bond, the obligation of the Offer Bond will remain in full force and effect, and the moneys payable thereon shall be paid into the funds of Owner as liquidated damages for such failure.

Contractor Resources: It is understood that, before a proposal is considered for award, Offeror may be requested by Owner to submit a statement of facts in detail as to his previous experience in performing similar or comparable work, and of his business and technical organization and financial resources and plant available to be used in performing contemplated work.

Sub-contractors: The Contractor shall list the sub-contractors he proposes to use on the project on the Offer Form. However, prior to final award of an offer, the Owner shall have the right to mandate that the

Contractor provide a listing of the Sub-contractors and that the Contractor shall not change the sub-contractor without the express permission of CCPRC and with good cause. Submit Attachment 11, Subcontractor Data Form, with your offer.

Respectfully submitted,

Offeror's Signature _____

Firm's Name:

(Mailing address)

(Phone number and Email address)

State of South Carolina

Contractor's License No. _____
(If available)

I. INTRODUCTION

The Charleston County Park and Recreation Commission (CCPRC) is seeking proposals for Old Towne Creek County Park Building Repairs. The project work is for structural repairs to the Main House, the Caretaker's House, two Stables, and a Garage. See Scope of Work for a detailed description of the project.

CCPRC represents one of the most unique park and recreation agencies in the State of South Carolina. As a Special Purpose Public Service District created in 1968, CCPRC has specific areas of responsibilities that have been defined through its legislative empowering act. CCPRC is responsible for providing park and recreational services, and, as appropriate, works in cooperation with other recreational and governmental agencies to provide these services.

One of CCPRC's ongoing goals is the development of a diversified county park system emphasizing the provision of passive activities, public beach and boating access and environmental stewardship. Each park facility also offers a variety of programming opportunities, facilities and events, of which many are directed toward highlighting the natural features and characteristics of each site. These goals and accomplishments have resulted in providing CCPRC with annual park visitation in excess of 2,100,000. To learn more about the CCPRC park system, please visit our website at www.ccprc.com.

Project Location:

Old Towne County Park
1400 Old Towne Road, Charleston, SC 29455

II. SCOPE OF WORK

The proposed work at the Old Towne Creek County Park site includes repairs to five structures: the Main House, the Caretakers House, Stable #1, Stable #2, and the Garage. The base bid covers repairs at the Main House and most of the work at the Caretaker's House. Installing a standing seam metal roof to the Caretaker's House and Main House, encapsulation of the Caretaker's House basement, and repairs to the two Stables and the Garage are individual Add Option Alternate based on fund availability.

The Main House is a two-story structure consisting of a main living level and a walk-in unfinished basement. Base-bid repairs include, but are not limited to: replacing deteriorated or missing items, such as the asphalt shingle roof, tongue-and-groove decking in the attic, eave and fascia timber, attic vents, the south porch handrail, windows, and shutters; installing 2x12 beams in the attic to supplement the existing framing; and painting the exterior siding and shutters. Add Option Alternate include providing a standing seam metal roof in lieu of an asphalt shingle roof.

The Caretaker's House is a two-story structure consisting of a main living level and an unfinished basement. Base-bid repairs include but are not limited to: replacing deteriorated or missing items such as the asphalt shingle roof, tongue-and-groove decking in the attic, eave and fascia timber, windows, and shutters; installing 2x12 beams in the attic to supplement the existing framing; removing the existing lattice and installing concrete masonry unit walls to enclose the crawl space; installing an access hatch over the existing basement stairway; and

painting the exterior siding and shutters. Add Option Alternate include providing a standing seam metal roof in lieu of an asphalt shingle roof and encapsulating the basement.

Both Stables are one-story structures that consist of a central open space with adjacent enclosed stable rooms. Each structure is an individual Add Option Alternate to the project base-bid, and repairs include but are not limited to: repairing the standing seam metal roof, removing and replacing deteriorated timber fascia and outriggers, re-attaching/replacing deteriorated siding, repairing the Dutch doors, and painting the exterior.

The Garage is a one-story structure which includes a mezzanine. Repairs and relocation of the structure is an Add Option Alternate to the project base-bid. Repairs include repairing roof pinholes. The super-structure is to be relocated to another location at the site, chosen by CCPRC. A new foundation shall be provided at the new location.

Any disturbed areas must be returned to existing conditions by fine-grading and installing sod. Please refer to the project plans for additional, detailed information.

The Scope of Work required under this Request for Proposal includes all labor, materials, equipment, and services required for the work, including permitting, compliance with all state and local codes and construction of the project, as applicable. Details of the proposed work are provided in the engineering drawings and specifications **See Attachments 13, 14 and A thru J.**

Special Permitting Requirements: Obtain all necessary permits and meet local codes.

Project Schedule:

Proposals shall include a general timeline to meet the Owner's deadline. The candidates' proposal must clearly address their ability to meet that intended schedule.

The Contractor shall be required to commence work under this contract within 10 calendar days after the date the Contractor receives the Notice to Proceed. Final Completion deadline is two hundred and forty (240) calendar days from the issue date of the Notice to Proceed. Contractor shall reach Substantial Completion for all work thirty (30) days prior to Final Completion. The time stated for completion shall include final cleanup of the premises.

Unless specific permission is given by CCPRC, work hours will be limited to daylight hours, weekdays only. CCPRC reserves the right to direct the contractor as to the order and specific days when work will be permitted at the specific facilities. The park is not open to the public on a daily basis, but special events are sometimes scheduled, usually in the late afternoon on weekdays or mid-day on weekends.

Pricing:

The proposed price for the Scope of Work required under this Request for Proposal includes all labor, materials, equipment, and services required for the repair of the bulkhead and construction of an outfall structure, including permitting, compliance with all state and local codes and construction of the project, as applicable. All work to be completed as identified in the Scope of

Work and Items 1 through 10 on the price proposal form.

CCPRC will evaluate cost based on the total of items 1 thru 10 requested in the Price Proposal Form.

1. **Base Bid - Stabilization work for Main House and Caretaker's House**, in accordance with the Engineer's Drawings and Scope of Work.
2. **Add Option/ Alternate** – Provide and install standing seam metal roof on Main House and Caretaker's House in lieu of asphalt shingle roof, in accordance with the Construction Specifications and Scope of Work
3. **Add Option/Alternate - Seal basement of Caretaker's House**, in accordance with the Engineer's Drawings and Scope of Work.
4. **Add Option/Alternate - Repairs to Stable 1**, in accordance with the Engineer's Drawings and Scope of Work.
5. **Add Option/Alternate -Repairs to Stable 2**, in accordance with the Engineer's Drawings and Scope of Work.
6. **Add Option/Alternate - Deconstruct and reconstruct Garage Building on-site**, in accordance with the Engineer's Drawings and Scope of Work.
7. **Allowances for additional repairs – Items 7 through 10**. (See description in Price Proposal Form.). These items may or may not be included in the final contract based on need and/or funds availability.

CCPRC is not obligated to select the Option Alternate item(s).

All basic work defined in the scope of work is to be included in the price of all Items. The award shall be a Firm Fixed Price not to exceed contract.

Project Contractor Requirements:

CCPRC is seeking a general contractor, including all necessary subcontractors, with all applicable licenses for work on this project. The following qualifications must be demonstrated in proposal: Only contractors with a minimum of five years relevant experience with historic structures similar to the project will be considered for this work.

A. Historic Projects: List four projects involving the restoration of one or more historic structures. All of these projects should meet the US Secretary of the Interior's Guidelines for Historic Preservation Projects.

B. Categories of Work: List four projects involving each of the following categories of work. In addition, a single project may appear many times within the list below. It is possible that a single project may have involved all or most of the required categories of work.

1. Masonry: Repointing and reconstruction historic masonry.
2. Frame and Finish Carpentry: Repair of historic wood finish members, including partial replacement of damaged members, and reproduction of new members to match existing:

3. Painting: Stripping of paint from a historic wood substrate with chemical strippers, neutralizing, and repainting.
4. Provide all applicable contractor licenses: include license name, license numbers and contact information.
5. Codes and Standards:
 - a. All project work shall be done in accordance with all applicable codes and standards which include, but not limited to, the International Building Code, Local Codes and Ordinances and Manufacturers Recommendations.
6. Licenses:
 - a. Provide all applicable contractor licenses; include license name, license number and contact information.
7. Project Completion:
 - a. Final Completion deadline is two hundred and forty (240) calendar days from the issue date of the Notice to Proceed. Contractor shall reach Substantial Completion for all work thirty (30) days prior to Final Completion. Rain Days will be in accordance with contract clause 5.8.3
8. Submittals:
 - a. All submittals are to be electronic files in PDF format. All approved submittals are to be included as a part of Project Close-Out documents.

Project Construction Considerations:

Project Implementation for the Scope of Work under this Request for Proposal includes all labor, materials, equipment and services required for repair and construction including any permitting, compliance with all state and local codes and construction of the project. Refer to the project plans for additional, detailed information.

The Scope of Work will include:

- a. The proposed work at the Old Towne Creek County Park site include repairs to five structures: the Main House, the Caretaker's House, Stable #1, Stable #2, and the Garage. The base bid covers repairs at the Main House and most of the work at the Caretaker's House.
- b. Individual Add Option Alternate: Installing a standing seam metal roof to the Caretaker's House and Main House, encapsulation of the Caretaker's House basement, and repairs to the two Stables and the Garage.

Project Manager & Construction Administration

- a. Identify a construction superintendent providing their name, qualifications including a minimum of 5 years of experience on historical structure restoration projects.
- b. Construction superintendent to provide construction coordination and is responsible for communicating with prime consultant/owner, other contractors; provides directives to sub-contractors and attends scheduled construction meetings on site¹², and review of all project billing.

- c. Named individual is to provide input to reports and meeting minutes with owner, prime consultant and other contractors.
- d. If superintendent is replaced during construction period, replacement will require CCPRC approval of same or greater credentials and experience level initially proposed prior to replacements' start of work.
- e. Superintendent is responsible for overall project construction quality control, inspection/field condition reports, provide other duties as outlined in contract and coordinate project schedules.
 - Schedule inspections by all required agencies and officials
 - Maintain work schedule
 - Schedule construction meetings

Project Close-Out

In order to accept project as final, Punch List must be complete, Final payment shall be made within thirty (30) days after the last of the following:

1. Completion of the punch list;
2. Acceptance and occupancy of the project;
3. Submission of final Subcontractor/supplier lien releases;
4. Submission and approval of final invoice;
5. Submission of all product warranties and operating manuals;
6. Successful Final Completion inspection by the Owner as provided in Article 6.5.
7. Satisfactory completion of all terms and conditions of this agreement
8. Provide accurate construction As-Built drawings representing final installation, in accordance with the contract. Provide those As-Built information to Consulting Engineer for review and approval prior to final approval by owner. Coordinate with consulting engineer on format of "As Built drawings" for their review per contract.
9. Receipt of two (2) copies detailed, as-built drawings, and an electronic copy on flash drive of as-built drawings stamped by contractor as "As-Built". As Builts to be provided in AutoCAD 2010 or greater and a PDF format copy.
10. Provide Owner at close of project with all Operations and Maintenance Manuals that include all information and warranties. Provide two (2) copies and an electronic copy in PDF format, on same flash drive.
11. Provide written warranties covering quality of labor and installation of all products/materials.
12. All submittals are required to be on flash drive format. Documents can be submitted as PDF files.
13. The contractor is responsible for obtaining all necessary governmental agency permits. All permitting costs are to be included in the base offer including permit-related signage.
14. The Contractor's responsibility during the Construction Phase under this Agreement commences with the award of the Contract for Construction and terminates upon completion of the Contractors obligation under the warranty period.

Ownership of Contractor's Work Product

Any documents prepared by the construction team for this project are for CCPRC's use. CCPRC shall have sole ownership of such documents to include making reproducible copies for its use and information in connection with follow-up contracts for design services, further planning, construction, or for permitting uses.

Requirements to be included in Proposal:

The following list of items are requirements and information the contractor shall include in their proposal:

- a. Any and all fees shall be included in the Price Proposal.
- b. Reimbursable are not applicable to this contract.
- c. Identify any other work required to complete the project not outlined in this RFP.

Provide breakdown of primary construction costs, i.e., mobilization, demolition, timber posts, decking, etc.

1. Although part of overall price, identify separately all fees associated with any survey, studies and/or permitting that will be the responsibility of the contractor to administer and will become a part of their contract.
2. Provide detailed, specific project approach, describing the means and methods of accomplishing the work including:
 - a. Address protection of the site's existing features, including existing decks, bridges and building, creative solutions as to the means and methods will be considered. Include description of equipment used, material storage, and any demolition proposed that is outside the requirements specified in the project plans.
 - b. Meetings with CCPRC and/or prime consultant as needed to provide and receive information including weekly progress meetings and any other meetings required to successfully complete this project including pre-proposal meeting and if awarded, preconstruction meetings.
 - c. Contractor is to inform prime consultant immediately of any issues or concerns during the process and, as needed, inform CCPRC of those issues or concerns.
3. Identify individual responsible for overall project construction quality control.

Schedule to be included in Proposal:

Proposals shall include a general timeline to meet the Owner's deadline. The candidates' proposal must clearly address their ability to meet that intended schedule.

1. Provide a proposed schedule for construction in the proposal, including receiving materials, mobilization, demolition, construction, and demobilization.
2. Contractor should be prepared to revise work as needed to meet the project goals, plans, and specifications.
3. Provide assurance of contractor's ability to meet the deadline of the project.

III. SELECTION PROCESS

The Request for Proposal shall be available to any qualified companies choosing to respond. CCPRC reserves the right to waive any irregularities and/or to reject any or all proposals that do not adequately meet the intent of the RFP or cannot be produced within the approved schedule. No proposal may be withdrawn for a period of sixty (60) days after the date the proposals are due. CCPRC also reserves the right to accept the proposal as a whole, or any items listed in the RFP. Listed below is the anticipated schedule for the selection process.

| | |
|---|----------------------------------|
| Pre-Proposal Meeting | July 26, 2016 9:00 am ET |
| Additional Site Visit (<i>appointment only</i>) | July 27, 2016 |
| Deadline for Questions: | August 3, 2016 2:00 pm ET |
| Addenda issued, if deemed necessary: | August 5, 2016 |
| Proposals due: | August 30, 2016 2:00 pm ET |
| Substantial Completion | 210 Days after Notice to Proceed |
| Final Completion | 240 Days after Notice to Proceed |

Pre-proposal Meeting:

A Pre-Proposal meeting will be held on site at Old Towne Creek County Park located 1400 Old Towne Road, Charleston, SC 29407, **Tuesday, July 26, 2016 at 9:00 AM ET**. Those that attend the meeting will have the opportunity to review the site. Additional site visits may be scheduled for Wednesday, July 27, 2016 **by appointment only**. Requests for appointments may be scheduled by emailing Ray Ely at rely@ccprc.com. CCPRC will not meet with individual companies at any other time. The facility is not open to the public on a daily basis, and access is controlled by a locked gate. Contractors not attending the Pre-Proposal Meeting or site visits may not ask park staff about the project.

IV. QUALIFICATION/EVALUATION

It is the intent of CCPRC, in accordance with the RFP documents, to award a contract based on the proposal that meets the program requirements, meets the required schedule, and will produce the highest quality product for the price. While CCPRC is concerned about the ultimate price of the project, the selection and award will not be based solely on the lowest priced proposal. Proposals will be evaluated and independently scored by a selection panel based upon, but not limited to, the following factors, listed in the order of importance, with factor 4 and 5 of equal importance.

1. Cost
2. Past Performance
3. Corporate Experience
4. Project Approach and Performance Differentiators
5. Capacity
6. Local Preference Option

CCPRC may request additional information from one or more companies after the submission of the initial proposal in order to clarify, confirm, or properly evaluate the proposals. Evaluation scores may be revised due to a better understanding of specific elements of the proposal as a result of additional information received. CCPRC reserves the rights to, at reasonable times, inspect the part

of the workshop or place of business of the vendor, contractor or any sub-contractor which is related to the performance of any contract awarded or to be awarded by the Commission. CCPRC also reserves the right to negotiate terms of the contract with the intended company pursuant to CCPRC's Procurement Policy.

There is no expressed or implied obligation for CCPRC to reimburse responding firms for any expenses incurred in preparing the proposal and/or any subsequent interview and/or requests for

additional information. The contractor is required to sign the attached CCPRC's contract with the submission of their proposal. CCPRC will not be obligated for any services without a written executed contract by both parties. A copy of the firm's proposal and the Request for Proposal including Scope of Work will be incorporated and become a part of the contract; however, in the event of any ambiguity with any attachments, CCPRC's contract and Procurement Policy will prevail.

V. CRITERIA FOR SELECTION CONTRACTORS BASED ON QUALIFICATIONS AND PRICE

Offeror Representations:

Each Offeror by submitting qualifications represents that:

1. The Offeror has read and understands this solicitation (including all Attachments) and that their offer is made in accordance therewith.
2. The Offeror has reviewed the solicitation, has become familiar with the local conditions under which the service is to be performed, and has correlated personal observations with the requirements of the proposed Contract Documents.
3. The Offeror is qualified to provide the services required under this solicitation and, if awarded the contract, will do so in a professional, timely manner using successful Offeror's best skill and attention.
4. Has examined the proposed site of the project and all information provided.
5. Has become familiar with all the conditions related to the proposed work, including the availability of labor, materials, and equipment.
6. Has thoroughly reviewed the construction schedule and the submittal reflects the ability to meet the project schedule deadlines.
7. Has provided information and submittals which are accurate and correct.
8. Has become familiar with all local codes, review agencies, local review boards, and permitting requirements.
9. Has the appropriate active licenses required by the State of South Carolina, local code authorities and regulatory agencies.

Basis of Award

The award determination shall be based on technical factors and price which together constitute a best value to the CCPRC, however, not necessarily the lowest price. The objective is selection of contractor whose overall proposal demonstrates the best value to CCPRC based on the stated criteria.

Following the deadline for submittal of qualifications, a selection committee will review, analyze and rank all submittals based on their response to the information requested.

If desired, the selection committee may conduct discussions with short listed firm(s) submitting responses and shall select from among them, the firm(s) deemed most qualified to provide the required construction. At the discretion of CCPRC, the discussions with the firm(s) may consist of written questions and responses, and/or personal interviews with members of the firm(s). If personal interviews are required by the CCPRC, the persons proposed to be responsible for performing the work required herein shall attend the interview. If requested, firms should be prepared to submit financial status information, which shall be held in confidence.

The CCPRC reserves the right to reject any or all submittals, and to waive defects, technicalities and/or irregularities in any submittal. The CCPRC reserves the right to finalize a contract based on all factors involved in the written qualification submittal without further discussion or interviews.

Evaluation Criteria

Price, as well as, the technical factors of Past Performance, Corporate Experience, Project Approach and Performance Differentiators, Capacity and Local Preference will be used to evaluate each proposal. It will be the responsibility of the Offeror to provide proper documentation to receive the Local Preference Option.

VI. EVALUATION FACTORS

FACTOR 1 – Price

CCPRC will evaluate cost based on the total of items 1 - 10 requested in the Price Proposal Form.

The award shall be a Firm Fixed Price not to exceed contract.

Basis of Evaluation

CCPRC will evaluate price based on the following:

Analysis will be performed by one or more of the following techniques to ensure a fair and reasonable price:

- 1) Comparison of proposed prices by all Offerors received in response to the RFP.
- 2) Cost realism analysis will be performed.

TECHNICAL FACTORS (2-6):

The offeror shall be rated higher during evaluations if their proposal meets or exceeds the following items:

- 1) Each response to this Request for Proposals will be subject to the same review and assessment process. Submittals will be evaluated on the basis of the Firm's technical capability and experience. All firms submitting proposals must provide at a minimum, their firm's expertise and capabilities as they relate to the Factors 2 through 6, with regard to the work outlined by the RFP.
- 2) The distinction between corporate experience and past performance is corporate experience pertains to the types of work and volume of work completed by a contractor that are comparable to the types of work covered by this requirement, in terms of scope and complexity. Past performance relates to how well a contractor has performed.

FACTOR 2 – Past Performance:

The degree to which past performance evaluations and all other past performance information reviewed (e.g., performance recognition documents, and information obtained for any other source) reflect a trend of satisfactory performance considering:

While not a requirement, a favorable response would be provided for a team who has previously worked together successfully on one or more projects similar to the proposed project.

Basis of Evaluation:

- A pattern of successful completion of work,
- A pattern of deliverables that were timely and of good quality,
- A pattern of cooperativeness and teamwork at all levels (task managers, contracting officers, Procurement office, auditors, etc.)
- Work that is identical to, similar to, or related to the work at hand; and
- An ability shown, through workmanship provided on other projects, to successfully follow the guiding principles for this site.
- A respect for stewardship of CCPRC funds

In addition to the above, CCPRC may review any other sources of information for evaluation of past performance. Other sources may include, but are not limited to inquiries of owner representative(s), and any other known sources not provided by the offeror.

While CCPRC may elect to consider data from other sources, the burden of providing detailed, current, accurate and complete past performance information rests with the Offeror. Attach to the proposal, letters of recommendation, awards, acknowledgements, etc.

Evaluation Criteria:

Prime general contractor shall provide recent (within the past five years) experience similar in scope (provide reference contacts with current phone number) and a listing of key members of the firm, their experience with similar projects and their role in the projects, a listing what your firm offers that others may not, relevance and appropriateness of firms' expertise and experience in historical structure restoration, including other trades that are applicable to this project. Proposal must address the following:

1. Specific experience of a comparable nature with emphasis on historical structure restoration.
2. The contractor is encouraged to submit any other information they believe will enhance their position in the evaluation criteria, including experience with other proposed elements of this RFP as deemed applicable to demonstrate firm/personnel qualifications.
3. Submit any other information to enhance your position in the evaluation criteria.

Solicitation Submittal Requirements for this Factor:

The Contractor Certification/Qualification Questionnaire, Attachment 2, included in this solicitation is provided for the offeror, or its team members, to submit to their client for five projects.

FACTOR 3 - Corporate Experience:

The purpose of this section is to establish that the general contractor, superintendents, and subcontractors have the experience necessary to carry out the specific work required for this historical structure restoration project.

Experience:**1. General Contractor Project Experience:**

Only contractors with a minimum of five years of recent (within the past five years) relevant experience with sites and structures similar to the project will be considered for this project.

2. Superintendent Experience:

Identify a construction superintendent providing their name, qualifications including a minimum of 5 years of experience on significant historical structure restoration projects as indicated below.

- a) Construction superintendent to provide construction coordination and is responsible for communicating with prime consultant/owner, other contractors; provides directives to sub-contractors and attends scheduled construction meetings on site; individual is to include providing input to reports and meeting minutes with owner, prime consultant and other contractors.
- b) If superintendent is replaced during construction period, replacement will require CCPRC approval of same or greater credentials and experience level initially proposed prior to replacement's start of work.
- c) Superintendent's Project Experience: Please list four projects involving historical structure restoration. This list may include projects listed in the section above.

3. Subcontractor Experience:

- a) Subcontractors have the experience necessary to carry out the specific work required for this project as indicated in RFP.
- b) The General Contractor may fulfill the requirements of some subcontractors.

4. Historical Structure Restoration Project Experience:

Only contractors with a minimum of five years relevant experience with historic structures similar to the project will be considered for this work. Please list only projects completed within the past five years. Only one inventory should be submitted for a multiple listed project. Include a detailed description with each project explaining the scope of work performed.

A. Historic Projects: List four projects involving the restoration of one or more historic structures. All of these projects should meet the US Secretary of the Interior's Guidelines for Historic Preservation Projects.

B. Categories of Work: List four projects involving each of the following categories of work. In addition, a single project may appear many times within the list below. It is possible that a single project may have involved all or most of the required categories of work.

1. Masonry: Repointing and reconstruction historic masonry.
2. Frame and Finish Carpentry: Repair of historic wood finish members, including partial replacement of damaged members, and reproduction of new members to match existing:
3. Painting: Stripping of paint from a historic wood substrate with chemical strippers, neutralizing, and repainting.
4. Provide all applicable contractor licenses: include license name, license numbers and contact information.

If the general contractor can meet these requirements, he should indicate so on the Contractor Certification Qualification Questionnaire form, Attachment 2, and attach the Project Information Inventories (for sub-contractors).

Basis of Evaluation

The offeror will be evaluated to determine if they demonstrated the necessary corporate experience in performing relevant construction projects similar in complexity, similar

Historical structures, and sites described in the Scope of Work and magnitude to the RFP.

“Relevant” is defined to mean that the offeror provides projects that are similar in nature as to the scope and complexity to the RFP.

Only contractors working on historical structures with a minimum of five years of recent (within the past five years) relevant experience with historical structures and sites that were performed in accordance with all applicable codes will be considered for work on this project. Proposal shall address the overall “team” including each major subcontractor’s qualifications and why they are qualified for this work.

A general contractor who has proven skills as a successful leader in managing subcontractors, specialty trades and working with local contractors in historical structure renovation is important to this project. Contractor should also demonstrate a proven record of quality performance. Owner is seeking a general contractor, and all necessary sub-contractors, with all applicable licenses for work on this historical renovation project.

Evaluation Criteria:

Proposals shall identify the Principal-in-Charge and Project Superintendent for this project. If superintendent is replaced during construction period, replacement will require CCPRC approval of same or greater credentials and experience level initially proposed prior to replacement’s start of work. Approval of substitution shall be obtained from CCPRC prior to individual’s start of work. Proposals shall also provide a statement of the firm’s commitment that the identified individuals will be involved throughout the entire project and must address this, at a minimum.

The organizational strength and stability of the responding firm is an important component to the selection process. The experience of work by the firm, which was obtained by personnel no longer with the firm, and therefore, not available for work with this project, is of no interest to CCPRC and shall not be submitted in the response when providing the firm’s qualifications. CCPRC evaluators will only consider firm’s projects that were presided over by project members who still work for the firm in the office submitting a proposal. Failure to properly identify work accurately may disqualify the proposal.

Provide documentation of the firm's capability and experience. Include:

1. Demonstration of firm's ability, including general contractors with specialties such as similar historical structure renovation as previously defined, to perform the indicated services, and with all applicable licenses for work on this project.
2. Organization Chart of the Project Team including all major subcontractors, showing team member names and job title.
3. Proposal shall clearly address the following:
 - a. Names, titles and responsibilities of those who would work on this project.
 - b. Resume of each project team leader that will be assigned to this project to include education and/or related experience.
 - c. Applicable Professional Registrations and licenses of that member
 - d. Longevity with firm.
 - e. Membership in professional organizations.
 - f. Description of previous work similar to Old Towne Creek County Park Building Repairs.
 - g. Professional awards received by the individual or projects where the individual played a key role.
 - h. Detail individual's experience in the capacity of Project Superintendent that will be assigned to this project, highlighting experience with similar projects.
 - i. Provide the title of the referenced project, year work was done, name of the client and the name, address, and telephone number of a contact person knowledgeable of that individual's role on the project.
4. Corporate office to provide the following:
 - a. Number and discipline of Professional staff employees.
 - b. Number of Non-Professional technical staff employees.
 - c. Total number of staff, including administration employees.
 - d. Firm's background including organizational structure and years in existence.
 - e. Firm's memberships in professional organizations
 - f. Number of firm's billings for each of the past five years.
 - g. Percentage of fees derived from historical structure restoration work.
 - h. Describe what, in your opinion, your firm has that is unique to CCPRC's interest and how that might impact how you intend to complete the scope of work outlined in this RFP and in accordance with CCPRC's policies and procedures.
 - i. Subcontractors – include all contractors who do not work for the prime contractor who will be working on this project. Proposal shall clearly indicate any and all subcontractors who are being recommended for the project. Any and all fees associated with any of these areas will be the responsibility of the selected firm to administer and will become a part of the contract and invoiced through the prime contractor. **See Attachment 11.**
 - j. Please sign the attached contract. Contractor will be required to comply with the terms and conditions of CCPRC's contract document.

Solicitation Submittal Requirements for this Factor:

The offeror is responsible to provide the attached Corporate Experience form (Attachment 1) and Subcontractor Data Form (**Attachment 11**).

IT IS THE OFFEROR'S RESPONSIBILITY TO ENSURE POINTS OF CONTACT, TELEPHONE NUMBERS AND EMAIL ADDRESSES ARE ACCURATE AND CURRENT.

FACTOR 4 - Project Approach and Performance Differentiators:

Basis of Evaluation:

The offerors may be rated higher during evaluations if their proposal meets and/or exceeds the following items:

1. Capability to provide the most cost effective construction approach to meet the design intent, including durability, functionality, maintenance and constructability requirements.
2. Ability to provide unique qualifications and /or accomplishments and submittals for approval, and good description of how cost controls will be handled throughout a project.
3. The approach in working with and receiving permitting.
4. Knowledge of local site conditions and applicable regulatory requirements.
5. The ability of the firm to ensure timely response to requests for on-site support.
6. Demonstrated creativity in solving difficult solutions to construction challenges.
7. Demonstrated good and clear communication w/consultants and owners throughout projects.

Solicitation Submittal Requirements for this Factor:

1. Provide a description, specific example(s), and reference contacts and phone numbers that demonstrates the firm's capabilities in the following areas.
 - a) Capability to select the most cost effective construction methods to meet the quality, durability, functionality, maintenance and constructability requirements.
 - b) Provide unique qualifications and /or accomplishments that differentiate your firm and the proposed project superintendent as being uniquely qualified for performing the anticipated services.
2. Describe firm's ability to manage existing budgets and implement cost controls throughout a project. Provide breakdown of primary construction costs, i.e., demolition, piles, decking, etc.
3. Provide detailed description of your firm's approach in working with and receiving permitting to maintain the original construction schedule provided in the proposal.
4. Demonstrate knowledge of local site conditions and applicable regulatory requirements and the ability of the firm to ensure timely responses to requests for on-site support.
5. Provide detailed, specific project approach, describing the means and methods of accomplishing the work. Due to the access challenges of the site, creative solutions as to the means and methods will be evaluated. Include plan for water and land access, equipment used, material storage, and any demolition proposed that is outside the requirements specified in the project plans.
6. Indicate the key individuals in the firm and their proposed involvement in the project.

7. Demonstrated good and clear communication w/consultants and owners throughout projects.
8. The firm demonstrates its capacity to construct this project with the firms existing workload.

FACTOR 5 - Capacity

Basis of Evaluation:

The offerors may be rated higher during evaluations if their proposal meets and/or exceeds the following items:

1. A critical timeline is required to be provided in the proposal that shows how the deadline will be met and how the time will be used efficiently and effectively.
2. The team effectively demonstrates their ability to meet the proposed schedule. Demonstrated good and clear communication w/consultants and owners throughout projects.
3. The firm demonstrates its capacity to construct this project with the firms existing workload.

Solicitation Submittal Requirements for this Factor:

1. Schedule. Indicate the team's ability to meet the proposed schedule for completion. Indicate the ability to meet the final completion deadline, including all owner reviews and permitting requirements.
2. Time schedule for completion of the project. Describe your firm's approach to the following as relates to project timelines:
 - a. Demonstrated good and clear communication w/consultants and owners throughout projects.
 - b. The firm demonstrates its capacity to construct this project with the firm's existing workload.

FACTOR 6 - Local Preference:

The Offeror whose business is physically located and operating within the limits of Charleston County and who otherwise meets the CCPRC's vendor requirements has a local preference, Attachment 7. Furnish proof in accordance with Attachment 7, 3. (a) through (e).

VII. SOLICITATION SUBMITTAL REQUIREMENTS

Price:

Submit an original clearly marked "Original" and two copies of the price proposal with Certifications and bid bond in a separate sealed envelope with a cover page including name of prime contractor, address, phone, email and fax numbers, contract solicitation number and point of contact. Submit the price proposal at the same time as the technical proposal. **Submit an electronic copy of your price proposal (in PDF) on one electronic copy (CD or flash drive).** All Price/Price Structure proposals must be sent in a SEPARATE SEALED ENVELOPE and clearly marked on the bottom left hand corner **"Price Proposal – Old Towne Creek County Park Building Repairs, RFP #2017-001 and name of firm"**.

Technical factors:

Submit one original proposal clearly marked “Original” and three (3) copies in 8-1/2 x 11 format, font size 12. Limit proposals to no more than fifty (50) pages. Provide the proposals in three ring binders with a cover page including name of prime contractor, address, phone, email and fax

numbers, contract number and point of contact. **Submit an electronic copy of your technical proposal (in PDF) on one electronic copy (CD or flash drive).**

Technical and Price Proposals shall be received by **Tuesday, August 30, 2016, 2:00 pm ET**. All Technical proposals must be sent in a separate sealed envelope to the attention of Ms. Lanna Wright, CPPB, 861 Riverland Drive, Charleston, SC 29412 and clearly marked on the bottom left hand corner “Technical Proposal –**Old Towne Creek County Park Building Repairs, RFP #2017-001 and name of firm**”.

Contractors shall address all items as specified in this section. Failure to adhere to this format or to address all items specified may disqualify a Contractor from further consideration. Contractors are also encouraged to include any additional information they wish to be considered.

Please sign the contract agreement on the final page of the document and return. Your offer on this solicitation will become the agreement with the successful offeror(s) if negotiations are not necessary and when signed by CCPRC on the final page.

Any questions or requests for clarification of the RFP must be made, in writing, no later than Wednesday, August 3, 2016 – 2:00 pm ET to the attention of Ms. Lanna Wright, CPPB, 861 Riverland Drive, Charleston, SC or by e-mail to PRCProcurement@CCPRC.com. No questions will be addressed after that deadline. An addendum, if deemed necessary, will be issued no later than Friday, August 5, 2016. Offerors are required to sign a form indicating that they have visited the site to be eligible to submit a qualified offer that certifies that they have verified measurements and are familiar with the facilities prior to submitting a proposal. Site visit appointments may include multiple firms. CCPRC will not meet with individual companies.

All proposals submitted will become the property of CCPRC and are subject to public record law. If proposal contains proprietary information the Proposer shall include a cover letter indicating the proposal contains such information. In addition, any information in which the proposer considers proprietary, MUST be clearly marked “proprietary” next to the relevant part of the text in order for it to be treated as such.

Submit qualifications in the following format:

1. Title Page: Title page showing the Request for Proposal subject; the Team name; the name, addresses, and telephone number of a contact person; and the date of the submittal.
2. Table of Contents: Provide Table of Contents to aid the evaluation of the qualifications.

3. Transmittal Letter: A signed letter of transmittal briefly states the Offeror's understanding of the work to be done, the commitment to perform the work, a statement why the contract believes it to be best qualified to perform the engagement, and a statement that the submittal is an irrevocable offer for sixty (60) days.
4. Detailed Submittal: The purpose of the detailed submittal is for the Offeror to demonstrate their qualifications, competence, and capacity to provide repairs to a timber bulkhead and new outfall structure to CCPRC in conformity with the requirements of this solicitation. Offeror shall submit a qualification for this project meeting the minimum requirements listed.
5. Address each item listed in the Evaluation Criteria based on the ability of your Team as required. Offerors should address all the points outlined herein including 2) Past Performance, 3) Corporate Experience 4) Project Approach and Performance Differentiators, 5) Capacity and 6) Local Preference Option, if applicable.
6. Corporate Experience Form – This is Attachment #1.
7. Contractor Certification/Qualification Questionnaire - This is Attachment #2.
8. I-312: This is Attachment #3. Please sign and return with proposal if applicable.
9. Equal Employment Opportunity Certification: Please sign the Equal Opportunity Certification, which is Attachment #4.
10. Non-Collusion Oath: Please sign and return with proposal the Non-Collusion Oath, which is Attachment #5.
11. Drug-Free Workplace Certification: Please sign the Drug-Free Workplace Act, which is Attachment #6.
12. Local Preference Option: Please sign and return Local Preference Option, if applicable with proposal, which is Attachment #7.
13. Compliance with Illegal Immigration Act: Please sign the Compliance with Illegal Immigration Act form, which is Attachment #8.
14. Insurance Requirement: This is Attachment #9.
15. Small Business Enterprise Policy: This is Attachment #10.
16. Subcontractor Data Form: This is Attachment #11.
17. W-9 Taxpayer Identification Form: This is Attachment #12

VIII. SBE AND LOCAL VENDOR POLICIES

Contractor shall fully comply with CCPRC's SBE, Local Vendor Policies and Subcontractor Data and requirements which are attached hereto and incorporated by reference. (See Attachments 7, 10 and 11)

IX. INSURANCE REQUIREMENTS

See Insurance Requirements, Attachment 9 in the solicitation.

X. OUT OF STATE CONTRACTORS AND SUBCONTRACTORS

Out of state contractors are required to complete form I-312, Nonresident Taxpayer Registration Affidavit Income Tax Withholding form, see I-312, Attachment 3 of the solicitation.

XI. TECHNICAL ATTACHMENTS

Attachment 13 – Property Map
Attachment 14 – Construction Drawings & Specifications
Attachment A – Concrete Formwork
Attachment B – Concrete Reinforcement and Embedded Assemblies
Attachment C - Cast-In-Place Concrete
Attachment D –Maintenance of Unit Masonry
Attachment E – Concrete Masonry Unit
Attachment F – Masonry Restoration
Attachment G - Rough Carpentry
Attachment H – Metal Roof Underlayment
Attachment I – Manufactured Sheet Metal Roofing
Attachment J – Flashing

XII. ADDENDUM

Submitter acknowledges that it is the submitter's responsibility to determine whether an Addendum has been issued; and if so, to obtain copies of such Addendum which are posted with the solicitation on www.ccprc.com , and agrees to be bound by all addenda that have been issued for this request for proposal. Register on website to receive notice of addenda being posted. If addendum is issued, offeror shall sign and return each addendum with the proposal submitted. Failure to return signed any and all addenda may disqualify Offeror.

OFFEROR'S CHECKLIST
AVOID COMMON MISTAKES

Review this checklist prior to submitting your offer
If you fail to follow this checklist, you risk having your offer rejected.

PRE-PROPOSAL MEETING: There will be a pre-proposal conference and site visit for all interested bidder at 9:00 am ET on Tuesday, July 26, 2016 at Old Towne Creek County Park, 1400 Old Towne Road, Charleston, SC 29455.

- ☐ **CONTRACT – MAKE SURE TO SIGN AND RETURN THE CONTRACT**
- ☐ **MAKE SURE YOUR PROPOSAL INCLUDES EVERYTHING REQUESTED, AND YOUR PROPOSAL IS ON TIME. ADDRESS TECHNICAL FACTORS REQUESTED INCLUDING 2) PAST PERFORMANCE, 3) CORPORATE EXPERIENCE, 4) PROJECT APPROACH AND PERFORMANCE DIFFERENTIATORS 5) CAPACITY, AND 6) LOCAL PREFERENCE OPTION.**
- ☐ **MAKE SURE YOU SIGN THE PROPOSAL INCLUDES YOUR COMPANY NAME, FULL MAILING ADDRESS, PHONE NUMBER AND EMAIL ADDRESS AND SIGN THE LAST PAGE OF THE PROPOSED CONTRACT.**
- ☐ **MAKE SURE YOU PUT YOUR PRICE PROPOSAL IN A SEPARATE ENVELOPE – DO NOT INCLUDE IN YOUR TECHNICAL PROPOSAL.**
- ☐ **ATTACHMENT 1 – CORPORATE EXPERIENCE FORM**
- ☐ **ATTACHMENT 2 - CONTRACTOR'S CERTIFICATION/QUALIFICATION QUESTIONNAIRE**
- ☐ **ATTACHMENT 3 – SC DEPARTMENT OF REVENUE I-312, IF APPLICABLE**
- ☐ **ATTACHMENT 4 - EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION**
- ☐ **ATTACHMENT 5 - NON-COLLUSION OATH**
- ☐ **ATTACHMENT 6 – DRUG-FREE WORKPLACE CERTIFICATION**
- ☐ **ATTACHMENT 7 - LOCAL PREFERENCE OPTION SUPPLY PROOF (READ IN FULL) VALID BUSINESS LICENSE WITHIN CHARLESTON COUNTY ENTITY FOR 12 MONTHS; PHYSICAL ADDRESS IN CHARLESTON COUNTY; PROOF OF APYMENT OF TAXES/FEES; NOT VIOLATION OF FEDERAL, STATE OR LOCAL LAW, ETC.**
- ☐ **ATTACHMENT 8 - COMPLIANCE WITH ILLEGAL IMMIGRATION ACT**
- ☐ **ATTACHMENT 9 - INSURANCE REQUIREMENTS**
- ☐ **ATTACHMENT 11 – SUBCONTRACTOR DATA FORM**
- ☐ **ATTACHMENT 12 – W-9 IDENTIFICATION NUMBER AND CERTIFICATION**
- ☐ **ADDENDA – MAKE SURE TO SIGN AND RETURN OR AT LEAST ACKNOWLEDGE ALL ADDENDA**
- ☐ **IF YOU HAVE CONCERNS ABOUT THE OFFER, ASK NOW DO NOT RAISE THOSE CONCERNS IN YOUR RESPONSE! AFTER DUE DATE, IT IS TOO LATE! IF THIS SOLICITATION INCLUDES A PRE-PROPOSAL CONFERENCE OR A QUESTION & ANSWER PERIOD, RAISE YOUR QUESTIONS AS A PART OF THAT PROCESS!**

NOTE: This checklist is included only as a reminder to help Offerors avoid common mistakes
Responsiveness will be evaluated against the solicitation **not** against this checklist.
You do not need to return this checklist with your response.
