



## **TOWN OF RAVENEL REQUEST FOR PROPOSALS**

### **RAVENEL HALL & BALL FIELD PARK IMPROVEMENTS**

Request for Proposals for proposed Architectural, Site, and Landscape Improvements at the Ravenel Hall & Ball Field located at 5700 Connors Street, Ravenel, South Carolina.

There is a non-mandatory pre-bid meeting to be held on **Thursday, May 4, 2023 at 1pm** at the project site located at 5700 Connors Street, Ravenel South Carolina.

**DUE DATE / TIME:** Friday, May 26, 2023 @ 2:00pm

*Proposals received later than the 2:00pm shall be considered **"LATE PROPOSALS."***

**BID OPENING:** May 26, 2023 at 2pm.

#### **POINT OF RECEIPT:**

Town of Ravenel  
% Mike Hemmer  
5962 Highway 165, Suite 100  
Ravenel, SC 29470

Requests for information regarding this Request for Proposals should be directed in writing by either letter or e-mail to Mike Hemmer ([townadministrator@townofravenel.com](mailto:townadministrator@townofravenel.com)).

Project files can be obtained at:

**Duncan-Parnell  
3150 W. Montague Ave.  
North Charleston, SC 29418**

Files can also be downloaded on Duncan-Parnell's website:  
<https://www.dpibidroom.com/View/Default.aspx>

## **I. INTRODUCTION AND BACKGROUND**

The Town of Ravenel is accepting sealed bids for the Ravenel Hall & Ball Field Improvements located at 5700 Connors Street, Ravenel, South Carolina. The work general involves architectural renovations to the existing hall, parking lots, ballfield, playground, utility and septic system.

This Request for Proposal (RFP) is issued to obtain adequate information from interested contractors in order for the Town of Ravenel to select and negotiate an acceptable contract with a qualified and reputable General Bidder to perform the scope of work as included in the Construction Documents.

The Town of Ravenel reserves the right, and has a duty to, hire the most qualified provider for all contracts. This may result in the Town contracting with any individual or company that responds to a request that, in the determination of the Town Council, is qualified to complete the job, regardless of bid price. The Town of Ravenel may also disqualify bidders and/or cancel, rebid, or extend a request for bid review process pursuant to Ravenel and State of South Carolina procurement laws.

## **II. OBLIGATION OF BIDDERS**

At the time of the opening of bids, each Bidder will be presumed to have inspected the site and the conditions relating to construction of the Project, and to have read and become thoroughly familiar with the plans and Contract documents, including all addenda. The failure or omission of any Bidder to visit the site or to examine any form, instrument or document shall in no way relieve any Bidder from any obligation with respect to his bid.

Bidders must verify dimensions in person.

The bidder will be responsible in following all applicable Town ordinances, federal, state, and county laws and regulations and all work performed will be in accordance with the applicable codes. The bidder and surety shall indemnify, defend, and save harmless the Town of all of its officers, representatives, agents and employees against any claim or liability arising from or based on the violation of any such laws, regulations, ordinances, order or decree whether by itself or its employees.

The bidder will be responsible for obtaining all permits that are required for this project. All bidders must hold Proper License for this work at the time of the bid. The bidder must have a business license with the Town prior to beginning any work. All work must be completed and turned into the City in a reasonable time frame.

Prior to submitting a proposal, each proposal shall carefully examine the construction documents, study and thoroughly familiarize himself/herself with the specifications/ requirements thereof and notify Owner of all conflicts, errors, or discrepancies.

The Town of Ravenel will be available as needed during this project.

### **III. DEVIATIONS:**

Any deviations from the RFP requirements indicated herein must be submitted in writing and clearly noted and explained in detail on a separate form and attached to the submitted proposal. The Town must approve any deviations.

The materials, products and equipment described in the Bidding Documents establish a standard of required function, dimension, appearance, and quality to be met by any proposed substitution.

### **IV. DATE OF COMMENCEMENT, COMPLETION:**

Bidder must agree to commence work as specified in a Notice to Proceed from the Town and to fully complete the Base Bid and any awarded Bid Alternates within **xx** calendar days after the Date of Commencement.

### **III. QUESTIONS**

Questions prior to the submission deadline must be received by **Friday, May 12, 2023 at 3:00pm**. They shall be directed to:

Mike Hemmer  
5962 Highway 165, Suite 100  
Ravenel, SC 29470  
[townadministrator@townofravenel.com](mailto:townadministrator@townofravenel.com)

**An addendum will be issued no later than Friday, May 19, 2023.**

### **IV. SUBMITTAL**

The proposal shall include the following:

- 1. Cost Estimation / Itemized List**
- 2. Certification of Professional Liability and Worker's Comp**
- 3. Proof of Liability Insurance**
- 4. License**
- 5. Acknowledgment of Addenda (Attachment A)**
- 6. Indemnification (Attachment B)**

7. **Non-Collusion Affidavit Form (Attachment C)**
8. **Contractor Information (Attachment D)**
9. **References (Attachment E)**
10. **Sub-consultant List (Attachment F)**
11. **Bid Proposal (Attachment G)**

*ALL PROPOSALS SHALL BE SEALED AND LIST THE TITLE OF THE CURRENT BID.*

**Please submit ONE (1) original response and one (1) electronic (pdf) version.** Any negotiate contract is subject requirements provided for in any applicable Town of Ravenel Codes and Ordinances.

**To mail, please send to:**

**Town of Ravenel  
% Mike Hemmer  
5962 Highway 165, Suite 100  
Ravenel, SC 29470**

**To deliver, please drop off at:**

**Town of Ravenel  
% Mike Hemmer  
5962 Highway 165, Suite 100  
Ravenel, SC 29470**

Sealed proposals shall be enclosed and secured in an envelop/package and properly marked and displayed on outside of envelope/package bearing the name, license number (if applicable) and address of proposes, and project identification.

The proposer shall sign his proposal correctly. All offers shall be entered in ink or typewritten. Proposal may be rejected if any omissions, alteration of form, additions not called for, or any irregularities of any kind are shown. The proposer's name shall be included when specifications or descriptive papers are submitted with their proposal.

By submission of proposal, the proposer guarantees that all goods and services meet the requirements of the solicitation during the contract period.

**REJECTION OF BIDS:** The Town of Ravenel reserves the right to reject any or all proposals when such rejection is in the best interest of the Town of Ravenel to reject Proposal of Bidder who has not met the requirements on the bid proposal, who has previously failed to perform properly or complete on time contracts of a similar nature; and to reject proposal of bidder who is, in the opinion of the Town

**of Ravenel, not in a position to perform the contract. The Town shall be the sole judge as to whether proposals submitted meet all requirements outlined in this solicitation.**

The Town of Ravenel is in no way responsible to award a contract, or to pay any costs associated with the preparation of the proposal(s).

**LIABILITY COVERAGE:** Contractor must have at a minimum one (1) million dollars in liability coverage.

**FREEDOM OF INFORMATION ACT (FOIA) STATEMENT:** Procurement information shall be public record to the extent required by Chapter 3 of Title 30 of the Freedom of Information Act, South Carolina Code of Laws, 1976, with the expiation that commercial or financial information obtained in response to a “Request for Proposals” which is privileged and confidential if so designed by the proposer shall not be disclosed. Such information must be clearly marked as “CONFIDENTIAL” by the offerer for each section of information so affected. Privileged and confidential information in specific detail nor customarily released to the general public, the release of which might cause harm to the competitive position of the party supplying the information. Examples of this type of information would include:

1. Customer List;
2. Design recommendations and identification of prospective problem areas under a RFP;
3. Design concepts, including methods and procedures;
4. Biographical data on key employees of the bidder/proposals.

## **V. SPECIAL CONDITIONS**

### **A. CONFLICTS OF INTEREST**

To avoid real or perceived conflicts of interest, any individual or firm directly or indirectly affiliated with the successful individual or company chosen will not be considered by the Town Council for future project assignments related to the construction of a project.

### **B. SAFETY**

Safety is of great concern to the Town of Ravenel. The individual or company selected shall comply with all Occupational Safety Health Administration (OSHA) regulations and all ordinances, laws, regulations and permitting.

The contract shall include suitable hold harmless provisions for protection of the Town from all claims due to neglect or otherwise associated with the individual or company's activities on behalf of the Town.

**C. DRUG FREE WORKPLACE**

All Bidders must certify that they will provide a "Drug-Free Workplace" as that term is defined in Section 44-107-30 of the SC Code of Laws, and shall comply with the requirements set forth in Title 44, Chapter 107.



## ACKNOWLEDGMENT OF ADDENDA

(INCLUDE THIS FORM AS PART OF THE RESPONSE)

### PROJECT: RAVENEL HALL & BALL FIELD PARK IMPROVEMENTS

Proposer hereby acknowledges receipt of all Addenda through and including:

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_.

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_.

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_.

Addendum No. \_\_\_\_\_, dated \_\_\_\_\_.

Company: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



## INDEMNIFICATION

(INCLUDE THIS FORM AS PART OF THE RESPONSE)

The Offeror/Contractor will indemnify and hold harmless the **OWNER, the Town of Ravenel**, and their agents and employees from and against all claims, damages, losses and expenses including attorney’s fees, arising out of or resulting from the performance of the **WORK** provided that any such claims, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, injury to or destruction of tangible property, including the loss of use resulting therefrom, and is caused by any negligent or willful act or omission or the Offeror/Contractor, and anyone directly or indirectly employed by him or anyone for whose acts any of them may be liable.

In any and all claims against the OWNER, the Town of Ravenel, or any of their agents or employees by an employee of the Offeror/Contractor, and anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way to the amount or type of damages, compensation or benefits payable by or for the Offeror/Contractor under the workman’s compensation acts, disability benefit acts, or other employee benefit acts.

The obligation of the Offeror/Contractor under this paragraph shall not extend to the liability of the Town of Ravenel or its agents or employees arising out of the reports, survey, change orders, designs, or specifications.

OFFEROR / CONTRACTOR: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_





## NON-COLLUSION AFFIDAVIT FORM

(INCLUDE THIS FORM AS PART OF THE RESPONSE)

STATE OF: \_\_\_\_\_ )

COUNTY OF: \_\_\_\_\_ )

TOWN OF RAVENEL

\_\_\_\_\_  
Being duly sworn, disposes and says that he/she is

\_\_\_\_\_  
(Sole Owner, a Partner, President, Secretary, etc.

of \_\_\_\_\_  
the party making the foregoing Proposal that such proposal is genuine and not collusive or sham; that said proposer has not colluded, conspired, connived, or agreed, directly or indirectly with any PROPOSER or person, to put in a sham proposal, or that such other person shall refrain from proposing and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person to fix the proposal of affiant or any other PROPOSER or to fix any overhead, profit or cost element of said Proposal or of that of any other PROPOSER or to secure any advantage against OWNER any person interested in the proposed contract; and that all statements in said Proposal are true; and further, that such PROPOSER has not, directly or indirectly submitted this Proposal, or the contents thereof, or the contents thereof, or divulged information or data relative thereto to any association or to any member or agent thereof.

\_\_\_\_\_ Proposer

Sworn to and subscribed before this \_\_\_\_\_ day of \_\_\_\_\_, 2023  
Notary Public for South Carolina

My Commission Expires \_\_\_\_\_



## Contractor Information

(INCLUDE THIS FORM AS PART OF THE RESPONSE)

Name and Address of Company: \_\_\_\_\_

Principal Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

How many years has your company been in business as a contractor? \_\_\_\_\_

How many years has your company been in business under its present name? \_\_\_\_\_

Under what other or former names has your company operated?

\_\_\_\_\_  
\_\_\_\_\_

List jurisdictions and trade categories in which your company is legally qualified to do business, and indicate registration or license numbers is applicable.

\_\_\_\_\_  
\_\_\_\_\_

List the categories of work that your company normally performs with its own forces:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## REFERENCES

(INCLUDE THIS FORM AS PART OF THE RESPONSE)

Please list a minimum of three (3) references for jobs performed in the past five (5) years that are similar in size and scope to this project, with contact names and telephone numbers. **Attach additional sheets if needed.**

Reference: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description & Date(s) of Project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reference: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description & Date(s) of Project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reference: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description & Date(s) of Project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



## SUB-CONSULTANT LIST

(INCLUDE THIS FORM AS PART OF THE RESPONSE)

The Bidder is specifically advised that any person, firm or other party to whom it proposes to award a subcontract under this Contract must be acceptable to the Town of Ravenel (Town). In the event a subcontractor is found to be unacceptable by the Town, the Town may require the Bidder to substitute the unacceptable subcontractor.

Company Name / Address: \_\_\_\_\_

Scope of Work to be Performed: \_\_\_\_\_

Company Name / Address: \_\_\_\_\_

Scope of Work to be Performed: \_\_\_\_\_

Company Name / Address: \_\_\_\_\_

Scope of Work to be Performed: \_\_\_\_\_

Company Name / Address: \_\_\_\_\_

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Company Name / Address: \_\_\_\_\_

Scope of Work to be Performed: \_\_\_\_\_

Company Name / Address: \_\_\_\_\_

Scope of Work to be Performed: \_\_\_\_\_

*Add additional sheets as needed.*



## BID PROPOSAL

(INCLUDE THIS FORM AS PART OF THE RESPONSE)

### PROJECT: RAVENEL HALL & BALL FIELD PARK IMPROVEMENTS

<b>TOTAL BID AMOUNT:</b>	
FIRM NAME:	
FIRM ADDRESS:	
CITY / STATE / ZIP:	
EMAIL ADDRESS:	
LICENSE NUMBER:	
AUTHORIZED SIGNATURE:	
PRINT NAME:	