



**CITY OF SUMTER, SOUTH CAROLINA
REQUEST FOR QUALIFICATIONS**

Caretaker's Cottage

RFQ# 01-20/21

Date: August 27, 2020

Response Deadline:

Thursday, October 1, 2020 at 2:00 PM ET

City of Sumter
Attn: Lindsey Hite, Procurement Manager
21 N. Main Street
Sumter, SC 29150

Deadline to Request Additional Information:

Tuesday, September 22, 2020 at 12:00 PM ET

General Questions About Submission Should Be Directed to:
Lindsey L. Hite, Procurement Manager
By E-mail only to lhite@sumtersc.gov

Technical Questions About the Project Should Be Directed to:
Tripper Lee, Construction Manager
By E-Mail only to tlee@sumtersc.gov

**All questions will be posted & answered on the City's website
By Friday, September 25, 2020 at 5:00 PM ET

OVERVIEW

The City of Sumter, South Carolina (the “City”) intends to prequalify one or more FIRM/COMPANY’s, partnerships, or individuals (“Vendors”) who will be permitted to bid and/or propose on one or more phases of the project described below. The statement of qualifications required is referred to herein as a “Submission.” This request is a prequalification request pursuant to Section 2.H of the City’s purchasing ordinance and is referred to herein as the “RFQ.”

Prequalification. The City will conduct a formal process to determine the Vendors to be prequalified pursuant to this RFQ. Vendors that are prequalified will be placed on a Prequalified Vendors List for the project. The City will use the Prequalified Vendors List in determining the FIRM/COMPANYs, partnerships, or individuals to be invited to participate in one or more Invitations to Bid or Requests for Proposals relating to the project. The Prequalified Vendors List shall remain valid for a period of three years from its inception date, and during such three-year period the City may restrict invitations to bid and requests for proposals for the project to those FIRM/COMPANYs, partnerships, or individuals included on the Prequalified Vendors List.

Submission Deadline. Submissions must be received no later than 2:00 PM ET on Thursday, October 1, 2020.

Submission Procedures. Response to RFQ statements will be received by City of Sumter Purchasing Department until 2:00 PM , ET on Thrusday, October 1, 2020, as shown on the front page.

PLEASE SEND FIVE (5) COPIES OF THE COMPLETED SUBMITTAL TO THE ADDRESS SHOWN BELOW.

Responses to this RFQ are to be Mailed to :

via USPS:

City of Sumter
Lindsey Hite, Procurement Manager
P.O. Box 1449
Sumter, SC 29151

via UPS or FedEx:

City of Sumter
Lindsey Hite, Procurement Manager
21 N. Main Street
Sumter, SC 29150

Vendors should number each side of a printed page consecutively.

The front cover must clearly identify the project name, project number, date of submission, and the name of the submitting entity.

Development Costs. The City shall not be liable for any expense incurred in preparing a response to this RFQ. Vendors should prepare a straightforward and concise description of the Vendor’s ability to meet the requirements of the RFQ.

Reserved Rights. The City reserves the right to accept or reject any and/or all submissions, to waive irregularities and technicalities, and to request resubmission. The City reserves the right to accept or reject all or any part of a submission, if it is deemed in the best interest of the City. The City reserves the right to investigate as it deems necessary to determine the ability of any Vendor to perform the work or services requested. Each Vendor, upon request, shall provide such information as the City deems necessary to evaluate its submission.

A. GENERAL PROCUREMENT INFORMATION

Responses to the RFQ are not bids. The City reserves the right, in its sole discretion, to reject all submissions, reissue a subsequent RFQ, or terminate, restructure, or amend this procurement process at any time. It is the sole responsibility of each Vendor to gather adequate information, review collateral documents, and make those inquiries that are necessary and prudent as to the project. The Vendors are not entitled to rely on the City or the City's representations or information to the exclusion of the Vendors' due diligence.

No questions may be directed to or contacts made with the Mayor, other members of City Council, the City Manager, or other City staff not identified in this RFQ as points of contacts during the period that this RFQ is made public until the final selection is made, except as otherwise provided for herein. Violation of this prohibition may disqualify the Vendor from further consideration.

The City designates the following persons as its Point of Contact for this solicitation. Respondents shall restrict all contact with the City and direct all questions regarding terms and conditions to this person:

Lindsey L. Hite
Procurement Manager
P O Box 1449
Sumter, SC 29151
Email: lhite@sumtersc.gov

All questions regarding technical specifications, drawings, locations, and maps should be directed to Tripper Lee, Construction Manager at tle@sumtersc.gov.

Questions and answers may be made public and provided to other Vendors receiving this RFQ.

Questions shall be emailed no later than Tuesday, September 22, 2020 at 12:00 PM ET.

All questions and answers will be posted on the City's website no later than Friday, September 25, 2020 at 5:00 PM EST. (<https://www.sumtersc.gov/departments/purchasing/rfp-rfq>)

B. SCOPE OF WORK

Caretaker's Cottage at Shaw / Sumter Farm

The City of Sumter is planning to construct a Caretaker's Cottage at Shaw Sumter Farm. This 980-acre property is managed by the City and located off Stamey Livestock Road.

The proposed residence consists of a single-story wood frame residence that is approximately 1,995 square feet. The home is three (3) bedrooms, two (2) and one-half (1/2) bathrooms, includes a two-car garage, rear screened porch, and bonus room. The exterior skin is to be Hardie plank with a brick foundation and a standing seam metal roof. Site improvements will include a concrete driveway, septic system, landscaping, and landscape irrigation. All typical residential electrical, plumbing, and mechanical systems are to be included and have already been designed as part of the construction documents.

C. RESPONSE REQUIREMENTS AND SUBMITTAL FORMAT

I. Submittal Format

Vendors should provide the following information:

1. Corporate Qualifications
 - a. Brief history of FIRM/COMPANY.
 - b. Previous experience with and total number of homes that are similar in scope and size.
 - c. Depth of resources with the experience and ability to complete this project.
 - d. Location of office to perform the work.
2. Performance on Previous Projects
 - a. On-time/in budget performance on projects.
 - b. At least three (3) references with similar size and/or scope projects. Telephone numbers must be included.
3. Sub Consultants (if used)
 - a. Provide a listing of all sub-contractors and their responsibilities that are proposed to be a part of the team.
4. Present workload
 - a. Commitments versus resources of the office to do the work.
 - b. Percentage of workload that is commercial versus residential.
5. Equal Employment Opportunity policy of the FIRM/COMPANY.
6. Evidence of your E-verify compliance.
7. Evidence of appropriate insurance coverage.
8. Sample contract without pricing.
9. Supplemental information that you feel is important for City of Sumter to consider your FIRM/COMPANY. This information shall include the FIRM/COMPANY's registration certification as a licensed contractor in the State of South Carolina.
10. Regarding litigation with owners, subcontractors, and other construction-related entities, list any active or pending litigation and explain. List, and briefly describe any and all legal actions for the past three years in which respondent has been a debtor in bankruptcy, a defendant in a lawsuit for deficient performance under a contract or agreement; a respondent in an administrative action for deficient performance, or a defendant in a criminal action. Failure to fully comply with this item will be grounds for elimination from the solicitation.
11. Has the FIRM/COMPANY ever failed to complete any work awarded to it or has it been removed from any project awarded to the FIRM/COMPANY? Explain.
12. Financial Responsibility
 - a. List your total annual billings for each of the past three calendar years. If forming a partnership, list separately by FIRM/COMPANY.
 - b. List the contact persons, addresses, and telephone numbers for your insurance carrier and agent.
 - c. List the contact persons, addresses, and telephone numbers for the FIRM/COMPANY's bonding company and agent.
 - d. What percentage of your FIRM/COMPANY's work has been negotiated during the past five years?
 - e. Supply FIRM/COMPANY's Current Ratio (Current Assets / Current Liabilities) experience for the last five years, with a signed statement. Such signed statement shall be placed in an appendix.

13. Local Business Presence

- a. Indicate whether the offeror is a “local vendor” as indicated by one or more of the following three criteria: a.) the vendor has a valid business license issued by Sumter County or by one of the municipalities within Sumter County, which was issued at least twelve months prior to the qualifications submission date; b.) for a period of twelve months or more the vendor has maintained and operated a physical business address (not including a Post Office Box) located within the limits of Sumter County; c.) the vendor can prove payment of all applicable Sumter County taxes and fees.

14. Minority Business Enterprise (MBE)

- a. Indicate whether offeror is a Minority Business Enterprise, defined as an MBE certified in accordance with South Carolina Regulation 19-445.2160, as authorized by S.C. Code 1976, § 11-35-5270, as the regulation and section may be amended from time to time.

2. Ownership of Submission Documentation

Upon receipt of submissions by the City, such submissions and all included documentation shall become the property of the City, without compensation to the Vendor, for disposition or usage by the City at its discretion. The City assumes no responsibility or obligation to proposers and will make no payment for any cost associated with the preparation or submission of submissions.

3. Confidential Information

All inquiries or correspondence relating to or about this RFQ and all submissions submitted shall become the property of the City when received and subject to public disclosure unless exempt from disclosure by law. Unless required by law, proprietary or financial information submitted by a proposer will not be disclosed if the Vendor visibly marks each part of the submission which proposer considers to be confidential or proprietary information with the word “Confidential.”

D. SELECTION PROCESS

1. Acceptance and Rejection

Any submissions that do not conform to the essential requirements of the RFQ shall be rejected. The City reserves the right to waive informalities and minor irregularities in submittals and reserves the sole right to determine what constitutes informalities and minor irregularities. The City also reserves the right to accept or reject any or all submissions received in response to this RFQ. The City is not obligated to enter into any agreement on the basis of any submittal in response to this RFQ. The City reserves the right to request additional information from any FIRM/COMPANY submitting under this RFQ if the City deems such information necessary to further evaluate the FIRM/COMPANY's qualifications

2. Selection / Award Criteria

The City of Sumter’s administrative team will review and evaluate the submittals received based upon the criteria shown in the table below. Upon completing the review process, three (3) of the highest-ranking submittals will be added to the bid list for a formal invitation to bid. The Owner has listed each major category of criteria in order of importance. The services being sought under this RFQ are considered professional in nature. Consequently, the evaluation of submittals will be based upon consideration of the demonstrated qualifications and capabilities of the FIRM/COMPANY.

Major Category	Criteria Summaries
FIRM/COMPANY's relevant project experience <i>(POINT VALUE=30)</i>	<ul style="list-style-type: none"> • Company's residential construction experience for comparable projects • Total number of homes built that are comparable to this project • Depth of resources with the experience and ability to complete this project. • FIRM/COMPANY's experience with preconstruction and construction services • FIRM/COMPANY's litigation record
Responsiveness of Submittal <i>(POINT VALUE=25)</i>	<ul style="list-style-type: none"> • Extent to which the instructions in the RFQ were followed • Accuracy in reflecting the project's assumptions & requirements
Financial Information <i>(POINT VALUE=15)</i>	<ul style="list-style-type: none"> • FIRM/COMPANY's financial stability
Local Business Presence MBE Status <i>(POINT VALUE=10)</i>	<ul style="list-style-type: none"> • Local vendor • Minority Business Enterprise
Statement of Why the FIRM/COMPANY Should be Selected <i>(POINT VALUE=20)</i>	<ul style="list-style-type: none"> • FIRM/COMPANY's unique ability to provide construction services at least to the extent described in this document

3. Discussions

The City reserves the right to conduct individual discussions or interviews if they are deemed necessary with any Vendor deemed acceptable or potentially acceptable.

E. GENERAL INFORMATION AND INSTRUCTIONS

1. Time for Receiving Submissions

Submissions received prior to the time of opening will be kept unopened. The official whose duty it is to open them will decide when the specified time has arrived, and no submission thereafter will be considered.

2. Ambiguous Submissions

Submissions which are uncertain as to terms, compliance to requirements and/or specifications shall be rejected.

3. Conflict of Interest

Vendors must describe, in the electronic submission, all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the Vendor's judgment or quality of services being provided hereunder. Such notification shall identify the prospective business association, interest, or circumstance; the nature of work that such a person may undertake; and a request for an opinion of the City as to whether the association, interest, or circumstance would, in the opinion of the City, constitute a conflict of interest. By submitting a submission, the Vendor certifies that it has no conflict of interest with any employee, agent, elected official or officer of the city or any other conflict except as described in the submission.

F. Protest Procedures

1. Right to protest. Any actual or prospective Vendor who is aggrieved in connection with this RFQ or the prequalification process may protest to the appropriate procurement officer. The protest setting forth the grievance shall be submitted in writing within five (5) days after such aggrieved persons know or should have known of the facts giving rise thereto, but in no circumstance after 10 days of notification of prequalification.
2. Authority to resolve protests. The appropriate procurement officer shall have the authority, prior to the commencement of an administrative review as provided in this article, to settle and resolve a protest of an aggrieved Vendor. This authority shall be applied in a manner consistent with regulations or laws governing the procurement of supplies, services, and construction for the City.
3. Decision. If the protest is not resolved by mutual agreement, the appropriate procurement officer shall issue a decision in writing within 10 days. The decision shall state the reasons for the action taken.
4. Notice of decision. A copy of the decision under Number 3 above of this section shall be mailed or otherwise furnished immediately to the protestant and any other party intervening.
5. Finality of decision. A decision under Number 3 of this section shall be final and conclusive, unless fraudulent, or unless any person adversely affected by the decision requests a review in writing, setting forth the grievance to the City Manager within 10 days of the decision. The protestant may also request an interview with the City Manager.
6. Request for review. The request for a review shall not stay the agreement unless fraudulent.