

REQUEST FOR PROPOSALS

BATESBURG-LEESVILLE ROADWAY REPAIR

THE TOWN OF *Batesburg-Leesville*

Town of Batesburg-Leesville
P.O. Box 2329
120-A West Church Street (29006)
Batesburg-Leesville, SC 29070

April 1, 2020

Submittal Deadline May 1, 2020 by 4:00 P.M. EST

Request for Proposals
Town of Batesburg-Leesville
Batesburg-Leesville Roadway Repair

**Request for Proposals
Batesburg-Leesville Roadway Repair
Town of Batesburg-Leesville, South Carolina**

SUMMARY

The Town of Batesburg-Leesville is requesting proposals from contractors with experience in roadway repair to repair selected roadway in Town. Respondents must comply with the minimum qualifications and respond using the included Bid Form. Contractor's shall submit a bid to perform a full depth patch as described in this RFP. The Town reserves the right to accept or reject any or all bids, or any part thereof. Respondents should take note that the Town is requesting an itemized bid response for completion of each section of roadway. Work will begin upon approval by Town Council and Lexington County Transportation Committee in summer 2020.

BACKGROUND INFORMATION

The Town of Batesburg-Leesville has received funds from Lexington County Transportation Committee (C-Funds) in the amount of \$35,000 to repair/replace sidewalks throughout Town and perform a full-depth patch on Brookwood Drive.

NO PRE-BID CONFERENCE

Due to COVID-19 there will not be a mandatory pre-bid conference. If you have questions please contact Jay Hendrix at JHendrix@Batesburg-Leesville.org . Staff will be available to answer questions, provide bid documents for review, and provide other assistance.

MINIMUM QUALIFICATIONS

All bidders must comply with the following minimum qualifications. Failure to provide or meet any of the qualifications below will result in a bid being deemed unresponsive and will not be considered.

- Must have a current business licenses to operate in the Town of Batesburg-Leesville (or obtain a business prior to work starting).
- Must carry a minimum of \$1,000,000 in liability insurance and must list Town of Batesburg-Leesville as additionally insured (copy must be provided with bid).
- Bidders must have and provide a copy of their workers compensation insurance.
- Provide a list of similar projects with contact information as references.
- Bidders must provide contact information for any and all subcontractors being considered for the job.

Bidders whom fail to provide the above mentioned documentation with their bid packet will be contacted and marked "Incomplete." All "Incomplete" packages will be deemed non-responsive at 4:01 PM on May 1, 2020. Bid packages from bidders failing to attend the mandatory pre-bid conference will be deemed non-responsive and not considered.

SCOPE OF SERVICES

The Town of Batesburg-Leesville is seeking bids from qualified contractors perform a full-depth patch on a portion of Pinewood Drive. All roadway repairs/replacements shall meet the following specifications:

1. Owner will secure all DOT permits necessary prior to construction.

2. Contractor will be responsible for contacting the locating service to identify location of utilities prior to construction.
3. Owner will be responsible for initial notification of properties owners impacted by roadway repairs. However, contractor must coordinate with Town staff and property owners to minimize disruption of access to property.
4. Once contractor has begun demolition, the Owner will supply materials, as available, to rope off the area. Demolition debris to be removed by the Contractor.
5. Contractor to provide, place, and fill sand where needed. Depending on the area, contractor may have to move the sand into forms by hand.
6. All fill sand added will be machine compacted in place, if necessary.
7. Contractor, sub-contractor or suppliers are to avoid driving on lawn and grassy areas. All damage as a result must be fully repaired by contractor.
8. Contractor will be responsible for restoration along the edges of the repaired roadway when the project is completed.
9. Contractor will be responsible for all traffic signage (pedestrian and vehicle), safety equipment, traffic cones and other items needed to inform the public of a construction site.
10. Owner will provide, as able, barricades to assist in pedestrian and traffic control.
11. Contractor and Public Works Supervisor will conduct site inspections to ensure project completion.
12. Owner will supply DOT permit information which will be retained and utilized by Contractor.

The project is located on Pinewood Drive at the intersection of Woodlawn Drive near the Creekside Apartments. All bidders are required to list an estimated budget/cost for each section to include expenses related to materials, labor, debris removal, and any other costs associated with the project.

TIMELINE

The Town proposes the following timeline with all activities being completed within 3-6 months.

Event	Date/Location
Request Issued	April 3, 2020
Responses Due	May 1, 2020 at 4:00 p.m. – Town Hall (120 W. Church Street, Building A)
Evaluation Period	May 1-8, 2020
Town Council Approval	May 11, 2020 at 7:00 p.m.
Notice of Intent to Award	May 11, 2020
Contract Start Date	June/July 2020

Note: Award and start dates are approximate.

REFERENCE MATERIALS

The following reference materials are included in the PDF.

- Locations Map
 - Pinewood Drive

Website: <http://batesburg-leesville.org/rfpsbid-opportunities>

RESPONSE REQUIREMENTS AND INSTRUCTIONS

All proposals will be evaluated by a Town Selection Committee (TSC). The TSC will consist of the Town Manager, Assistant Town Manager, and Public Works Supervisor, and other designated staff members, as necessary. The TSC will select a Contractor in accordance with the evaluation criteria set forth in this RFP. The evaluation of the proposals shall be within the sole judgment and discretion of the TSC.

The TSC will evaluate each proposal meeting the qualification requirements set forth in this RFP. Bidders should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments, or unrealistically high or low in cost, will be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the Town's requirements as set forth in this RFP. **All bids must be accompanied by a Bid Form.** Any bidder submitting a bid without including a bid form will be considered non-responsive; and the proposal will not be reviewed.

As a result of this RFP, the Town intends to award a contract to the responsible bidder(s) whose response conforms to the RFP and whose bid presents the greatest value to the Town, all evaluation criteria considered. The combined weight of the evaluation criteria is greater in importance than cost in determining the greatest value to the Town. The goal is to award a contract to the bidder(s) that proposes the Town the best quality as determined by the combined weight of the evaluation criteria. The Town may award a contract of higher qualitative competence over the lowest priced response.

Pricing:

1. All pricing as quoted will remain firm for the term of any contract that may be awarded as a result of this RFP.
2. Bidder shall provide an overall bid for the project and a bid for each component.
3. Unless otherwise stated, Bidder agrees that, in the event of a price decline, the benefit of such lower price shall be extended to the Town.
4. Any price increases or decreases for subsequent contract terms may be negotiated between Contractor and Town only after completion of the initial term.

Award:

1. Proposals will be evaluated by a committee and will be ranked in accordance with the RFP section entitled "**Evaluation Criteria/Selection Committee.**"
2. The committee will recommend award to the bidder(s) who, in its opinion, have submitted the proposals that best serves the overall interests of the Town and attains the highest overall point score. Award may not necessarily be made to the bidder with the lowest price.
3. The Town reserves the right to reject any or all responses that materially differ from any terms contained in this RFP, to waive informalities and minor irregularities in responses received, and to provide an opportunity for bidders to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity shall be made solely at the discretion of the Town.
4. The Town reserves the right to award to a single or multiple contractors.
5. The Town has the right to decline to award this contract or any part thereof for any reason.

6. Town Council approval to award a contract is required and will be scheduled at the earliest possible date.
7. Lexington County Transportation Committee must approve all work prior to beginning.

Invoicing:

1. Contractor shall invoice the Town, unless otherwise advised, upon satisfactory receipt of product and/or performance of services.
2. Payment will be made within thirty (30) days following receipt of invoice and upon complete satisfactory receipt of product and performance of services.
3. Town shall notify Contractor of any adjustments required to invoice.
4. Invoice(s) shall contain Town Purchase Order (PO) number, invoice number, remit to address and itemized products and/or services description and price as quoted and shall be accompanied by acceptable proof of delivery.
5. Contractor shall utilize standardized invoice upon request.
6. Invoices shall only be issued by the Contractor who is awarded a contract.
7. Payments will be issued to and invoices must be received from the same Contractor whose name is specified on the PO.

RESPONSES

Responses to this RFP will be accepted until 4:00pm on May 17, 2019. Submittals must be mailed, emailed or delivered to the following:

<u>Contact Person</u>	<u>Mail</u>	<u>Delivery</u>
Jay Hendrix Assistant Town Manager JHendrix@Batesburg-Leesville.org (803) 582-9712	Town of Batesburg-Leesville P.O. Box 2329 Batesburg-Leesville, SC 29070	Town of Batesburg-Leesville 120-A West Church Street Batesburg-Leesville, SC 29006

Late submittals will not be considered.

BID FORM

TOWN OF BATESBURG-LEESVILLE

GENERAL INFORMATION

Total Cost of Bid: _____

Official Name of Bidder: _____

Street Address Line 1: _____

Street Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Email: _____ Website: _____

SC Contractor's License Number: _____

Provide a copy of the License with bid packet.

B-L Business License Number: _____

Is the Principal Bidder or named subcontractors listed on any (Federal or State) debarred, suspended or other excluded parties list? Circle one. Yes No

How long has the bidder been in business? _____

Is the business Minority or Woman owned? _____

SUBCONTRACTORS

For work outlined in this document, Bidder expects to engage the following subcontractor(s):

Subcontractor	Description of Work	Dollar Amount (\$)

BIDDER REFERENCES (MINIMUM OF THREE)

Company/Individual Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Scope of Work (Similar Projects): _____

Company/Individual Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Scope of Work (Similar Projects): _____

Company/Individual Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Scope of Work (Similar Projects): _____

Company/Individual Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Scope of Work (Similar Projects): _____

Company/Individual Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Scope of Work (Similar Projects): _____

The project is located on Pinewood Drive at the intersection of Woodlawn Drive near the Creekside Apartments. All bidders are required to list an estimated budget/cost for each section to include expenses related to materials, labor, debris removal, and any other costs associated with the project.

Signature: _____

Name and Title: _____

Date: _____

Pinewood Drive

Approximately 40' x 8' section of roadway

