



**June 4, 2019  
REQUEST FOR PROPOSALS**

**TOWN OF EASTOVER OLD ELEMENTARY SCHOOL DEMOLITION  
ENGINEERING SERVICES  
CDBG Project # 4-CE-18-008**

**DUE DATE:  
June 20, 2019 by 5:00 p.m.**

**RECEIPT LOCATION:  
Central Midland Council of Governments  
236 Stoneridge Drive  
Columbia, SC 29210**

**OFFICIAL CONTACT:  
Gregory Sprouse  
Director of Research, Planning, and Development  
(803)744-5158  
[gsprouse@centralmidlands.org](mailto:gsprouse@centralmidlands.org)**

The Town of Eastover reserves the right to reject any and all proposals or any parts thereof and to waive any irregularities or minor informalities in any proposal or in the proposal process and to make a contract award in the best interest of the Town.

This project is being funded in whole or in part by the Community Development Block Grant Program (CDBG). All federal CDBG requirements will apply to the contract. All contractors and subcontractors are required to be registered in the federal System for Award Management (SAM). Bidders on this work will be required to comply with the President's Executive Order No. 11246 & Order No. 11375 which prohibits discrimination in employment regarding race, creed, color, sex, or national origin. Bidders must comply with Title VI of the Civil Rights Act of 1964, the Davis-Bacon Act, the Anti-Kickback Act, the Contract Work Hours and Safety Standards Act, and 40 CFR 33.240. The CDBG application, including the cost estimate, is available for review by contacting Gregory Sprouse, (803)744-5158.

## CONTENTS

1. Introduction .....	3
2. Request for Proposal (RFP) Process and policies.....	4
3. Proposal Contents.....	8
4. Evaluation and Award Process.....	10
5. Selection Criteria.....	11

## **1. INTRODUCTION**

The Town of Eastover is issuing this Request for Proposals (RFP) to identify a qualified engineer to provide a full range of engineering services to support the Old Eastover Elementary School Demolition project, awarded to the Town through the South Carolina Community Development Block Grant (CDBG) program. These services will be prepared under contract with the Town of Eastover, with funding provided by the South Carolina Department of Commerce (SCDOC) under CDBG Award # 4-CE-18-008.

### **1.1. Project Description**

CDBG funding will be used to demolish the former Eastover Elementary School and conduct site clean-up of the approximately 8-acre parcel. There is a ~22,000 sq. ft. dilapidated structure and man-made debris on the 8-acre parcel that includes a collapsed wooden structure, located at 500 Vanboklen Street in the Town of Eastover. The former school, which was constructed in 1953, has been vacant and unused for the past 25+ years. The structure has deteriorated beyond the potential for rehabilitation and adaptive reuse.

The entire project will consist of an engineering evaluation, an environmental assessment and hazardous material abatement, removal and capping of utilities, demolition of the building, disposing of debris (including the collapsed wooden structure), grading and filling of the site, and establishing site protection, grassing, and stormwater controls. Asbestos testing, removal, and air monitoring services will be procured separately from the demolition services.

During the engineering phase, the engineer will determine the structural and financial feasibility of preserving the old school auditorium and saving significant trees. If deemed feasible, demolition will occur around these features. The auditorium structure does not appear to be attached to the school. It has brick/cement block walls and steel beams supporting the roof.

Once cleared, the short-term plan for the property is to keep it as undeveloped, publicly accessible, open space. A map of the site is attached to the RFP.

### **1.2. Engineering Scope of Work**

To support this project, the Town of Eastover is requesting full engineering services to include the following scope of work:

- Determine structural and financial feasibility of saving auditorium and significant trees
- Prepare demolition and site clearance plans
- Prepare bidding documents and revising as needed
- Assist with bidding the project and negotiating with contractors
- Putting the contract together and participating in the pre-demolition conference

- Demolition observation and inspection
- Conducting final inspection and providing a notice stating that the work is acceptable

In the above list of the engineering scope of work, the first and second bullet must be completed no later than August 30, 2019. The entire project must be completed by November 1, 2020, because the grant award, including payment of all funds, must be completed by December 31, 2020.

## 2. REQUEST FOR PROPOSAL (RFP) PROCESS AND POLICIES

### 2.1. Submittal of Proposals

The Town of Eastover is hereby issuing this Request for Proposals (RFP) to engineering firms that have the capability and interest in undertaking and performing the scope of work described in this RFP. The RFP will be publicly advertised and released in accordance with the SCDOC CDBG procurement guidelines. The OFFICIAL CONTACT for this solicitation is:

Gregory Sprouse  
 Director of Research, Planning, and Development  
 Central Midlands Council of Governments  
 236 Stoneridge Drive  
 Columbia, SC 29210  
 Phone: (803) 744-5158  
[gsprouse@cmcog.org](mailto:gsprouse@cmcog.org)

Each firm responding to this solicitation is officially a RESPONDENT. Each RESPONDENT must submit a sealed proposal package containing an original and five (5) copies plus one (1) digital copy of its proposal to Gregory Sprouse at the address above no later than **12:00 p.m. on June 20, 2019**. Proposals may be submitted in person, by messenger, or by regular mail. All proposals will be logged in and date and time stamped. **Any proposal package that is received after the date and time specified will be logged and date and time stamped as "late" and returned unopened to the RESPONDENT.**

### 2.2. Proposed Procurement Timeline

Release date for RFP	June 4, 2019
Final Date to Receive Written Questions/Clarifications	June 12, 2019 at 12:00 p.m. ET
RFP Closing Date	June 20, 2019 at 12:00 p.m. ET
Review and Recommendation	June 21 -June 25, 2019
Intent to Award Released	June 26, 2019

### **2.3. Labeling of Proposals**

All proposals must be submitted in a sealed envelope or package plainly marked "Town of Eastover Old Elementary School Demolition-Engineering," ATTN: Gregory Sprouse, and name and address of the RESPONDENT in the upper left-hand corner. No responsibility will attach to CMCOG or any official or employee thereof, for the pre-opening, post-opening, or failure to open a proposal not properly addressed and identified.

### **2.4. Questions/Requests for Clarification**

All questions and/or requests for clarification regarding this RFP should be provided in writing to Gregory Sprouse no later than June 12, 2019, at 12:00 p.m. ET. All questions submitted and their answers will be posted on the CMCOG website at [www.centralmidlands.org](http://www.centralmidlands.org) as an addendum to this RFP. No telephone inquiries will be accepted.

### **2.5. Addenda**

If it becomes necessary to revise any part of this RFP, a written addendum will be issued. All addenda issued by CMCOG will become part of the official RFP and will be posted on the CMCOG website.

### **2.6. Contact Policy**

No direct or indirect contact regarding this solicitation may be made with any representatives of the Town of Eastover or the CMCOG staff other than the OFFICIAL CONTACT identified in this RFP. If such contact is made, the Town of Eastover reserves the right to reject a proposal submitted by that RESPONDENT. All questions and/or requests for clarification must be provided in accordance with Section 2.4 of the RFP. This contact policy applies to site visits and requests for technical information. Any technical information needed from the Town of Eastover to prepare a proposal should be coordinated through the Questions/Requests for Clarification process outlined in Section 2.4.

### **2.7. Acceptance and Rejection of Proposals**

Any proposals that does not conform to the essential requirements of the RFP shall be rejected. Town of Eastover and CMCOG 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 Town of Eastover and CMCOG also reserve the right to accept or reject any or all proposals received in response to this RFP and to negotiate separately with competing RESPONDENTS. The Town of Eastover is not obligated to enter into any contract on the basis of any submittal in response to this RFP. Town of Eastover and CMCOG reserve the right to request additional information from any firm submitting under this RFP if such information is necessary to further evaluate the firm's qualifications.

## **2.8. Cancellation/Rejection**

The Town of Eastover and CMCOG may cancel this RFP in whole or in part at any time if it is determined to be in the best interest of the Town. The Town of Eastover and CMCOG may reject any or all proposals in whole or in part if it is determined to be in the best interest of the Town.

## **2.9. Conflict of Interest**

RESPONDENTS shall promptly notify CMCOG in writing of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the RESPONDENT'S judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest, or circumstance, the nature of work that such a person may undertake, and request an opinion of CMCOG as to whether the association, interest, or circumstance would, in the opinion of CMCOG, constitute a conflict of interest. By submitting this proposal, the respondent certifies that it has no conflict of interest with any employee, agent, elected official or officer of the city or any other conflict as may be set forth herein.

## **2.10. Collusion**

More than one proposal from an individual, firm partnership, corporation, association or related parties under the same or different names will not be considered. If the Town of Eastover and CMCOG believe that collusion exists among RESPONDENTS, all proposals from the suspected firms will be rejected. "Related parties" means RESPONDENTS or the principals thereof, which have a direct or indirect ownership or profit sharing interest in another RESPONDENT.

RESPONDENTS shall comply with all local, state, and federal directives, orders, and laws as applicable to this RFP and any resulting contract.

By responding to this RFP, RESPONDENTS certify that the response is made without previous understanding, agreement, or connection with any person, firm or corporation making a proposal for the same item, and they certify the knowledge that this would constitute an illegal action.

## **2.11. Proprietary/Confidential Information**

Trade secrets or proprietary information submitted by a RESPONDENT in connection with a procurement transaction shall not be subject to public disclosure under the Freedom of Information Act; however, the RESPONDENT must invoke the protections of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state reasons why protection is necessary. Disposition of material after award is made should be stated by the RESPONDENT. No information,

materials or other documents relating to this procurement will be presented or made otherwise available to any other person, agency, or organization until after award.

All RESPONDENTS must visibly mark as "Confidential" each part of their proposal that they consider to contain proprietary information. All unmarked pages will be subject to release in accordance with the guidelines set forth under Chapter 4 of Title 30 (The Freedom of Information Act) South Carolina Code of Laws and Section 11-35-410 of the South Carolina Consolidated Procurement Code. Privileged and confidential information is defined as "information in specific detail not customarily released to the general public, the release of which might cause harm to the competitive position of the part supplying the information." The examples of such information provided in the statute includes: customer lists, design recommendations and identification of prospective problem areas under an RFP, design concepts to include methods and procedures, and biographical data on key employees of the RESPONDENT.

Evaluative documents pre-decisional in nature such as inter or intra-agency memoranda containing technical evaluations and recommendations are exempted so long as the contract award does not expressly adopt or incorporate the inter- or intra-agency memoranda reflecting the pre-decisional deliberations.

Marking the entire proposal confidential/proprietary is not in conformance with the South Carolina Freedom of Information Act.

## **2.12. Competition**

This procurement process is designed to provide full and open competition. Nothing contained herein is intended to, nor should it be construed to, limit competition, but instead is intended to provide fair, impartial, and free competition among all offerors. It is the intent that this RFP permit and encourage open competition. This RFP identifies all evaluation factors that will be used in the selection process and their relative importance. Selection of the most qualified and responsible RESPONDENT will be based on the technical merits of their proposal and their ability to perform successfully under the terms outlined in this RFP.

## **2.13. Community Development Block Grant (CDBG) Requirements**

This project is being funded in whole or in part by the Community Development Block Grant Program (CDBG). All federal CDBG requirements will apply to the contract. All contractors and subcontractors are required to be registered in the federal System for Award Management (SAM). Bidders on this work will be required to comply with the President's Executive Order No. 11246 & Order No. 11375 which prohibits discrimination in employment regarding race, creed, color, sex, or national origin. Bidders must comply with Title VI of the Civil Rights Act of 1964, the Davis-Bacon Act, the Anti-Kickback Act, the Contract Work Hours and Safety Standards Act, and 40 CFR 33.240. The CDBG application, including the cost estimate, is available for review by contacting Gregory Sprouse, (803)744-5158.

Bidders must also make positive efforts to use small and minority-owned business and to offer employment, training and contracting opportunities in accordance with Section 3 of the Housing and Urban Development Act of 1968. Attention of bidders is particularly called to the requirements as to conditions of employment to be observed and minimum wage rates to be paid under the contract.

#### **2.14. CMCOG as Procurement Agent**

CMCOG as Procurement Agent: (a) Authorized Agent. The Town of Eastover has authorized CMCOG to serve as a procurement agent for this solicitation. Under this authorization CMCOG will assist the Town of Eastover in the development and solicitation of the Request for Proposals (RFP) and provide other procurement tasks as necessary. (b) Purchasing Liability. CMCOG as the authorized procurement agent is acting on behalf of the Town of Eastover to assist in the procurement process. CMCOG bears no liability or financial responsibilities arising out of or relating in any way to this procurement process or resulting contracts.

### **3. PROPOSAL CONTENTS**

RESPONDENTS interested in providing the services outlined in this RFP must prepare and submit a proposal that adheres to the following requirements:

#### **3.1. Number of Pages**

Proposals must not be more than the equivalent of 20 single sided 8 ½ by 11-inch pages in length (not counting the front and back covers of the proposal, section dividers that contain no information, and all required forms).

#### **3.2. Cover Letter**

The response should contain a cover letter signed by a person who is authorized to commit the RESPONDENT to perform the work included in the proposal and should identify all sub-contractors, materials, and enclosures being forwarded in response to the RFP.

#### **3.3. RESPONDENT Qualifications**

Provide relevant information about the RESPONDENT team to include the following:

- Name and contact information for the proposed project manager who will be the sole point of contact for CMCOG and the Town of Eastover during day-to-day operations
- Organization/company overview as it relates to the requirements of the RFP
- Organization/company overview of all sub-contractors as it relates to the requirements of the RFP



- Number of years the organization has been providing the requested services with a brief description of recently performed projects that indicate the past performance and abilities of the proposed team. More detail on specific projects should be included in the references section.

### **3.4. Key Personnel**

Provide a proposed project management structure that identifies the project manager and all personnel who will be assigned to work on this project, including a description of their abilities, qualifications, and experience. Include resumes and contact information for all key individuals (including sub-RESPONDENTS) who will be completing a portion of the scope of work.

### **3.5. Project Proposal**

Provide a description of the project understanding and a detailed methodology and work plan to include a proposed list of required tasks and milestones to address the provided scope of work as well as any additional recommendations, options, or alternatives that should be taken into consideration by the Town of Eastover and CMCOG.

### **3.6. Fee Schedule/Cost Proposal**

Provide a fixed price, total cost proposal itemized by work tasks and inclusive of all fees. ***The cost proposal must be submitted under separate, sealed cover, and must be clearly identified as such with the works "COST PROPOSAL" labeled on the front of the cost proposal package.***

### **3.7. Project Schedule**

Provide a proposed project schedule that includes the key task activities, duration, milestones, and deliverables that will complete the scope of work within the timeframe outlined in this RFP. This section must include a flow chart depicting key task activities and the sequence of their completion within the proposed timeframe.

### **3.8. References**

Provide three (3) client references for recently performed, relevant projects within the last 5 years that indicate the past performances and abilities of the proposed team. Include a key client contact person for each project with their current daytime phone number and email address.

## **4. EVALUATION AND AWARD PROCESS**

### **4.1. Selection Committee**

CMCOG will conduct a formal selection process to determine the best qualified RESPONDENT. This process will include the formation of a selection committee and the appointment of other technical advisors as needed to review all of the proposals and score them based on the established selection criteria outlined herein. The award will be made to the highest rated and ranked RESPONDENT based on the cumulative scores of the selection committee.

CMCOG reserves the right to contact a firm to obtain written clarification of information submitted in their proposal and to contact references to obtain information regarding performance, reliability, and integrity.

### **4.2. Notice of Intent to Award**

Once the evaluation committee makes a recommendation for award, a notice of "Intent to Award" will be posted on the CMCOG website. A notice will also be emailed to all RESPONDENTS informing them of the success, or lack thereof, of their proposal to receive an award.

### **4.3. Appeal Policy/Right to Protest**

Any RESPONDENT who is aggrieved in connection with the solicitation or award of a contract may protest to the purchasing agent, which for purposes of this solicitation will be the OFFICIAL CONTACT identified in Section 2.1 above. The protest shall be submitted in writing, with the reasoning for protest and the actions requested with enough details to give the purchasing agent and Town the ability to make a decision. The written protest must be delivered to the purchasing agent within fifteen days of the date of issuance of the request for proposals or within ten calendar days after the notice of intent to award is released.

The purchasing agent, in consultation with and under the direction of the Town of Eastover, shall have authority, prior to being heard by Council, to settle and resolve a protest by an aggrieved bidder, offeror, or a contractor, actual or prospective, concerning the solicitation or award of a contract. If the protest is not resolved by mutual agreement, the purchasing agent shall initiate an administrative review no later than fifteen days after the deadline for receipt of protest has expired and shall issue a decision in writing within ten calendar days of completion of review. The decision shall:

- (1) State the reasons for the action taken; and
- (2) Inform the protestant of its right to Council review as provided below.

A copy of the decision shall be mailed or otherwise furnished immediately to the protestant. Copies of the notices will be provided to Town Council as well. A decision shall be final and

conclusive, unless a person adversely affected by the decision appeals administratively to Town Council. The decision can be appealed to Town Council within ten days after a decision is issued through a written request addressed to Town Council. The request must outline the reasons they are adversely affected by a decision and desired outcome of a hearing. The request will be heard by Council at the next scheduled Town Council meeting. The decision of Town Council will finalize the Intent to Award. Per Section 4.4 below, a final contract will not be awarded/executed SCDOC Grants Administration has given contract approval.

#### **4.4. Contract Negotiations/Award of Contract**

After the close of the appeal period, if no appeals were received or successfully granted, the highest rated respondent identified in the "Intent to Award" will be invited to enter into contract negotiations with Town of Eastover to finalize the scope of work, personnel, hours, hourly rates, use of sub-contractors, and other direct costs that will be required to complete the agreement between the Town of Eastover and the selected RESPONDENT. If an agreement cannot be reached with the top ranked firm, the Town of Eastover will select the next highest ranked responsive and qualified firm and the negotiation phase will be repeated. This process will continue until an agreement is reached with a qualified firm that can provide the required scope of services within the project budget. Any contracts awarded as a result of this procurement process will be between the RESPONDENT and the Town of Eastover.

**Per SCDOC CDBG guidelines, any contract negotiated as a result of this procurement process will require approval from SCDOC Grants Administration prior to award/execution.** Once a draft contract is negotiated, CMCOG will submit it to SCDOC for approval. Once approval is granted from SCDOC, the Town of Eastover and the selected RESPONDENT may enter into the contract. Failure to adhere to this policy could result in disallowed grant costs and the cancellation of this solicitation.

### **5. SELECTION CRITERIA**

The selection criteria and the percentage of their importance in making the selection are:

#### **5.1. Qualifications and Experience (40%)**

The ability of a prospective RESPONDENT will be evaluated under the terms of the RFP relative to having demonstrated experience and capabilities needed to successfully perform all aspects of the project. This will be measured by evaluating the following criteria: qualifications of project personnel (e.g., experience, education, and professional certifications); experience working on similar types of demolition projects; experience with the CDBG program; experience and/or familiarity with the existing locality's system.

## **5.2. Technical Proposal (25%)**

This refers to the technical soundness and suitability of the RESPONDENT'S stated approach to the project, the comprehensiveness of the proposed approach, the timeline presented, and the techniques to be used. A determination will be made as to the RESPONDENT'S understanding of the project purpose and goals, as well as the technical approach, and allocation of time for specific tasks. The should include a discussion of the RESPONDENTS recent, current, and projected workload and how it might impact the ability to meet time and budget requirements.

## **5.3. Cost Proposal (20%)**

RESPONDENTS must provide a fixed price cost proposal in a separate sealed envelope, clearly marked as "COST PROPOSAL." Points for cost will be assigned by the OFFICIAL CONTACT. The lowest total cost proposal for the proposed services will receive the maximum points allowed and all other RESPONDENTS will be assigned points on a pro rata basis.

## **5.4. Past Performance on Projects of a Comparable Nature (15%)**

RESPONDENTS should clearly demonstrate through their proposals their past performance and quality of work on projects of a similar nature in whole or in part. Per Section 3.7 of the RFP, RESPONDENTS must also provide three (3) client references for recently performed, relevant projects within the last 5 years that indicate the past performances and abilities of the proposed team. These references must include a key client contact person for each project with their current daytime phone number and email address.