

STANTONSBURG TOWN HALL MUNICIPAL PROJECT RFP DOCUMENTS

The Town of Stantonburg is seeking qualified licensed contractors to submit a proposal on the overall cost to complete the Town Hall Municipal Complex Project under the single prime standard. The proposals should use the architectural plans that are part of the advertisement for solicitation.

“Single-Prime – The local government accepts bids from general contractors for the entire project and awards to the lowest responsive, responsible bidder, and the general contractor contracts with subcontractors for branches or divisions of work on the project. The bidders must identify on their bids the subcontractors for HVAC, electrical, plumbing, and general work. Once the contract is awarded, the general contractor is directly responsible to the local government, and subcontractors are directly responsible to the general contractor. The winning contractor cannot substitute subcontractors unless (i) the contractor determines that a subcontractor’s bid is nonresponsive or non-responsible; (ii) a subcontractor refuses to enter into the contract; or (iii) with approval by the local government if the contractor shows good cause for the substitution. [G.S. 143-128(d)].”

SCOPE OF SERVICES

Using the architect plans, provide quote of overall project cost to provide demolition and remodel/repair services.

Services include but not limited to the following:

- Removal and replacement of interior walls.
- Install new sinks, toilets, fixtures, partitions, and countertops in bathrooms.
- Install new sink, fixtures, and countertops for town hall break area.
- Replace and relocate exhaust vents and vent piping.
- Evaluate existing plumbing fixtures, possible relocate lines.
- Repair interior and exterior finishes, including painting.
- Permit review
- Relocate and or update electrical panel and wiring.
- Improve a specific room with 2-hour fire rating interior wall, ceiling, and floor panels.
- Assist with bidding, bid alternates and unit prices, RFI’s, pay applications, change orders, and other project tasks associated with construction.

RIGHTS OF THE TOWN

The Town of Stantonburg will not be responsible for any expenses incurred by any Firm in the development of a response to this Request for Proposals or any other activities associated with this procurement including but not limited to any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to Town of Stantonburg and/or its representatives. Further, the Town of Stantonburg shall reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended Firm even if the awarding authority for each entity has formally accepted a recommendation.

Submission of any proposal indicates a Proposer's acceptance of the conditions contained in this RFP unless clearly and specifically noted otherwise on the Exceptions to RFP (see Appendix I) and submitted with proposal. The Town of Stantonburg has the sole discretion and reserves the right to cancel this RFP, and to reject any and all proposals, to waive any and all informalities and/or irregularities, if it is deemed to be in the Town of Stantonburg's best interests to do so. The Town of Stantonburg reserves the right to accept or reject any or all of the items in the proposal, and to award the contract in whole or in part and/or negotiate any or all items with individual firms if it is deemed in the Town of Stantonburg's best interest. Moreover, the Town of Stantonburg reserves the right to make no selection if proposals are deemed not in the best interest of the Town.

**Appendix I
EXCEPTIONS TO THE RFP**

CHECK ONE:

- NO EXCEPTIONS, PROPOSER COMPLIES WITH ALL DOCUMENTS IN RFP.**
- EXCEPTIONS ARE LISTED BELOW.**

#	RFP page #, section	Exceptions (Describe nature of Exception)	Explain Why This is an Issue	Proposed Alternative	Indicate if exception is Negotiable (N), or Non-negotiable (NN)

***If additional information is to be provided, identify as Appendix I continued and provide additional written responses in packet.**

FAILURE TO IDENTIFY ANY EXCEPTIONS WILL INDICATE ACCEPTANCE OF ALL TERMS AND CONDITIONS, AND REQUIREMENTS OF THE RFQ AND ANY CORRESPONDING ADDENDUM ISSUED. THE CITY, AT ITS SOLE DISCRETION, MAY MODIFY OR REJECT ANY EXCEPTION OR PROPOSED CHANGE

Firm:	Authorized Signature:	Title:

Printed Name of Signer:	Date:

The Town of Stantonsburg is an equal opportunity employer and the following equal employment opportunity requirements apply to the underlying contract.

Equal Employment Opportunity Policy

It is the policy of the Town to foster, maintain and promote equal employment opportunity. The Town shall select employees on the basis of the applicant's qualifications for the job and award

them, with respect to compensation and opportunity for training and advancement, including upgrading and promotion, without regard to age, sex, race, color, religion, national origin, disability, political affiliation, or marital status. Applicants with physical disabilities shall be given equal consideration with other applicants for positions in which their disabilities do not represent an unreasonable barrier to satisfactory performance of duties with or without reasonable accommodation.

Additionally, the Town of Stantonsburg follows the HUB and Disadvantaged Business Owner requirements outlined in G.S. 143-128.2.

Evidence of Good Faith Efforts – FORM A

This completed form and supporting documentation must be submitted with the Bid Package if the information on FORM A indicates you cannot meet the HUB and Disadvantaged Business Goal established for this Contract. Add Firm/Contractor HUB and Disadvantaged Business Plan on Appendix II.

Bidders Name: _____ Project Name: _____
 Name: _____ Project Number: _____
 Contact Person: _____ Mailing Address: _____ Phone: _____
 _____ Email: _____ Printed Name: _____
 _____ Title: _____ Signature: _____

To determine whether a Bidder has demonstrated Good Faith Efforts to reach the HUB and Disadvantage Business goal(s) on the above-referenced project, the TOWN will consider, AT A MINIMUM, evidence of GOOD FAITH EFFORTS as described in the table below together with the required supporting documentation. All supporting documentation and evidence of good faith efforts must be clearly labeled and submitted with this form. The list below is not a mandatory checklist, nor is it intended exclusive or exhaustive. Efforts under each listed category are not determinative and the totality of the efforts will be evaluated applying the standards set forth in [G.S. 143-128.2(a), (g); G.S. 143-128.4(a), (a1), (b), ((e); 15 U.S.C. 673(a)(5)-(6)]

YES	NO	Evidence of Good Faith Efforts
		PRE-BID MEETING(S): The Bidder attended all pre-bid meetings scheduled by the Town to inform HUBs and Disadvantaged Businesses of contracting and subcontracting opportunities.
		ADVERTISEMENT: The Bidder advertised in general circulation and/or trade association publications concerning subcontracting opportunities and allowed HUBs and Disadvantaged Businesses reasonable time to respond.
		WRITTEN NOTICES(S): The Bidder took the necessary steps to provide written notice in a manner reasonably calculated to inform HUBs and Disadvantaged Businesses of subcontracting opportunities and allowed sufficient time for them to participate effectively.
		INFORMATION: The Bidder provided interested HUBs and Disadvantaged Businesses with adequate information about the plans, specifications and requirements of the subcontract.

		GOOD FAITH NEGOTIATIONS: The Bidder negotiated in good faith with interested HUBs and Disadvantaged Businesses and did not reject HUBs and Disadvantaged Businesses as unqualified without sound business reasons based on a thorough investigation of their capabilities.
		CONTRACT RECORDS: The Bidder has maintained the following records for each HUBs and Disadvantaged Businesses that has bid on the subcontracting opportunity: 1. Name, address, and telephone number 2. A description of information provided by the Bidder or subcontractor; and 3. A statement of whether an agreement was reached, and if not, including any reasons for concluding that the HUBs and Disadvantaged Businesses was unqualified to perform the job.
		COMMUNITY RESOURCES: The Bidder used the services of available community organizations, small and/or disadvantaged business assistance offices and other organizations that aided in the recruitment and placement of HUBs and Disadvantaged Businesses firms.
		SMALL CONTRACT(S): The Bidder selected specific portions of the Work to be performed by HUBs and Disadvantaged Businesses in order to increase the likelihood of meeting the HUBs and Disadvantaged Businesses goals (including breaking down contracts into smaller units to facilitate HUBs and Disadvantaged Businesses participation).
		GOOD FAITH NEGOTIATIONS: The Bidder negotiated in good faith with interested HUBs and Disadvantaged Businesses and did not reject HUBs and Disadvantaged Businesses as unqualified without sound business reasons based on a thorough investigation of their capabilities.
		FOLLOW-UP: The Bidder followed-up initial indication of interest by HUBs and Disadvantaged Businesses by contracting those HUBs and Disadvantaged Businesses to determine with certainty if they remained interested in bidding.

A. EVALUATION

1. After the closing date for receipt of the Proposals, the Owner (TOWN) shall open the Proposals. The Town Council will evaluate the Proposals that are timely and properly submitted.
2. The Town Council will form a shortlist of three to six firms whose proposals, in the judgment of the council, offer the most desirable plans for the provision of services considering, among other things, the experience, expertise, and reputation of the proposing firm, together with due consideration of proffered quality, performance and the time specified in the proposals for the performance of the contract. The Owner reserves the right to request clarifying information from any and all Proposers at any time during the evaluation process. All proposers will be notified in writing of those firms selected for the shortlist.
3. The Owner reserves the right to receive an oral presentation from each firm that is short-listed by the Town Council. The purposes of the presentation are to allow the Owner to meet the Proposer's key personnel assigned to the project and to allow the Proposer to highlight aspects of selected areas of its technical proposal.
4. The Pre-selection Committee will rank the top three firms in priority order based on the selection criteria listed below.

Criteria	Points (Percentage)
Understanding of the project's requirements	10%
Consultant team qualifications and key personnel	30%
Project experience and references	30%
Proposed work and timeline	20%
Inclusion of an innovative approach and identification of ways to address cost-efficiency	10%

5. A bonus percentage of 5% is applied to proposals from designated HUB and or Disadvantaged contractors of firms.

B. MINORITY BUSINESS ENTERPRISE

Minority business enterprises are encouraged to respond to this RFP. Construction Managers who are not minority business enterprises are encouraged to make a commitment to include a minority business enterprise as part of their management team. The verifiable goal for minority business participation pursuant to N.C.G.S. 143-128. f. is set at not less than ten percent (10%) of the total value of the work, inclusive of all fees. Written guidelines specifying the actions that the Construction Manager-at-Risk must take to ensure a good faith effort in the recruitment and selection of minority businesses for participation in contracts awarded under this section are set forth in Appendix F and are herein incorporated by reference as if fully set forth herein.

C. SELECTING CRITERIA

In selecting the three firms to be presented to the Appropriate Authority, the Town Council should take into consideration in the evaluation of the proposals such factors as:

1. Workload that is fully able to accommodate the addition of this project.
2. Record of successfully completed projects of similar scope without major legal or technical problems.
3. Previous experience with the Owner, a good working relationship with Owner representatives, have completed projects in a timely manner and have performed an acceptable quality of work.
4. Key personnel that have appropriate experience and qualifications.
5. Relevant and easily understood graphic or tabular presentations.
6. Completion of CM-at-Risk projects in which there was little difference between the GMP and final cost.
7. Projects that were completed on or ahead of schedule.
8. Recent experience with project costs and schedules.
9. Proximity to and familiarity with the area where the project is located.

10. Quality of compliance plan for minority business participation as required by N.C.G.S. 143-128.2.
11. Other factors that may be appropriate for the project.

H. CONTRACT NEGOTIATION AND AWARD

1. After the three firms have been notified of the selection action by the constituent agency or institution of the Town, the Town Manager and a representative from the awarded firm or contractor will discuss with the selected awardee the specifics of the contract.

At the end of the Pre-construction Phase, and in accordance with the terms and conditions of this Request for Proposal, the Town Manager will ordinarily negotiate a Guaranteed Maximum Price to include Cost of the Work, Construction Manager-at-Risk Construction Management Fee, Construction Manager-at-Risk Contingency, and the cost of Bonds and Insurance. Following successful negotiation, the Owner, by and through the Town Manager as the final awarding authority will award the Guaranteed Maximum Price contract.

APPENDIX II
FIRM/CONTRACTOR HUB AND DISADVANTAGED BUSINESS PLAN