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TOWN OF SULLIVAN'S ISLAND

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M. ANTHONY STITH
FIRE CHIEF

I. Introduction

The Town of Sullivan's Island (Town) is seeking proposals from licensed Architect/Engineers to provide design through construction administration services for two (2) tennis courts, with fencing and lighting (some existing) and one (1) basketball court in J. Marshall Stith Park located at 2050 Middle Street, Sullivan's Island, SC. Timing is of the essence for this project. The project is being funded by the Town and by private donations. Upon review of the proposals submitted, it is the intent of the Town to select a firm to provide the services outlined in this RFP and in accordance with the Town Procurement Policy.

The Town is a small residential community with less than 2,000 residents. However, thousands of visitors from Charleston County and other regions of the state visit the Town for recreation activities. While the Recreation Department offers a few activities for residents, the Town does offer a number of passive park settings and limited park activities.

II. Scope of Services

The Scope of Services will include, but not be limited to, demolition and removal of existing two (2) tennis courts and one (1) basketball court; design through construction administration and close out documents for two (2) tennis courts, using existing fencing and lighting and one (1) basketball court at the J. Marshall Stith Park on Sullivan's Island. Tennis court design and construction methods must be in accordance with the United States Tennis Association. Basketball court design should meet standard outdoor court requirements. Particular consideration and scrutiny should be given to area drainage and re-use of existing lighting and fencing. As stated in Article I time is of the essence for this project. Proposals must clearly address their ability to meet the intended schedule.

Proposals must address all phases as outlined in the attached sample of the Town of Sullivan's Island (Town) Architect/Engineering contract and listed below.

- A. Schematic Design
- B. Design Development
- C. Provide preliminary cost estimate
- D. Construction Documents
- E. Billing or Negotiation
- F. Construction Administration

Consultant will be responsible for meeting with Town to discuss programming needs through bidding and construction administration. Town Project Manager will be responsible for coordinating any and all contact with the Council or various Town Boards and Commissions. However, the selected firm will be responsible for providing any and all information required throughout the course of the project.

Attached is a site plan indicating the existing location of the two (2) Tennis Courts and one (1) basketball court with existing fencing and lighting fixtures. Proposal shall clearly indicate any and/or all anticipated surveys, studies and/or permitting requirements to complete this project. Any and all fees associated with any surveys, studies and/or permitting will fall under the umbrella of the Architect/Engineer contract, including any and all reimbursable expenses.

Proposals shall identify the Principal-in-Charge and Project Manager for this project. Proposals shall also provide a statement of the firm's commitment that the identified individuals will be involved throughout the entire project.

Proposal shall, at a minimum, address the following:

A. Project Team:

- 1) Names, titles and responsibilities of those who would work on this project.
- 2) Resume of project team members, including,
 - a) Registration.
 - b) Longevity with firm.
 - c) Membership in professional organizations.
 - d) Description of recreation/tennis court design or related experience.
 - e) Professional awards received by the individual or projects where the individual played a key role.
- 3) Project Manager's Experience
 - a) Detail individual's experience in the capacity of Project Manager; highlighting any experience with similar projects.
 - b) Provide the title of the referenced project, year work was done, name of the client and the name, address and telephone number of a contact person knowledgeable of the individual's role on the project.

4) The Firm:

The organizational strength and stability of the responding firm is important. Respondents shall focus their responses accordingly. The past experience of the firm, which was obtained by personnel no longer with the firm, not available for the project, or in offices outside the Charleston area, is of no interest to the Town and shall not be submitted in the response. Evaluators will check to confirm that the projects identified are only those listed in the project team's resumes.

- a) The key members of the firm, their experience with similar projects and their role in the projects, listing what your firm offers that others may not, relevance and appropriateness of firm's expertise and experience in park and recreation planning.
- b) Firm's background including organizational structure and years in existence.
- c) Describe what, in your opinion, is unique to the Town and how that might impact how you design this facility.
- d) Sub-consultants: The Architect/Engineer should provide a list of all sub-consultants in their proposal, including surveying requirements. All surveying will be included under the umbrella of the Consultants' contract, but billed separately on actual cost of work performed.
- e) Firm's membership in professional organizations.
- f) Number of personal and annual billings for each of the past five years.
- g) Percentage of fees derived from recreational related work.
- h) All plans should be submitted in hard copy and electronically. A final copy of all plans should be submitted to the Town at the end of the project as part of the close out process.
- i) Firm will be required to sign a contract with the Town, a copy which is attached.

5) Consultants Approach to the Project

- a) Describe the firms' proposed approach to the project.
- b) How will submittals be presented?
- c) Process for identifying and approving design approaches and details.
- d) Why should your team do the work?
- e) Discuss schedule and cost control.

III. Selection Process

The Town reserves the right to reject any and/or all proposals that do not adequately meet the intent of the RFP. The Town also reserves the right to accept the proposal as a whole and/or any item listed in this RFP. No proposal may be withdrawn for a period of sixty (60) days after the date the proposals are due. As stated, **TIMING IS OF THE ESSENCE**, for this project. Listed below is the anticipated schedule for the selection process.

RFP available	August 17, 2011
Deadline Questions:	August 31, 2011
Addenda, if necessary	September 1, 2011
Proposals Due	September 16, 2011
Evaluation of Proposal	September 23, 2011
Award of Contract	Week of September 26, 2011
Project Completion	March 31, 2011

IV. Qualification/Evaluation

While the Town is concerned about the ultimate costs for this project, the specific and primary attention to the evaluation of the proposals will include the following factors, not necessarily listed in the order of importance: 1) qualification and relevant experience of the submitting firm; 2) proposed approach; 3) project team members qualifications; and, 4) ability to complete the project in accordance with the proposed schedule.

The Town may request additional information from one or more firms after the submission of the initial proposals in order to clarify, confirm or properly evaluate any proposals. The Town also reserves the right to negotiate terms of the contract with the intended firm pursuant to the Town's Procurement Policy.

There is no expressed or implied obligation for the Town to reimburse responding firms for any expenses incurred in preparing the proposal and/or any subsequent interview.

If awarded the contract, selected firm will be required to sign a copy of the Town's contract. A copy of the firm's proposal may be attached to the contract; however, in the event of any ambiguity with any attachments, the Town's contract and Procurement Policy will prevail.

The selected firm will provide proof of requisite professional licensure, general and professional liability coverage and worker compensation coverage.

V. Fee Structure

The fee proposal must be submitted in a separate sealed envelope, clearly marked "Fee Proposal/Structure". Fee proposal shall include, but not be limited to the following:

- Fees required in accordance with the anticipated Scope of Work and consultant's approach to complete the project.
- Hourly rates for team members.
- Cost estimates and/or allowances for any or all surveys and studies, etc. required to complete the project and/or as outlined by the consultant in their approach and proposal.
- Any and all reimbursable expenses and/or other costs to complete this project.

VI. Submittals

As stated, timing is of the essence for this project. Any questions or requests for clarification of the RFP must be made, in writing, no later than 2:00 PM August 31, 2011 to the attention of Mr. Randy Robinson, Building Official, Town of Sullivan's Island, 2050-B Middle Street, Sullivan's Island, SC 29482 or by email to rrobinson@sullivanisland-sc.com with copy to Andy Benke, Town Administrator, Town of Sullivan's Island, SC 29482 or by email to abenke@sullivanisland-sc.com. No questions will be addressed after that deadline and an addendum, if necessary, will be issued no later than September 1, 2011.

Ten (10) original copies of the proposals must be received no later than 2:00 PM on September 16, 2011. All proposals must be sent in a sealed envelope to the attention of Ms. Lisa Darrow, Assistant to Administrator, 2050B Middle Street, Sullivan's Island, SC 29482 and clearly marked on the bottom left hand corner, "Professional Services for Tennis and Basketball Courts at Stith Park".