

**City of Isle of Palms, South Carolina**  
**Request for Proposals (RFP) 2022-02**  
**Construction of two (2) Outdoor Basketball Courts**

The City of Isle of Palms is seeking proposals from qualified contractors for the construction of two (2) basketball courts at the Isle of Palms Recreation Center located on Hartnett Boulevard between 27<sup>th</sup> and 28th Avenue. The basketball courts are public and heavily used by the residents as well as by national and international visitors that come to Isle of Palms.

The request is being made and awarded pursuant to the City's procurement ordinance. The City reserves the right to reject any and all proposals and to waive irregularities.

**Scope of Work**

A site visit to the Isle of Palms Recreation Center is mandatory prior to submitting a bid. Please contact Norma Jean Page, at (843) 886-8294, to schedule the site visit. Only those bidders who include the attached signed form stating that they conducted a site visit to the Isle of Palms Recreation Center will be considered.

The scope of work for the project includes, but is not limited to the following:

- Install security fence during and after construction
- Remove and dispose of existing basketball courts and playing surface
- Remove existing basketball post and goals and store for reinstallation on new courts.
- Removal and disposal of all existing asphalt and unsuitable material, compacted sub grade, compacted base course for site to be prepared.
- Fine grade and compact entire area, sub grade for new paving.
- Perform all surveying needed to ensure area has proper pitch and critical grade for adequate surface water runoff on new pavement surface.
- Document as-built of grades shot for entire area.
- Furnish and install asphalt for two (2) 94' X 50' courts and specify the number inches of binder, asphalt and specs used to establish court construction.
- Specify layers of color coatings and clear undercoating.
- Color of finish product to be decided at later date.
- Install basketball post and goals removed at beginning of project.
- Mark regulation basketball court playing lines.
- Install appropriate fencing on three (3) sides of courts with 3'- 4' walk through openings.
- Bid must include cost of all materials, equipment, supplies, freight, state sales tax, labor and supervision as necessary for successful completion of the project
- Courts must be left in "ready" state for basketball games.
- Fencing, grass and surrounding area that is disturbed by the project must be repaired and returned to previous conditions.

## **Content of Proposal:**

In responding to this request, bidders must provide the following:

1. Summary detailing why the contractor should be considered most qualified and be selected by the City of Isle of Palms to provide the services listed in the scope of work.
2. Contact information: General information for the firm bidding the work, including name, address, telephone number, email address of the individual responsible for the RFB response.
3. History: General information of the qualifications pertinent to this RFB, and demonstration of comparable services
4. Fees: Itemized schedule of expenses, including labor and direct expenses such as materials. Detailed summary of the cost of materials required to perform the scope of work. The bidder will be required to provide all necessary materials, and should include the cost of those materials in its bid.
5. Project timeline: Project timeline from start until completion.
6. References: Provide at least three (3) references of clients for which the firm has provided services for similar projects within the last five (5) years. Provide a brief description of similar projects of comparable size and complexity, including the following:
  - i. Project location.
  - ii. Renovation and/or Replacement.
  - iii. Description of original project budget versus actual costs
  - iv. Name and contact information for a reference with knowledge of the Bidder's work on each project.
7. Provide the Firm(s) and if possible the names and proposals of all sub-contractors that will be part of the Bidder's Team and identify the specific work the sub-contractor will perform. Once the City issues a contract, no change in sub-contractors assigned to the project will be permitted without prior written approval from the City.

## **Evaluation Criteria & Selection Process**

Proposals submitted by the deadline and deemed complete will be evaluated by the City. Any business submitting a proposal may be required to provide additional detailed information as needed. The award of a contract will be at the discretion of City Council. The City reserves the right to disqualify any bid from a bidder it deems as non-responsive and/or non-responsible. The City reserves the right to make such investigations of the Bidders as it deems appropriate. The City reserves the right to reject any and all proposals without qualifications. The City also reserves the right to add or deduct any specific requirements and associated costs from the selected proposal.

Proposals will be evaluated on a variety of factors including, but not limited to, the following:

- Business' relevant experience and qualifications

- Relevant experience and qualifications of key personnel
- Satisfactorily completed similar projects
- Cost

### **Timeline and Submission Procedures**

The City anticipates the following general timeline for this RFP. The anticipated schedule may change if it is in the City's best interest to do so.

RFP Advertisement – Friday, August 5, 2022

Deadline for Questions – 5:00 p.m., August 26, 2022

Deadline for Proposals – 2:00 p.m., September 20, 2022

Evaluation of Proposals – September 20 - 23, 2022

City Council to consider recommendation of award of contract – September 27, 2022

Contract Execution – September 30, 2022

Notice to Proceed – TBD

Award of any contract may be made without discussion with Bidders after proposals are received. The City reserves the right to cease contract negotiations if it is determined that the Bidder cannot perform the services specified in their response.

Recommendation of award for contract will be made based not only on price, which is an important factor, but also on quality of bid, qualifications, experience, technical expertise, references and ability to execute the work. After careful evaluation, City staff will make a recommendation to City Council for award of a contract.

Proposals should be submitted to the following:

Desirée Fragoso  
City Administrator  
City of Isle of Palms  
1207 Palm Boulevard  
Post Office Box 508  
Isle of Palms, South Carolina 29451

### **Deadline for Questions: 5:00pm, Eastern Time, August 26, 2022.**

Bidders should send questions regarding this Request for Proposals to Norma Jean Page, Recreation Director, in writing or email to [njpage@iop.net](mailto:njpage@iop.net). Questions received before this deadline will be answered via addendum posted on the City's website at <http://www.iop.net/requests-for-bids-proposals>. Questions received after this deadline will not be answered.

If an addendum is issued, Bidders must acknowledge receipt of the addendum with their bid.

**Deadline for Submissions:** The deadline for submission is **2:00 p.m., September 20, 2022.** Proposals will be received at 1207 Palm Boulevard, Isle of Palms, South Carolina 29451 in a sealed envelope. Sealed envelopes must be clearly marked “**RFP 2022-02, Construction of Two (2) Outdoor Basketball Courts**” and include one (1) hard copy and one (1) electronic copy saved to a USB flash drive. It will be the responsibility of the bidders to verify receipt by the City.

Proposals may be delivered by hand or by mail, but no bid shall be considered which is not actually received by the City at the place, date and time appointed by the City and the City shall not be responsible for any failure, misdirection, delay or error resulting from the selection by any bidder of any particular means of delivery.

Proprietary and/or Confidential Information: Your bid is a public document under the South Carolina Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. If you cannot agree to this standard, please do not submit your bid. All information that is to be treated as confidential and/or proprietary must be CLEARLY identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as CONFIDENTIAL, in bold, in a font of at least 12-point type, in the upper right-hand corner of the page. All information not so denoted and identified will be subject to disclosure by the City.

Bidders acknowledge and agree that the City will not be liable for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred by the respondent or any member of the respondent’s organization as a result of, or arising out of, submitting a bid, negotiating changes, or due to the City’s acceptance or non-acceptance of the bid or the rejection of any and all proposals. Bidders are responsible for submission of accurate, adequate and clear descriptions of the information requests. Neither issuance of the RFB, preparation and submission of a response, nor the subsequent receipt and evaluation of any response by the City of Isle of Palms will commit the City to award a contract to any respondent even if all the requirements in the RFB have been met.

Bidders must have or be able to procure an Isle of Palms Business License.

Firms considering submission under this RFB will be expected to have read and be prepared to enter into the attached contract, which is a part of this RFB. The City of Isle of Palms reserves the right to accept or reject any and all proposals, or any parts thereof; to waive irregularities or informalities in any bid received to allow the bid to be considered; to negotiate terms and conditions with Bidders; and to select a Bidder or to cancel in whole or in part this RFB, if it is in the best interest of the City to do so. Those proposals determined not to be in compliance with provisions of this RFB and the applicable laws and or regulations will not be processed.

By signing its bid, Bidder certifies that it will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agrees to provide the City upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable both to Bidder and its subcontractors or sub-subcontractors; or (b) that Bidder and its subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, “A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or

report pursuant to this chapter is guilty of a felony and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both.” Bidder agrees to include in any contracts with its sub-contractors language requiring its subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14 and (b) include in their contracts with sub-subcontractors, language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14.

**Documentation of Site visit to the Isle of Palms  
Recreation Reconstruction of Outside Basketball Courts**

**In association with RFP \_\_\_\_\_, I, Norma Jean Page, attest that**

\_\_\_\_\_ accompanied me on  
(Insert name and name of firm)

\_\_\_\_\_ for a site visit to the Recreation Department's outdoor  
(insert time and date) **basketball courts.**

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**Signature of Norma Jean Page**

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**Signature of Respondent**

**NOTE: This sheet must be turned in with the respondent's proposal to the City.**