



**REQUEST FOR PROPOSALS –
CONSTRUCTION MANAGER AT-RISK
PRECONSTRUCTION SERVICES
FOR THE
LAKE MURRAY WATER TREATMENT
FACILITY EXPANSION**

**City of West Columbia
South Carolina**

JULY 2022

**CITY OF WEST COLUMBIA
200 N. 12TH STREET
WEST COLUMBIA, SC
P. 803.791.1880**

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SECTION 1 – GENERAL INFORMATION

1.1 Definitions

- A. The City of West Columbia hereinafter will be referred to as “City”.
- B. “Proposer” shall be an entity or individual submitting a proposal for the pending solicitation.
- C. Where the term “RFP” is used, the reference shall be made to this Request for Proposals or portions thereof, together with any exhibits, attachments, or addenda.
- D. All references to days in this solicitation mean calendar days, unless otherwise stated.
- E. Wherever the terms “shall,” “will,” or “is required” are used in the RFP, the referenced task is a mandatory requirement of this RFP. Failure to meet any mandatory requirement will be cause for rejection of a proposal.
- F. Wherever the terms “can,” “may,” or “should” are used in the RFP, the referenced specification is discretionary, and therefore failure to provide any items so termed will not be cause for rejection. The Selection Committee may consider such failure in evaluating the quality of the proposal.
- G. “Design Professional” (an inclusive term for all licensed building professionals). “Architect of Record,” and/or “Engineer of Record” all refer to the project’s architect(s) and/or engineer(s), whose responsibilities generally include design, code compliance, and detailing of the facility. These entities also operate under legal definitions of the State of South Carolina with statutory liability and responsibility.
- H. “Construction Professional” (an inclusive term for all licensed construction professionals). “General Contractor”, “Sub-contractor”, and CMAR all refer to the project’s contractors whose responsibilities generally include procurement of materials, construction, start-up, and commissioning of the constructed facility. These entities also operate under legal definitions of the State of South Carolina with statutory liability and responsibility.
- I. “Local Vendor Preference” is referred to the Proposer who has its local office as its headquarters located within Lexington County and with a street address of the Proposer’s headquarters located within Lexington County for at least six (6) months immediately prior to the issuance of the City’s Request for Proposals.
- J. “Owner’s Criteria” is a written document that details the specific and functional requirements of a project, sustainable objectives, and the expectations of how the project will be used and operated.
- K. “Selection” is referred to a procurement process for the selection of professional services for public projects. It is a competitive contract procurement process whereby construction firms submit proposals to a procuring entity (owner) who evaluates and selects the most qualified firm, and then negotiates the project scope of work, schedule, budget, and final price.
- L. “Firm” or “Team” shall be interpreted as referencing the CMAR entity, unless otherwise noted.

SECTION 2 - PROJECT BACKGROUND

2.1 Background Information

The Lake Murray Water Treatment Facility (Facility) is a 22.5 MGD conventional water treatment facility that serves a population of approximately 110,000 through the City of West Columbia's water distribution system as well as two other wholesale customers: Joint Municipal Water & Sewer Commission and the Town of Lexington. In 2016, the City and its wholesale customers began development of a 25-year Facility Master Plan that would evaluate and prioritize improvements and expansions to the Facility. Since that time, the Facility has undergone incremental improvements to various treatment processes.

In late summer and fall of 2019, the Facility experienced high raw water concentrations of taste and odor compounds trans-1, 10-dimethyl-trans-9-decalol (Geosmin) and 2-methylisborneol (2-MIB). These high concentrations exceeded the effective treatment capacity of the Facility's powder activated carbon system. Shortly after the conclusion of that event, the City developed and implemented a source water monitoring program.

In preparation for the proposed improvement and expansion, the City has completed the following evaluations:

- Facility Master Plan
- Plate Settler and Filter Pilot Study
- Ozone and Filter Pilot Study
- Preliminary Engineering Report

The City has selected Construction Manager At-Risk (CMAR) for the project delivery method. We have selected AECOM as the consulting engineer who will carry design responsibility while collaborating with the City and CMAR throughout the design and construction phases.

The Project may be funded by a loan from the State Revolving Fund or other state / federal funding. Offerors must comply with all applicable state and federal requirements identified in the RFP including, but not limited to, Davis-Bacon minimum wage determinations, American Iron and Steel (AIS) requirements, Disadvantaged Business Enterprise (DBE) requirements, and Build American / Buy American (BABA) requirements. See Attachment C of the RFP for additional information.

Offerors are required to comply with the City's procurement code requirements identified in the RFP.

SECTION 3 - SCOPE OF WORK

3.1 Purpose

The Project will expand the firm treatment capacity to at least 34.5 MGD and add ozonation to the treatment approach at the City's Lake Murray Water Treatment Facility. Generally, improvements will be made to the following processes:

1. Raw water pumping and transmission
2. Rate of flow control and flow monitoring
3. Rapid mixing
4. Coagulation and flocculation
5. Sedimentation
6. Intermediate ozonation
7. Rehabilitation and expansion of filtration / filter gallery
8. Filter backwashing
9. Backwash storage
10. Residuals handling
11. Clearwells
12. High service pumping
13. Chemical storage and feed systems
14. Control building improvements
15. Electrical and SCADA improvements

3.2 CMAR Responsibilities

The CMAR will be expected to provide design review, preconstruction services, construction, and commissioning for the Project. The CMAR will be responsible for regular communication and collaboration with the City and Engineer including multiple design review and value engineering workshops. The CMAR is solely responsible for acquiring applicable building permits from local agencies.

The CMAR will also assist the City and Engineer in the development of a design that allows the Facility to maintain full operational capabilities for the duration of the project (less short durations for tie-ins and similar activities).

The City will not provide workspace for members of the CMAR during construction, and all necessary field office space shall be the responsibility of the CMAR.

3.3 Scope of Work

Below is a preliminary scope of work that may be modified during contract negotiations with the CMAR.

Preconstruction Phase Services:

Kickoff Workshop: CMAR will meet with the City and design team to introduce project teams, establish roles, responsibilities, and communication protocols, and review the anticipated scope of work, schedule, and budget established by the City.

Intermediate Ozone Feasibility Analysis: CMAR will provide a constructability review of the preliminary designs for the in-basin and stand-alone ozone options and prepare a preliminary cost estimate for each option.

Preliminary Engineering Review Workshop: CMAR will attend a workshop with the City and Engineer to review the findings from the preliminary engineering and field investigations and review the Basis of Design Report to finalize the scope of work for the Project.

Design Review Workshops: CMAR will review milestone deliverables at 30%, 60%, and 90%. CMAR will meet with the City and Engineer and provide constructability and value engineering ideas for each deliverable.

Maintenance of Operations Workshop: CMAR will meet with the City and Engineer to discuss construction sequencing and temporary facilities required to maintain plant operations during construction as well as operability expectations of the City.

GMP Development: CMAR will prepare a Guaranteed Maximum Price (GMP) beginning after the 60% design review and completing after 90% design review. The GMP will be developed through an open-book process that will include bill rates, overhead, subcontractor mark-up, profit rates, and other similar financial information for all self-performed work. GMP will also include overhead costs and margin for all work under the Construction Phase Services Agreement as well as any contingency allowances. The City may elect to develop multiple GMPs to allow for early procurement of materials and beginning work items before design is complete.

GMP Review Workshop(s): CMAR will meet with the City and Engineer to review the final GMP(s) and conduct a final design and budget review and investigate of any final value engineering ideas. At the conclusion of this workshop, the Engineer will provide 100% construction documents.

Construction Phase Services:

Construction Administration: CMAR will manage and administer construction phase obligations including, but not limited to, the following:

1. Provide all required bonds and insurance for construction of the Project.
2. Possess the required licenses and ensure all subcontractors are appropriately licensed and bonded for the work to be completed.
3. Acquire all necessary building permits from local agencies having jurisdiction.
4. Procure and manage all equipment and construction personnel required for the scope of work.
5. Attend monthly construction progress meetings.
6. Develop and update a construction management plan that includes quality control procedures, safety programs, construction document management control, etc.
7. Manage subcontractors (contracts, bonds, insurance).
8. Prepare payment requests and maintain cashflow projections.
9. Submit and track shop drawings and equipment O&M manuals.
10. Submit and track requests for information (RFIs)
11. Provide as-built mark-ups to the Engineer.
12. Start-up and commission facilities with operator training through completion of acceptance testing.
13. Facilitate project close-out.
14. Administer warranties through warranty period.

Site Security: CMAR will be responsible for maintaining site security during construction. CMAR will develop an acceptable security plan to control access to the site without interrupting normal operations of the facility. CMAR will be responsible for construction of any alternate entrance locations or operations of existing security gates.

Project Scheduling: CMAR will be responsible for developing a detailed construction schedule defining construction activities of each element of the project and their inter-relationships along with milestone dates using approved scheduling software. Schedule is to be monitored, updated, and reported monthly to the City and Engineer.

Project Budget Reporting: CMAR will provide monthly updates on cash flow projections including actual construction costs, maintain a comparative assessment of actual costs relative to the GMP(s), and provide documentation of any resultant changes in project costs resulting from construction related decisions and/or changes.

Plant Operational Compliance: CMAR must not affect the ability of the WTP to comply with all applicable regulations during construction. In the event a noncompliance event occurs that is caused by the CMAR, CMAR will be responsible for reimbursing the City for any cost incurred including, but not limited to, fines, fees, corrective action, City staff costs, Engineer's cost, etc.

Operation and Maintenance (O&M) Manuals: CMAR will provide a complete set of equipment O&M manuals that provide the requisite components including, but not limited to, instrumentation and control system including a complete log of programming and signal tagging list, start-up and shutdown

procedures for normal and emergency conditions, equipment summary reference sheets and maintenance schedules, troubleshooting section for normal and emergency conditions, and any additional elements necessary to acquire the operating permits for the facility.

Start-Up and Commissioning: CMAR will be responsible for starting-up and commissioning all equipment. Start-up activities will include as a minimum:

1. Completion of equipment operational check-out and start-up.
2. Operational testing of all systems.
3. Operational testing of the overall facility under various conditions to demonstrate compliance with acceptance test requirements and process performance criteria in the construction documents.

Operator Training: CMAR will be responsible for conducting training to WTP staff utilizing 360Water's training platform. Digital copies of the training sessions are to be provided to the City.

3.4 Anticipated Procurement Schedule

The City reserves the right to adjust this schedule as necessary.

Preliminary Project Schedule	Date	Time
Issue Requests for Proposals	July 28, 2022	
Pre-Proposal Conference	August 9, 2022	2:00 PM
Deadline for Written Questions and Clarifications	August 18, 2022	5:00 PM
Proposals Due	August 29, 2022	4:00 PM
Interview Workshops	September 20, 2022	
Award	October 5, 2022	

SECTION 4 - EVALUATION CRITERIA

4.1 Experience Requirements

General: Proposals will be evaluated to select a CMAR with the requisite experience, qualifications, and resources to complete the Project successfully within an agreed upon Guaranteed Maximum Price (GMP) and construction schedule in accordance with the project requirements as specified by the City. Proposers should clearly highlight their experience with constructing public and/or private traditional and alternate delivery water and wastewater treatment facility projects. They should provide descriptions of those projects that best characterize their capabilities, work quality, and value-based approach.

Experience: At a minimum, successful proposals should demonstrate project experience and technical competence in the following areas:

- Successful collaboration in the renovation/construction of treatment facilities through either alternate delivery or traditional project approaches.
- Demonstrate experience working on complex projects with multiple stakeholders. Respondents should demonstrate the ability to effectively coordinate scopes of work that may impact the infrastructure of multiple stakeholders.
- Demonstrated successful completion of an ozonation system.
- Ability to complete work within project budget and schedule.
- Ability to complete projects using a collaborative approach.
- Familiarity with state regulations and local building codes and construction practices as it pertains to water treatment/municipal facilities.
- Effective contract and construction administration services.
- Ability to comply with mandated DBE and other funding requirements.

4.2 Evaluation Criteria

Proposals submitted will be evaluated and ranked by an evaluation team. Each team will be evaluated based on the criteria described below.

Criteria	Weighting
Project Personnel	20 points
Project Experience	20 points
CMAR Approach	15 points
Preconstruction Services Approach	15 points
Construction Services Approach	15 points
DBE Compliance Approach	5 points
Price (Preconstruction Services Only)	10 points
Local Preference (Bonus)	5 points

4.3 CMAR Selection

After making final selection, the City will begin contract negotiations with the selected responsible, responsive Proposer. If successful, the CMAR and City will enter a contract for the preconstruction services. Upon successful completion of preconstruction services and if a GMP is successfully negotiated, a construction services contract may be executed thereafter. All Proposers are considered fully informed as to intentions of the City regarding the timeframe to prepare and complete contract negotiations. Proposers should be prepared to provide a detailed, written proposal to include scope of work, staffing plans, action plan, CPM schedule, and fee proposal for negotiation for the preconstruction services contract.

The City may withdraw this RFP, reject proposals or any portion thereof at any time prior to an award, and is not required to furnish a statement of the reason why a particular qualification was not deemed to be the most advantageous to the City.

If it is discovered later that any material information submitted in response to this RFP or to any request for supplemental, clarifying, or additional information was provided by the Proposer, knowing such information to be false, it shall be grounds for immediate disqualification or for immediate termination or rescission by the City of any agreement between the City and the Proposer. The City shall also have and retain any other remedies provided by the law.

SECTION 5 - PROPOSAL REQUIREMENTS

5.1 Proposal Requirements

Submit one (1) electronic (PDF) and six (6) hard copies of your Qualifications in a sealed package to:

City of West Columbia
Attn: Mr. Andy Zaengle, P.E.
200 N. 12th Street
West Columbia, SC 29169

The name of the Proposer should appear on the outside of the submittal package and reference the project, “RFP for Construction Manager At-Risk for the Lake Murray Water Treatment Facility Expansion.” Provide company name, mailing address, telephone number, and email address on the package. Each submittal copy should be identical in content and meet the criteria listed in this Request for Proposals.

It is the intention of the City to make every effort to be fair and equitable in its dealings with all candidates for selection. If, however, the City should determine that none of the Proposers submitting are advantageous, the City reserves the right to reject all proposals. Issuance of this Request for Proposals does not commit the City to award a contract, to pay any costs incurred in preparation of the qualifications package, or to procure or contract for related services or supplies.

Proposals received after the specified date and time specified will be considered non-responsive and will be returned unopened. Proposals that are incomplete, deceptive, or misleading may result in disqualification of the Proposer. Failure to provide all requested information may result in a determination that the Proposer is non-responsive.

Proposals received by the City are considered public documents under provisions of the South Carolina Freedom of Information Act (FOIA) unless it contains information that may clearly be considered excepted and excluded from disclosure according to State statute. All information that is considered confidential and/or proprietary must clearly be identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped **CONFIDENTIAL**, in bold font of at least 12-point type, in the upper right-hand corner of the page.

All questions must be answered completely, and the data given must be correct, clear, and comprehensive. All information provided must pertain specifically to the Proposer that will bid for and construct the Project, not a Parent, Affiliate, Subsidiary, or other entity, except where information on such other entities is expressly requested.

The City, at its sole discretion, reserves the following rights:

1. To supplement, amend, substitute, or otherwise modify this RFP at any time.
2. To cancel this RFP with or without the substitution of another RFP or shortlist process.
3. To take any action affecting the RFP that would be in the best interest of the City.
4. To require one or more Proposers to supplement, clarify, or provide additional information for the City to evaluate any portion of a proposal.
5. To conduct investigations with respect to the qualifications and experience of each Proposer.
6. To waive any defect or technicality in any proposal received.
7. To reject any and/or all proposals.

By submitting this proposal, Proposer acknowledges that a selection committee established by the City will evaluate the proposals and make a recommendation to City Council, but the award of the CMAR contract for this project will be at the sole discretion of City Council. Proposer understands and agrees that there is no statutory or legal entitlement to be awarded the CMAR contract and hereby waives the right to object to the City's methods of evaluation of submitted proposals, as well as the right to object to the selection ultimately made by City Council.

The bonding company that will provide the required bonds for the Proposer must have an AM BEST Rating of A- or better. Proposers must list the name(s) of bond or surety company that will provide the bonds – not just the name of the bonding agent. Separate performance and payment bonds, each in the amount of 100 percent of the contract amount, will be required for the Project.

5.2 Proposal Format

The proposal shall include the following information in the order listed. Proposal shall be letter sized (8.5x11) with a total page limit of fifty (50) single-sided pages or twenty-five (25) double-sided pages. Proposals may include ledger sized pages (11x17), but each ledger sized page will count as two pages. Covers, cover letter, front and back covers, table of contents, tabs, and required forms and requested surety information do not count towards page limit. The proposal shall include the following sections:

1. Cover Letter
2. Proposal Requirements
 - a. Proposer Information and Project Personnel
 - b. Proposer Experience
 - c. CMAR Project Approach
 - d. Preconstruction Phase Services Approach
 - e. Construction Phase Services Approach
 - f. Fee proposal (preconstruction services only)

A. Cover Letter shall include the following:

1. A statement indicating that the proposal is hereby submitted, signed by an authorized representative of the Proposer, and specifically acknowledge receipt of any addenda by date.

2. A statement indicating the Proposer's intent to execute an Agreement with the City if selected for the Project.
 3. A statement acknowledging that a selection committee established by the City will evaluate the proposals and make a recommendation to City Council, but the award of the CMAR contract for this project will be at the sole discretion of City Council. The statement should also state that the Proposer understands and agrees that there is no statutory or legal entitlement to be awarded the CMAR contract and hereby waives the right to object to the City's methods of evaluation of submitted proposals, as well as the right to object to the selection ultimately made by City Council.
 4. Attach "Evidence of Authority to Sign" for Proposer. This should be in the form of a single page letter behind the cover letter and will not count towards page limit.
- B. Proposal Requirements: Proposal is to include all the content listed and follow the organization outlined below.
1. Proposer Information and Project Personnel:
 - a. Pass/Fail Elements: Failure of Proposer to meet the requirements of any of the pass/fail elements listed below will result in a determination of "not qualified" and the Proposer will be excluded from further participation in this solicitation.
 - Provide documentation verifying the Proposer possesses an appropriate and valid South Carolina General Contractor's License (Unlimited).
 - Has the Proposer or any of its Officers (including any experience and time while employed by another firm) been convicted of criminal conduct or been found in violation of any federal, state, or local statute, regulation, or court order concerning antitrust, public contracting, or prevailing wages over the last 10 years?
 - Has the Proposer or any of its Officers (including any experience and time while employed by another firm), Parent, Affiliates, or Subsidiaries had a judgement entered for contract default or been barred from bidding on public contracts over the last 10 years?
 - b. General Background of the Proposer:
 - Proposer name, address, and contact information.
 - Has the Proposer operated under the current name for the last 10 years? If not, attach a complete explanation for operating under a different name as well as previous name and address within last 10 years.
 - Current Officers and length of time with the Proposer. Also identify those authorized to sign contracts on behalf of the Proposer.
 - Name, address, and telephone number of Parent and each Subsidiary and Affiliate of the Proposer.
 - Has the Proposer, its Parent, or any of its Subsidiaries had a bankruptcy petition filed in its name, voluntarily or involuntarily within the last 10 years? If yes, list the number of bankruptcies.

- OSHA Experience Modification Ratio for the past 5 years.
- c. Proposed Project Personnel:
 - Proposed Project Manager:
 - Provide the resume of the individual who is the best candidate for this position. List name, qualifications, and background. Include names and addresses of companies who have employed him/her during the last 10 years. The following statement shall be inserted in the bottom margin of the resume:
“This proposed individual shall be available to work full time on this Project for its entire duration and shall not be reassigned without the express written consent of the City.”
 - Provide a summary of the three (3) most similar projects by size, type, and duration that the proposed Project Manager has supervised/managed in the last 10 years for the Proposer or another company. At a minimum, the following information shall be provided:
 - Project name
 - Brief description of the scope
 - Constructed value
 - Project duration and completion date
 - Candidate’s position and duties
 - Owner point of contact, address, and phone number
 - Proposed Project Superintendent:
 - Provide the resume of the individual who is the best candidate for this position. List name, qualifications, and background. Include names and addresses of companies who have employed him/her during the last 10 years. The following statement shall be inserted in the bottom margin of the resume:
“This proposed individual shall be available to work full time on this Project for its entire duration and shall not be reassigned without the express written consent of the City.”
 - Provide a summary of the three (3) most similar projects by size, type, and duration that the proposed Project Manager has supervised/managed in the last 10 years for the Proposer or another company. At a minimum, the following information shall be provided:
 - Project name
 - Brief description of the scope
 - Constructed value
 - Project duration and completion date
 - Candidate’s position and duties
 - Owner point of contact, address, and phone number
 - Subcontractors: Outline proposed scope of work and provide resumes and contact information for any proposed subcontractors. Resumes shall be a maximum of two pages and shall include qualifications and professional registration.

- d. Scheduling Capabilities: Proposer shall have the capability of preparing and utilizing the Critical Path Method (CPM) scheduling technique. A statement of CPM scheduling capability shall be submitted with the proposal to verify the Proposer is qualified to use this technique.
2. Proposer Experience: Using the form included in Attachment A at the end of this RFP, complete and provide the requested information for the satisfactory completion of a minimum of three similar projects within the last 10 years. Similar projects (water or wastewater) may include alternate delivery construction, ozone systems, plant expansions, or construction of complex treatment upgrades.
3. CMAR Project Approach:
 - a. Describe your plan for implementing a CMAR methodology including collaboration with the City and Engineer.
 - b. Demonstrate experience working on complex projects with multiple stakeholders. Respondents should demonstrate the ability to effectively coordinate scopes of work that may impact the infrastructure of multiple stakeholders.
 - c. Provide an outline of your health and safety plan. Describe how your approach applies to this Project. Describe the project staffing dedicated to the health and safety program.
 - d. Provide an outline of your quality plan for construction. Describe how your approach applies in a CMAR environment. Describe the project staffing dedicated to the quality program.
 - e. Provide a preliminary summary level schedule for the construction of the project. Schedule should reflect the Proposer's methodology for effectively managing and executing the work.
 - f. Provide a statement or documentation verifying the Proposer satisfies the City's minimum insurance requirements which shall not be less than the following:
 - Workers' Compensation:
 - State – Statutory
 - Employer's Liability (bodily injury, each accident) - \$1,000,000
 - Commercial General Liability:
 - General Aggregate - \$2,000,000
 - Each Occurrence (bodily injury and property damage) - \$1,000,000
 - Automobile Liability:
 - Bodily Injury:
 - Each Person - \$1,000,000
 - Each Accident - \$1,000,000
 - Property Damage (each accident) - \$1,000,000
 - Excess or Umbrella Liability:
 - Each Occurrence - \$4,000,000
 - General Aggregate - \$4,000,000

- Contractor is required to provide fire, extended coverage, vandalism, and malicious mischief insurance equal to the actual value of the insured property during construction.
4. Preconstruction Phase Services Approach:
 - a. Describe your plan to provide preconstruction services and incorporate value engineering services into the design of the project.
 - b. Describe your approach to developing the GMP including level of effort and resources required to deliver the GMP.
 - c. Describe your plan for a transparent procurement system with a wide variety of evaluation and selection methodologies that can be audited for fairness and competitiveness. List anticipated early procurement equipment and materials.
 - d. Provide your proposed lump sum fee for the preconstruction services scope included in this RFP.
 5. Construction Phase Service Approach:
 - a. Describe your general approach to constructing the project. Describe how your staff will interact with the design team to seek design clarifications and resolve design discrepancies in the field. Describe how you will accomplish this project without interrupting normal day-to-day operations of the Facility.
 - b. Describe how you will document actual construction costs during the construction period and make these costs available to the City for verification and audit.
 - c. Describe your plan for delivering construction including a summary of work that will be self-performed. For sub-contracted work, describe how you will select the best value subcontractors and oversee and guarantee their performance.
 - d. Describe how you will ensure site security during all phases of construction without interrupting normal day-to-day operations of the Facility.

SECTION 6 - PRE-PROPOSAL CONFERENCE AND CLARIFICATIONS

6.1 Pre-Proposal Conference

A mandatory pre-proposal meeting will be held at 2:00 PM on August 4, 2022 at the Lake Murray Water Treatment Facility, 730 Old Cherokee Road, Lexington, SC 29072. A detailed description of the project will be provided, and pertinent City staff will be available. A tour of the plant will be provided following the pre-proposal meeting. Due to limited space, please no more than two (2) representatives per Proposer.

6.2 Additional Documentation

Electronic copies of previously completed reports/studies will be made available upon request. They should be used to provide the Proposer historical information related to the evolution of the project.

6.3 Questions

Questions must be submitted in writing via email to Andy Zaengle, P.E. at azaengle@westcolumbiasc.gov. All follow-up questions from the pre-proposal conference will be compiled and answered in writing. The deadline for questions relating to the RFP is the time and date shown in the Project Schedule in this RFP. Answers will be provided via addendum.

It is the responsibility of each Proposer to examine the entire RFP, seek clarifications in writing, and review their submittal for accuracy before submitting their proposal. Should a Proposer find a discrepancy in or omission from this RFP, Proposer shall notify the City immediately, and any appropriate written addendum will be issued.

In no event should a Proposer rely on any oral statements by the City or its agents or consultants. Only information provided to Proposer in writing will be deemed valid.

ATTACHMENT A

PROJECT EXPERIENCE FORM

Project #: _____ (Reproduce as necessary for each submitted project)

A. General Information:

Name of Project: _____

Owner Contact Name: _____ Contact Number: _____

Position or Title of Contact: _____

Address of Contact: _____

B. Project Details: Attach a written project description to this form summarizing the overall project including plant size and work self-performed and the work performed by subcontractors. Written description should also identify if the proposed project manager and site superintendent were associated with the project submitted and the roles they performed. Projects selected for submission should be similar in nature to the proposed work.

1. Project description must clearly identify components similar to those outlined in the preliminary scope of work. It will be assumed that any project components not specifically mentioned in the project descriptions are not included in the referenced project.
2. Project description must clearly include the names of the proposed personnel mentioned above and their roles in the project. If the names and roles are not included in the description, it will be assumed that the proposed personnel did not participate in the referenced project.

C. Project Costs: (with complete explanation of cost overrun, if any, including change orders).

Bid Amount: _____ Final Cost: _____

Explanation of cost overrun, if any, including change orders: _____

D. Liquidated Damages: If assessed, how much? _____

E. Claims: Are there any claims or litigation still pending or that have occurred in the past 3 years? If so, provide complete explanation. _____

F. Project Schedule:

Contract time bid: _____ Actual time to complete: _____

Completion date: _____

Explanation of time overrun, if any: _____

G. Major Subcontractors: List major subcontractor names, contact information, scope of work, and total contract value.

ATTACHMENT B

APPLICANT AFFADVIT

The undersigned hereby attests under penalty of perjury and by personal knowledge to the following:

1. The contents of the Proposal (including all submitted attachments and other documentation) are true, correct, and not misleading.
2. To the best of my knowledge, neither the Applicant, nor its agents, affiliates, partners, employees, officers, directors, or other associates of any kind, have colluded with any individual or entity on behalf of the Applicant, or themselves, to produce an unfair advantage over others or to gain favoritism in the award of any contract resulting from this RFP.
3. By responding to this RFP and submitting the Proposer Application (also referred to as the submittal), the Applicant agrees to indemnify and hold harmless all parties to this RFP including, but not limited to, the City and Engineer for any conceivable damages arising therefrom; and affirms that no compensation is expected as a result of the preparation of said response.
4. Applicant agrees to use the submitted personnel for the duration of the project. Any changes in the submitted personnel must be approved in writing by the City.

Applicant Name: _____

Officer's Signature: _____

Printed Name and Title: _____

Telephone Number: _____

Affix Corporate Seal

Witness Printed Name and Title: _____

Date Signed: _____