

# REQUEST FOR PROPOSAL

RFP PROJECT #04212022



**FOR GENERAL CONTRACTING WORK ASSOCIATED  
WITH CONSTRUCTION OF THE DAUPHIN ISLAND  
COMMUNITY CENTER LOCATED AT 412 LEMOYNE  
DRIVE, DAUPHIN ISLAND, ALABAMA**

**A PROJECT OF THE TOWN OF DAUPHIN ISLAND  
IN COOPERATION WITH  
THE DAUPHIN ISLAND FOUNDATION**

**PROPOSALS DUE BY AUGUST 26, 2022  
at 3:00 PM (CST)**

# REQUEST FOR PROPOSALS

## GENERAL CONTRACTING AND CONSTRUCTION MANAGEMENT FOR THE DAUPHIN ISLAND COMMUNITY CENTER

### SECTION A GENERAL CONDITIONS OF REQUEST FOR PROPOSALS

#### **1. SUBMISSION OF PROPOSAL:**

- a) Proposals will be opened immediately after the proposal submittal date and time by the Town of Dauphin Island, at 1011 Bienville Boulevard, Dauphin Island, Alabama, 36528. The public may attend the proposal opening, but may not immediately review any proposals submitted. The names of respondents and lowest responsive bidder will be read aloud at the time of opening.
- b) Proposals and changes thereto shall be enclosed in sealed envelopes or packages, addressed to the Town Clerk, Dauphin Island, Alabama. The name and address of the firms, the date and hour of the proposal submittal, and the title of the project shall be placed on the outside of the envelope.

SUBMIT QUESTIONS BY EMAIL TO: Wanda Sandagger @  
[wsandagger@townofdauphinisland.org](mailto:wsandagger@townofdauphinisland.org)

- c) Proposals must follow the format of the RFP and structure their responses to follow the sequence of the RFP when submitting a proposal. Town Staff will evaluate the proposals received, based on responsiveness to the evaluation criteria, and based on the information being provided in the required sequence.
- d) Proposers must have experience in work of the same or similar nature, and must provide references that will satisfy the Town. Three references for similar PFMB to be listed with the proposal.
- e) **All respondents are required to make a site visit prior to proposal submission.**

#### **2. RIGHTS OF THE TOWN OF DAUPHIN ISLAND IN REQUEST FOR PROPOSAL PROCESS:**

- a) The Town of Dauphin Island reserves the right to reject any or all Proposals.
- b) The Town of Dauphin Island reserves the right to cancel the entire Request for Proposal.

- c) The Town of Dauphin Island reserves the right to remedy or waive technical or immaterial errors in the Request for Proposal or in proposals submitted.
- d) The Town of Dauphin Island reserves the right to request any necessary clarifications or proposal data without changing the terms of the proposal.

**3. EVALUATION CRITERIA:**

The evaluation shall be conducted by the Town Council of Dauphin Island in conjunction with the Town of Dauphin Island Building Officials. Each proposal submitted shall be evaluated. The contract will be awarded to the most qualified proposer.

**4. COSTS INCURRED BY PROPOSERS:**

All expenses involved with the preparation and submission of proposals to the Town, or any work performed in connection therewith, shall be borne solely by the Proposer(s). No payment will be made for any responses received, or for any other effort required of, or made by, the Proposer(s) prior to contract commencement.

**5. WITHDRAWAL OF PROPOSAL:**

A proposal may be withdrawn prior to the time set for the proposal submittal, based on a written request from an authorized representative of the firm to email address. However, a proposal may not be withdrawn for 90 days after **AUGUST 26, 2022**.

**6. CERTIFICATE OF INSURANCE, BONDING AND CONTRACTOR LICENSE:**

The successful proposer must hold a valid Alabama general contractor's license at a level adequate to cover the value and scope of the project prior to submission of the bid and provide the license number on the outside of the bid envelope (or in the email to which a bid document is attached). The successful proposer must provide a Performance and Payment Bond and Certificate of the Insurance prior to issuance of Purchase Order or commencement of any work hereunder.

**7. NO ASSIGNMENT/SUBCONTRACTING:**

The selected contractor shall perform the resulting contract. No assignment shall be allowed without prior written consent of the Town. If a proposer intends to subcontract a portion of this work, the proposer must disclose that intent in the proposal. All sub-contractors must be properly licensed and insured to perform any work for which they have been submitted. It will be the responsibility of the contractor to verify this prior to submission for sub-contracting. The Contractor will remain responsible for any and all work performed by subcontractors.

**8. ADDITIONAL REQUIREMENTS:**

The Town reserves the right to request additional services and/or materials relating to this agreement from the contractor. When approved by the Town as a written signed change order to the contract and authorized in writing, the contractor shall provide such additional services as requested by the Town.

## **SECTION B            SPECIAL CONDITIONS**

### **1. OBJECTIVE:**

The project was started earlier in 2021 and some work has been performed such as excavation and rebar placement. As a result, the Town seeks a General Contractor who can review the current site condition and materials and provide a proposal to restart and complete the project.

It is the intent of the Town of Dauphin Island to obtain proposals from qualified firms to prepare and distribute bid packages, and provide all construction management including verification of subcontractor work and approve payments to subcontractors as described in Section 1 Scope of Work and as identified in the drawing packages from CECO Building Systems Job # 17-B-86003 (40 pages) and from PSE Designs Job # 10000-2021034 (35 pages)

### **2. PRICING/PERIOD OF CONTRACT:**

The work shall commence within two (2) weeks of contract approval and shall be completed according to the terms to be identified in the contract.

### **3. PROPOSAL SUBMITTAL COPIES:**

Three (3) copies of the proposal shall be signed and submitted by a responsible person with requisite authority to contractually bind the Contractor with one (1) copy clearly marked "Original." An electronic copy (such as a PDF document) is strongly encouraged.

### **4. TIME LINE:**

Following is a listing of actions and anticipated dates; the Town reserves the right to change the dates, if necessary:

**Release of RFP: AUGUST 5, 2022, at 3pm (CST)**

**Proposal Submittal Deadline: AUGUST 26, 2022, at 3 pm (CST)**

## **SECTION C            PROJECT BID REQUIREMENTS AND GENERAL REQUIREMENTS**

## **1. SCOPE OF WORK**

**A. The General Contractor's scope shall include providing all labor, materials, equipment and supervision to accomplish the work described in the attached bid package. The bid package consists of this document and two drawing packages,**

**specifically, the CECO Building Systems Job # 17-B-86003 (40 pages) drawings and the PSE Designs Job # 10000-2021034 (35 pages) drawings. The scope shall include, but not be limited to the following:**

- 1) Assessment of current site conditions
- 2) Determination of the usability of materials on site
- 3) Obtain all necessary permits
- 4) Obtain Performance and Payment bonding in their proposal amount.
- 5) Obtain and maintain all applicable project insurance coverage throughout the construction of this project.
- 6) Create, manage and maintain a construction schedule specific to this project. The contractor shall submit a simple bar chart schedule for submission with their bid. Once the project is awarded, the Contractor shall submit a formal, detailed schedule to the owner for approval prior to the start of construction. Should delays arise, causing the schedule to lengthen, the Contractor shall notify the owner immediately. It will be the Contractor's responsibility, at no charge to the owner, to adjust work hours and manpower as required to maintain the approved schedule.
- 7) Organizing and managing the jobsite. A clean, safe jobsite is a requirement. Due to the open areas around the site, the contractor shall install security fencing as required to protect the public. The design and style of this fence will be the responsibility of the Contractor.
- 8) Providing daily field management.
- 9) Communicating with the owner on progress, issues and recommendations throughout the project and on a regular basis.
- 10) The Contractor shall ensure that all local, state and federal safety standards and procedures are followed. At a minimum, all safety standards shall meet the requirements of the Occupational Safety and Health Administration (OSHA).

- 11) The contractor shall keep the Project area cleaned up daily. At the end of the project, the Contractor will be required to clean up the site so that it is completely finished and safe for use by the general public.
- B. The bidding process will commence AUGUST 5, 2022 at 3pm (CST) and ALL bidders shall return their bid proposal by 3:00 p.m. (CST) on AUGUST 26, 2022 as identified above.**
- C. All bidders shall submit with their proposal, a construction schedule that will be reviewed by the owner for consideration.**
- D. The Town reserves the right to accept or reject any and all conforming and nonconforming bids at its discretion.**
- E. Optional work for proposed consideration. This work shall be a separate line item in the proposal if the bidder chooses to respond to said item(s) individually or otherwise:**
- 1. Cost for relocation of the materials currently on site to a location within Town limits at the discretion of the Town, and preassemble preparation as may be required, including cleaning and/or minor touch-up painting.**
  - 2. The application of a cold galvanizing coating to all the ground facing structural steel members.**
  - 3. The addition of a four (4) inch thick grade level pad under the entire building to be integrated with the foundation concrete work.**

## **CONSTRUCTION SEQUENCE**

Due to the limited laydown area on the site and the inclusion of the elevated slab floor, it is recommended that the installation of foundations and construction be accomplished in phases.

- Phase 0**      **Site analysis and preparation.** Identify what excavation, backfilling, soil compacting and reuse opportunities of existing rebar are to be performed.
- Phase 1**      **Install spread-footer foundations, pedestals and grade beams.** This work may be performed in a series of individual pours as long as the process is approved by the engineer.
- Phase 2**      **Installation of the CMU pedestals** and the embedded bearing plates for the steel floor beams. The installation of the steel floor beams is not in the concrete contractor's scope of work.
- Phase 3**      **Upon completion of Phase 2, the PEMB contractor will erect the building shell** and floor supporting structure. The concrete contractor will work with the

PEMB contractor to determine which metal panels can be left off to allow access to pour and finish the floor slab.

**Phase 4**     **Installation and finishing of the elevated concrete floor slab** will begin once the PEMB supplier has completed the steel floor beams and metal pan. The remaining sheeting will be installed by the PEMB contractor after the completion of the elevated slab.

**Phase 5**     **Completion of interior and exterior components and mechanicals** as identified in the drawings and associated documents.

**All bid documents / proposals shall be submitted in a SEALED envelope or by mail to:**

Wanda Sandagger, Town Clerk  
Town of Dauphin Island  
1011 Bienville Boulevard  
Dauphin Island, AL 36528

[Email: wsandagger@townofdauphinisland.org](mailto:wsandagger@townofdauphinisland.org)

**The Town of Dauphin Island is an Equal Opportunity Employer**