

General Contractor Prequalification for Town of Kiawah Municipal Building

I. Intent

- a. The Town of Kiawah intends to bid the proposed Municipal Building to a select group of South Carolina- based prequalified General Contractors (GC's).

II. Project Description

- a. The project consists of:
 - i. A single-story, $\pm 14,000$ sf, new facility housing Council Chambers, offices, and support space.
 - ii. Site work, buildings, and parking lots on approximately half of the 27-acre site.
 - iii. $\pm 4,000$ sf vehicle storage building.

III. Process & Schedule

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| a. Town Council Approves Project To Proceed | November 3, 2015 |
| b. Solicit interest from GC's: | November 4-30, 2015 |
| c. GC's submit qualifications to Town of Kiawah | November 30, 2015 |
| d. Notify GC's on prequalification status | December 15, 2015 |
| e. Provide Bid Documents to prequalified GC's | January 12, 2016 |
| f. Receive bids from prequalified GC's. | February 16, 2016 |
| g. Notify successful GC. | February 22, 2016 |
| h. Negotiate construction contract with successful GC | Feb 22- Mar 15 2016 |
| i. Town Council Approves GC Contract | March 1, 2016 |
| j. Notice to Proceed | March 15, 2016. |

IV. Selection Criteria: (provide no more than 10 single-spaced type-written pages in a format of your choosing. Limit photos, charts, forms and any additional supplemental information to 10 single-sided pages).

- a. Brief statement of your interest in and qualifications for the project.
- b. Provide 3 satisfied clients including name and contact information, project name, and completion date.
- c. List 3 projects of similar size and complexity including project name, location, completion date, building area, site area.
- d. List any projects containing similar program (government administration) including project name, location, completion date, description of program.
- e. Bonding Capacity.
- f. Insurance Coverage.

- g.** Project Management and Implementation.
 - i.** Project Manager and Superintendent names and resumes.
 - ii.** Schedule development and management process.
 - iii.** Contract modification process (both time and money).
- h.** Answer the Questions listed below under “Additional Questions”.

V. Communications

- a.** Any and all communications will be in writing (hardcopy or e-mail) addressed to the selection committee. Any phone calls or questions directed to individual members of the selection committee will result in disqualification.

VI. Interpretations and Decisions

- a.** The selection committee will evaluate each proposal based on the 7 criteria listed above.
- b.** There is no established minimum or maximum number but the hope is that between 4 and 6 GC's will be prequalified.
- c.** All interpretations and decisions of the selection committee will be considered final with no options for appeal or complaint. Provide signed acknowledgement of this in your prequalification package.

VII. Additional Questions

- a.** Tell us of occasions in the past when you found discrepancies in the design documents during the bidding phase – tell us the discrepancy, how you found it, what you did about that. How frequently does this occur?
- b.** Have you ever found discrepancies when you did not alert anyone but decided to rectify the situation later? If so, what was the discrepancy and how did you rectify this later? How frequently do situations like this occur?
- c.** Do you have procedures or a system in place that is intended to ferret out discrepancies? Is it effective? Could it be improved? Please briefly describe the highlights of your system.
- d.** Tell us of occasions in the past when you did not find discrepancies in the documents until construction was underway – tell us the discrepancy, how/when you found it, and what you did about that. How frequently do situations like this occur?
- e.** Of all the discrepancies that you encounter, about what percentage are resolved during the bidding period and what percentage are resolved during the construction period?
- f.** Do you typically make suggestions for RFI resolution? How often? About 100%, 80 %, 50%, etc.? Never?