

REQUEST FOR PROPOSAL

DATE ISSUED: May 20, 2024

CITY OF SOUTHPORT

REQUEST FOR PROPOSAL

FOR:

SOUTHPORT FORMER CITY HALL BUILDING

ABATEMENT DESIGN FOR ASBESTOS CONTAINING, MOLD-IMPACTED, AND LEAD-CONTAINED BUILDING MATERIALS.

**RFP DUE DATE / TIME:
June 20, 2024 @ 2:00 PM**

Release of RFP	May 20, 2024
Mandatory Pre-Bid Meeting	June 4, 2024 @ 10:00 AM
Deadline for Inquiries / Questions	June 11, 2024 @ 2:00 PM
Addenda Issued with Q / A	June 14, 2024 @ 2:00 PM
Time and Date Set for Submittal	June 20, 2024 @ 2:00 PM

**REQUEST FOR PROPOSAL (RFP)
FOR
ABATEMENT DESIGN FOR ASBESTOS CONTAINING, MOLD-IMPACTED, AND LEAD-
CONTAINED BUILDING MATERIALS.**

INFORMATION AND INSTRUCTIONS

I. GENERAL INFORMATION

All relative information is contained within the ABATEMENT DESIGN FOR ASBESTOS CONTAINING, MOLD-IMPACTED, AND LEAD-CONTAINED BUILDING MATERIALS.

II. RFP ORGANIZATION

A. REQUIRED INFORMATION:

To facilitate the City's objective review of the RFPs from different Contractors, the city asks that each submittal include the following:

1. Cover Letter (1-page)
2. Tab A: Proposed Scope of Services / Approach
3. Tab B: Project Experience
4. Tab C: Project Schedule
5. Appendix A: Professional References and Certifications
6. Fee Proposal

COVER LETTER

The cover letter shall not exceed one (1) page and shall contain, at minimum, the following information: Company name of the primary contractor and any planned sub-contractors as well as the contact names, addresses, phone numbers and email addresses for each

primary contractor and sub-contractor. The cover letter shall also be signed by a Principal or other member of the company authorized to commit the contractor.

TAB A- PROJECT EXPERIENCE

Identify at least three (3) but no more than four (4) similar projects where you were the Primary Contractor. Demonstrate the experience of your company, including all subcontractors on similar projects. The projects submitted should demonstrate that the contractor and/or the team have performed the same or similar type of services to be considered relevant.

TAB B – PROJECT SCHEDULE

Describe the project timeline for completion. The proposed project schedule should illustrate the company’s capability to meet schedule requirements.

Appendix A – PROFESSIONAL REFERENCES

The RFP should include a minimum of three (3) professional references, with contact information (name, contact, telephone number, email, physical address) whom the City of Southport may contact regarding your company’s performance on their projects. The references should be similar projects performed by the contractor in small-to-medium sized systems, preferably in North Carolina.

FEE PROPOSAL

Proposals must be placed in a sealed envelope clearly marked “**ABATEMENT DESIGN FOR ASBESTOS CONTAINING, MOLD-IMPACTED, AND LEAD-CONTAINED BUILDING MATERIALS.**” with three (3) hard copies must be **submitted to the City of Southport Assistant City Manager, 1029 N. Howe Street, Southport, NC 28461 by June 20, 2024, at 2:00 pm local time.**

Failure to comply with the following criteria may be grounds for disqualifications: Receipt of submittal by the specified cut-off date and time; The number of originals and/or copies of the submittal specified.

IV. SELECTION PROCESS AND SCHEDULE

- A. Selection of the contractor will be made based on the company’s qualifications and ability to meet the City’s goals for the project.
- B. Qualification statements will be evaluated by a selection committee on the following basis for the project under construction:
 - 1. Experience and Capability-companies will be evaluated with respect to their experience with projects similar in size and scope.
 - 2. Proposed cost of services.

C. The following credentials are required:

As outlined in the ABATEMENT DESIGN FOR ASBESTOS CONTAINING, MOLD-IMPACTED, AND LEAD-CONTAINED BUILDING MATERIALS.

C. The City of Southport reserves the right to select the company that best meets its needs and negotiate a final Scope of Work that reflects the work to be done within the time constraints established in the above schedule.

1. The following tentative schedule has been prepared for this project. RFP's due:

June 20, 2024 @ 2:00 PM

2. Firm notified of Selection: July 1, 2024

D. Upon the Board of Alderman's approval, it is anticipated that the contract will be executed by the City Manager by the end of July 2024. Southport reserves the right to terminate the selection process at any time.

Attachments:

Exhibit A Abatement Design for Asbestos Containing, Mold-Impacted, and Lead-Contained Building Materials.

Exhibit B Proposed Contract for Project
