

# Request for Proposal

For: Conversion of Racquetball Court 4  
into Multi-Purpose Programming Space  
St. Andrew's Family Fitness Plus  
1642 Sam Rittenberg Blvd  
Charleston, SC 29407

St. Andrew's Parish Parks & Playground Commission  
Proposals Due: Wednesday, June 24, 2026 at 11:00 AM ET



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## 1. Confidentiality Statement

This Request for Proposal (RFP), including any attachments or related information provided by St. Andrew's Parish Parks & Playground Commission ("Commission"), is intended for use by prospective bidders for the limited purpose of preparing a proposal for the work described herein. Bidders shall not use the information for any unrelated purpose or distribute it except as necessary to prepare a responsive proposal.

Public records disclosure requirements may apply to proposals submitted to the Commission. Bidders should clearly identify any limited portions of their proposal that they believe contain confidential, proprietary, or trade secret information. The Commission cannot guarantee that all information marked confidential will be exempt from disclosure under applicable law.

Questions regarding this RFP should be directed to [RFP@standrewsparks.com](mailto:RFP@standrewsparks.com) with the subject line "Conversion of Racquetball Court 4 into Multi-Purpose Programming Space."

## 2. Submission Details

### Pre-Bid Conference (Optional)

Prospective Bidders are strongly encouraged to attend the pre-bid Q&A conference to review project requirements, inspect the project area, and ask questions.

- **Date/Time:** Monday, June 15, 2026 at 10:00 a.m. ET
- **Location:** St. Andrew's Family Fitness Plus, 1642 Sam Rittenberg Blvd., Charleston, SC 29407
- **RSVP Recommended:** Bidders are encouraged to RSVP by emailing [RFP@standrewsparks.com](mailto:RFP@standrewsparks.com) no later than Friday, June 12, 2026.
- **Questions:** Verbal questions may be asked at the conference. All official answers will be issued by written addendum to ensure equal information is provided to all Bidders.

### Site Visits (Optional, By Appointment Only)

Optional site visits may be scheduled by appointment between Monday, June 15, 2026 and Thursday, June 18, 2026.

- **Cutoff:** All optional site visits must be completed no later than Thursday, June 18, 2026.
- **Scheduling and Questions:** Contact Susan Klugman, Executive Director, at 843-763-4360 or [RFP@standrewsparks.com](mailto:RFP@standrewsparks.com).

- **Clarifications:** Any clarifications arising from site visits will be documented and, if material, incorporated into a written addendum.

### Deadline for Bidder Questions

The deadline for Bidder questions is Thursday, June 18, 2026 at 3:00 p.m. ET.

Questions must be submitted in writing to RFP@standrewsparks.com. Responses to material questions will be issued by written addendum so that all Bidders receive the same information.

### Accessibility & Accommodations

Bidders needing accommodations for the conference or site visits should notify Commission staff in writing at RFP@standrewsparks.com at least 48 hours in advance.

### Submission Deadlines

All submissions in response to this RFP must be submitted either electronically to RFP@standrewsparks.com or delivered in hard copy to the address listed below no later than:

Wednesday, June 24, 2026 at 11:00 a.m. ET

Hard copy proposals must be submitted in a plainly marked and sealed envelope with the Bidder's full name and complete address.

Late submissions will be considered non-responsive and will not be evaluated.

### Submission Delivery Address

The delivery address to be used for all submissions is:

St. Andrew's Parish Parks & Playground Commission  
1095 Playground Rd  
Charleston, SC 29407

### Submission Questions and Clarifications

For all questions or clarifications regarding this RFP, please contact:

Susan Klugman  
Executive Director  
Tel: 843-763-4360  
Email: RFP@standrewsparks.com

### Electronic Submissions

Proposals may be submitted electronically to RFP@standrewsparks.com or by hard copy delivery to the address listed below. If submitted electronically, the proposal must be provided as a single PDF file. If physical samples, signed originals, bonds, or other

hard-copy materials are required, those items must be delivered to the Commission by the submission deadline unless the Commission provides written permission otherwise.

### General Proposal Conditions

- Bidders must submit one (1) original and three (3) copies of their proposal if submitting in hard copy.
- All proposals must be signed by an authorized representative of the Bidder. Unsigned proposals will be deemed non-responsive.
- Proposals must follow the order and format outlined in this RFP and include all required forms, certifications, and attachments.
- Proposals may be withdrawn or modified by written notice prior to the submission deadline but may not be withdrawn or altered after the deadline.
- By submitting a proposal, the Bidder agrees that its submission shall remain valid for ninety (90) days from the deadline.
- The Commission reserves the right to reject any or all proposals, waive informalities, and accept the proposal deemed most advantageous to the Commission.

### Physical Sample Requirements

Bidders shall include product information, manufacturer specifications, cut sheets, finish options, and/or sample images for proposed visible materials, finishes, fixtures, equipment, and systems as part of their proposal.

At a minimum, proposals should include available product information for:

- Flooring materials, finishes, or refinishing systems
- Ceiling tile or ceiling system
- Paint, wall finishes, acoustic panels, or wall treatments
- Lighting fixtures and controls
- Audio/visual equipment and controls
- Furniture, tables, chairs, mobile storage, or other furnishings, if included
- Any proposed alternate materials, finishes, or equipment

Physical samples are not required at the time of proposal submission unless specifically requested by the Commission. However, the Commission reserves the right to request physical samples, finish boards, color samples, product demonstrations, or additional product information from one or more Bidders during the evaluation process or before final approval of materials.

No final material, color, finish, fixture, equipment, or furnishing selection shall be ordered or installed without prior approval from the Commission.

### 3. Introduction and Executive Summary

St. Andrew's Parish Parks & Playground Commission, referred to in this RFP as the "Commission," is soliciting proposals from qualified contractors or design-build teams to convert an existing racquetball court at St. Andrew's Family Fitness Plus into a finished, code-compliant, multi-purpose programming room.

The intent of this project is to transform an underutilized indoor court into a flexible, durable, and visually appealing space that can support a variety of uses, including fitness classes, youth activities, small group training, workshops, meetings, and community programming.

The selected Contractor shall be responsible for evaluating existing conditions, confirming measurements, identifying required permits, recommending appropriate design and construction solutions, coordinating all required trades, and delivering a complete, clean, ready-to-use space.

The finished room should maintain an open floor plan, support flexible programming, incorporate appropriate lighting, acoustics, technology, and climate control, and be constructed with durable materials suitable for use in a public recreation and fitness facility.

The project will be awarded to the proposal deemed most advantageous to the Commission, considering overall value, design quality, functionality, relevant experience, schedule, and cost.

### 4. Business Overview & Background

St. Andrew's Parish Parks & Playground Commission was created by the General Assembly of the State of South Carolina in 1945 to provide recreation opportunities for residents of the parish. The Commission operates St. Andrew's Family Fitness Plus, a heavily used public recreation and wellness facility serving members, program participants, youth, families, seniors, and community groups.

Racquetball Court 4 is currently underutilized and has been identified as an opportunity to create additional flexible indoor programming space. The Commission has previously converted two racquetball courts into multi-use areas, and this project is intended to continue that effort by creating a durable, attractive, and highly adaptable room that can support fitness classes, youth activities, small group instruction, meetings, workshops, community programming, and other future uses.

The goal of this project is to improve the functional use of existing indoor space within the facility while creating a high-quality environment that can respond to current and future programming needs.

## 5. Bidder Qualifications

In order to be considered for award, each Bidder must demonstrate that it meets the following minimum qualifications:

### Relevant Experience

The Bidder shall have successfully completed at least three (3) projects of similar size, scope, or complexity within the past five (5) years. Comparable projects may include interior renovations, fitness or wellness spaces, recreation facilities, classrooms, studios, community rooms, multi-purpose rooms, school facilities, public facilities, or similar commercial construction projects.

Project references should include at least one (1) public entity, school, recreation agency, fitness facility, nonprofit organization, or other institutional client, if available.

### Licensing and Certification

The Bidder shall possess all required state and local licenses necessary to perform the proposed work in South Carolina. Copies of current licenses shall be submitted with the proposal.

If the Bidder intends to use subcontractors for electrical, mechanical, HVAC, low-voltage, fire/life safety, flooring, or other specialty work, the Bidder shall identify those subcontractors and provide evidence that each subcontractor is properly licensed or qualified to perform its portion of the work.

### References

The Bidder shall provide a minimum of three (3) references from clients for whom comparable work has been performed within the last five (5) years. Each reference shall include the project name, project location, scope of work, completion date, client contact name, phone number, and email address.

### Staffing, Equipment, and Technical Capacity

The Bidder shall demonstrate that it has the qualified personnel, subcontractor relationships, equipment, project management capacity, and technical expertise required to complete the project within the proposed schedule.

The proposal shall identify the proposed project manager, key personnel, and any major subcontractors anticipated for the project.

### **Financial Capacity**

Upon request, the Bidder shall provide evidence of financial stability sufficient to perform the work, including the ability to obtain any required performance bond, payment bond, and insurance coverage required under this RFP.

### **Occupied Facility Experience**

Because St. Andrew's Family Fitness Plus is expected to remain open during construction, the Bidder should demonstrate experience performing work in occupied or active facilities. The Bidder shall be able to coordinate construction activities in a manner that protects staff, members, program participants, and the public while minimizing disruption to facility operations.

## **6. Detailed Specifications**

### **Project Overview**

St. Andrew's Family Fitness Plus is seeking proposals from qualified contractors or design-build teams to convert Racquetball Court 4 into a flexible, finished, multi-purpose programming space.

The intent of this project is to deliver a high-quality, durable, and adaptable indoor environment capable of supporting a wide range of uses, including but not limited to fitness programming, youth activities, small group training, workshops, meetings, community events, and other future programming needs.

The finished space shall be open-concept, visually appealing, operationally flexible, and constructed in a manner that does not unnecessarily limit future use.

### **Project Objectives**

The selected Contractor shall design and construct a space that meets the following objectives:

- Creates a flexible, multi-use indoor programming environment
- Maintains an open floor plan with mobile furnishings and equipment
- Supports a variety of programming uses without requiring major reconfiguration
- Provides effective sound control and acoustic performance
- Integrates appropriate lighting, audio/visual, projection or display, and technology capabilities
- Provides comfortable climate control for active and passive programming uses

- Ensures durability, safety, accessibility, and ease of maintenance
- Provides a visually appealing space that is consistent with the character and branding of St. Andrew's Family Fitness Plus
- Ensures all work is code-compliant, properly permitted, inspected, and operationally efficient

### Existing Conditions and Site Preparation

Racquetball Court 4 is an existing indoor racquetball court located within St. Andrew's Family Fitness Plus. Bidders shall inspect the existing court, walls, flooring, ceiling height, lighting, HVAC, electrical service, fire/life safety components, access points, adjacent spaces, and any existing mechanical, electrical, or structural conditions that may affect the proposed work.

The Contractor shall include all selective demolition, preparation, protection, patching, repair, and disposal necessary to complete the project. This may include, but is not limited to:

- Removal or modification of existing racquetball court features not needed for the finished space
- Protection of adjacent rooms, hallways, flooring, doors, walls, equipment, and building systems
- Wall preparation, patching, sanding, priming, and finishing
- Floor preparation and repair as needed
- Dust containment, debris control, and daily cleanup
- Coordination of any temporary closures, utility interruptions, or noise-producing work with the Commission
- Final cleaning and delivery of a ready-to-use space

Approximate measurements may be provided as an attachment for general reference only. Bidders are responsible for field-verifying all measurements, existing conditions, and constructability prior to submitting a proposal. Failure to inspect or account for existing conditions shall not be grounds for additional compensation.

## 7. Scope of Work

The Contractor shall provide all labor, materials, equipment, supervision, design coordination, permitting assistance, inspections, and expertise necessary to complete the project and deliver a finished, code-compliant, ready-to-use space.

### Ceiling System

The Contractor shall design and install a finished ceiling system with an approximate finished height of ten feet, unless existing conditions or code requirements require an alternate approach. The ceiling system shall:

- Provide a clean, finished appearance suitable for a public programming space
- Maintain required access to mechanical, electrical, fire/life safety, and other building systems
- Integrate lighting, speakers, projection or display components, controls, and other technology components
- Provide appropriate acoustic performance for mixed-use programming
- Include access panels where needed
- Comply with applicable fire, building, and accessibility codes

### **Electrical, Data, and Telecommunications**

The Contractor shall evaluate existing electrical capacity and provide all electrical, data, and low-voltage improvements required for the proposed use. The proposal shall include, at a minimum:

- A minimum of six wall outlets, with final quantity and location recommended by the Contractor
- Integrated USB and/or USB-C charging where appropriate
- Hardwired data connection and coordination with the Commission's IT representative
- Dedicated power as needed for A/V equipment, projection or display systems, controls, and future technology
- Switching and controls appropriate for multiple room uses
- Concealed or protected cable management
- Labeling of circuits, controls, and low-voltage connections
- Compliance with applicable electrical codes

### **Audio/Visual and Technology Systems**

The Contractor shall propose an integrated A/V system appropriate for fitness instruction, youth activities, presentations, meetings, workshops, and community events. The proposal shall include recommendations for:

- Projection system and screen, large-format display, or other appropriate visual display solution
- Integrated speaker/audio system
- Wireless microphone or instructor audio option, if recommended
- User-friendly controls
- Bluetooth, auxiliary, HDMI, or other input options, if recommended
- Secure mounting or storage for equipment
- Training for designated staff
- Written operating instructions and warranty information

## **HVAC, Ventilation, and Climate Control**

The Contractor shall evaluate existing HVAC capacity, ventilation, air distribution, humidity control, and occupant comfort for the proposed multi-purpose use. The proposal shall identify whether the existing system is adequate or whether modifications are required.

Recommendations shall consider fitness programming, youth activities, meetings, variable occupancy levels, sound control, and continued operation of adjacent areas. Any proposed HVAC work shall be itemized separately and shall include required controls, thermostats, balancing, permits, and inspections.

## **Lighting**

The Contractor shall design and install a lighting system appropriate for multiple room uses, including fitness classes, meetings, workshops, youth activities, and community events. The lighting system shall include:

- Fully dimmable lighting where feasible
- Zoned lighting or multiple lighting levels, if recommended
- Controls that are easy for staff to operate
- Fixture layout appropriate for the size, ceiling height, and intended use of the room
- Coordination with A/V systems, projection or display equipment, and acoustical treatments
- Compliance with applicable electrical and energy codes

## **Soundproofing and Acoustics**

The Contractor shall evaluate the existing room conditions and propose sound attenuation and acoustic improvements appropriate for mixed-use programming. The system should be designed to:

- Improve sound quality within the room
- Reduce echo and excessive reverberation
- Contain noise generated by fitness classes, youth programming, meetings, and events
- Minimize disruption to adjacent spaces
- Use durable, attractive, and maintainable materials suitable for a public recreation facility

## Flooring

The Contractor shall inspect the existing wood flooring and provide recommendations for preserving, refinishing, repairing, covering, or replacing the surface based on the proposed multi-purpose use.

The preferred approach is to preserve the existing wood flooring where feasible; however, the proposal shall identify any concerns related to condition, safety, durability, maintenance, moisture, finish compatibility, slip resistance, acoustics, or fitness use.

The proposal shall include:

- Base price for the recommended flooring approach
- Any required floor repair or preparation
- Non-slip, durable finish suitable for fitness use, youth programming, meetings, and general multi-purpose activities
- Cleaning and maintenance recommendations
- Warranty information
- Alternate pricing for other flooring options, if recommended

## Walls, Finishes, Doors, and Hardware

The Contractor shall evaluate and recommend appropriate wall, door, trim, and finish improvements for the completed room. The proposal shall include:

- Wall repair, preparation, priming, and painting
- Durable finishes suitable for public recreation use
- Acoustic wall treatments where recommended
- Protection of high-impact areas, if recommended
- Door and hardware improvements if needed for accessibility, security, or code compliance
- Any required modifications to maintain safe egress
- Branding, graphics, or accent wall options as alternates

## Storage and Furnishings

The Contractor shall provide recommendations for mobile storage solutions and flexible furnishings appropriate for the intended use of the room. The proposal should include recommendations for:

- Mobile storage units
- Tables and chairs
- Stackable, foldable, or movable furnishings
- Storage for A/V equipment or instructional materials
- Layout options for different programming uses

No permanent or built-in storage is required unless proposed as an alternate and approved by the Commission.

### **Aesthetics and Branding**

The Contractor shall provide a design concept that creates a visually appealing and welcoming space consistent with the character of St. Andrew's Family Fitness Plus. The design concept may include:

- Color schemes
- Wall treatments
- Accent finishes
- Branding opportunities
- Graphics or visual design elements
- Finish options that enhance the overall appearance and marketability of the room

The Commission is interested in a finished space with a strong visual impact while maintaining durability, flexibility, and ease of maintenance.

### **Safety, Accessibility, and Code Compliance**

The Contractor shall ensure that all work complies with applicable federal, state, and local requirements, including but not limited to building codes, electrical codes, mechanical codes, fire and life safety codes, and ADA accessibility requirements.

The completed space shall maintain clear egress, emergency access, accessible routes, accessible controls, and safe use for staff, members, participants, and the public.

Security cameras are not required as part of this project.

### **Contractor Requirements**

The Contractor shall:

- Provide a fixed-price, turnkey proposal
- Include design, permitting, and construction services
- Obtain all required permits and inspections
- Provide warranty terms (minimum 1 year unless otherwise specified)
- Include proposed schedule commitments and any timeline accountability provisions, if applicable
- Provide as-built drawings and documentation
- Provide training for A/V systems and installed technology
- Perform final cleaning and deliver a ready-to-use space

Contractor must demonstrate:

- Experience with similar commercial or multi-purpose space projects
- Proper licensing and insurance
- Ability to complete project within required timeline

### Required Deliverables

Proposals shall include, at a minimum:

- Company profile and relevant experience
- Confirmation of attendance at the optional pre-bid conference, if applicable
- Written understanding of the project and proposed approach
- Design concept narrative, including layout, finishes, lighting, acoustics, A/V, technology, and flexibility of use
- Itemized cost proposal, including labor, materials, equipment, design, permitting, demolition, ceiling, electrical, data, A/V, HVAC, lighting, acoustics, flooring, wall finishes, furnishings, storage, cleanup, and closeout
- Separate alternate pricing for recommended enhancements or optional items
- Detailed project schedule with milestones, anticipated start date, duration, completion date, and anticipated disruptions to facility operations
- Identification of subcontractors and their proposed scope of work
- List of exclusions, assumptions, owner responsibilities, and items requiring further design, engineering, or owner decision
- Material specifications and product cut sheets for flooring, ceiling, lighting, acoustic treatments, A/V systems, paint, finishes, furniture, and storage
- Safety plan addressing occupied-facility construction, dust control, noise control, public separation, material storage, and daily cleanup
- Warranty terms and maintenance recommendations
- Closeout document plan, including as-builts, warranties, manuals, inspection approvals, lien waivers, and staff training
- At least three references for comparable commercial, recreation, fitness, school, public agency, or multi-purpose interior renovation projects
- Proof of licensing and insurance

## 8. Additional Terms and Conditions

### Assumptions and Constraints

The Contractor shall be responsible for meeting the approved project schedule and shall plan, coordinate, and manage labor, materials, equipment, subcontractors, and suppliers accordingly.

Compliance with all applicable federal, state, and local laws, regulations, codes, ordinances, permit requirements, and inspection requirements is required.

The Contractor shall be responsible for repairing, restoring, or compensating the Commission for any damage caused to adjacent rooms, hallways, flooring, walls, ceilings, doors, equipment, mechanical systems, electrical systems, furnishings, or other areas of the facility not included in the approved scope of work.

The Contractor should be aware that St. Andrew's Family Fitness Plus is expected to remain open and operational during construction unless otherwise directed by the Commission. Work shall be planned and performed in a manner that minimizes disruption to members, staff, program participants, guests, and facility operations. The Contractor shall maintain safe pedestrian access, control dust and noise, secure the work area, and coordinate any temporary closures or utility interruptions with the Executive Director in advance.

The Bidder shall be required to perform an on-site walkthrough of the facility prior to submitting a proposal for the requested work.

The Bidder must be familiar with the nature and location of the project, existing site conditions, access limitations, adjacent facility operations, available utilities, handling and storage of materials, availability of labor and equipment, condition of the existing room, and any other conditions that may affect the performance of the work.

All required permits, licenses, and approvals must be obtained before the start of work unless otherwise agreed in writing by the Commission.

### **Warranties**

The Contractor shall provide full warranty documentation for all labor, materials, equipment, systems, finishes, and installed components included in the project.

Unless otherwise specified, the Contractor shall provide a minimum one-year warranty on workmanship. Manufacturer warranties for equipment, materials, fixtures, flooring, lighting, A/V systems, HVAC components, ceiling systems, acoustic treatments, and other installed products shall be provided to the Commission at project closeout.

The Contractor shall include cleaning, care, and maintenance recommendations for all installed materials, finishes, systems, and equipment.

### **Insurance Requirements**

The Contractor shall provide proof of insurance coverage appropriate for the scope of work, including, at a minimum:

- Workers' Compensation, as required by law
- Commercial General Liability
- Automobile Liability, if applicable
- Professional Liability or Errors and Omissions coverage, if design or engineering services are provided
- Any required Performance Bond or Payment Bond, if applicable

Insurance policies must name St. Andrew's Parish Parks & Playground Commission as Additional Insured where applicable. Certificates of insurance shall be provided prior to commencement of work.

### **OSHA and Safety Compliance**

The Contractor shall comply with all applicable federal, state, and local occupational safety and health regulations, including OSHA standards. The Contractor shall maintain a safe worksite at all times, ensure employees and subcontractors are properly trained, and provide all necessary protective equipment.

The Contractor shall implement appropriate safety measures for work performed inside an occupied public facility, including dust control, debris containment, material storage, signage, barriers, noise control, and separation of construction activities from staff, members, program participants, guests, and the public.

### **Environmental Protection and Indoor Air Quality**

The Contractor shall be responsible for proper handling, storage, and disposal of all construction debris, packaging, adhesives, paints, solvents, flooring materials, ceiling materials, and any other waste generated by the project.

The Contractor shall implement dust control, ventilation, odor control, and indoor air quality measures appropriate for an occupied public fitness facility. Materials shall be stored safely and shall not block exits, hallways, mechanical rooms, public access areas, or emergency access routes.

### **ADA Compliance**

All improvements shall comply with the Americans with Disabilities Act and applicable accessibility standards. The Contractor shall ensure that entrances, door hardware, clear floor space, routes within the room, controls, outlets, furnishings, and installed equipment are accessible as required by law.

The Contractor shall identify any existing accessibility limitations observed during the site visit and include recommended corrections or alternates in the proposal, if applicable.

### **Conflict of Interest & Non-Collusion Statement**

The Bidder shall certify that its proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting another proposal for the same services, and is in all respects fair and without collusion or fraud.

The Bidder further certifies that no officer, employee, or agent of St. Andrew's Parish Parks & Playground Commission has a financial interest, either directly or indirectly, in the proposal or in the services to be provided under the contract.

The Bidder agrees that this certification shall be a material representation of fact, and that if it is determined at any time that the Bidder has violated this certification, the Commission shall have the right to reject the proposal or terminate any resulting contract for default.

### **Termination for Cause/Convenience**

The Commission reserves the right to terminate the contract, in whole or in part, under the following conditions:

- Termination for Cause: If the Contractor fails to perform the work in accordance with the terms, conditions, and specifications of the contract; fails to make progress so as to endanger performance; or otherwise breaches the contract, the Commission may, by written notice, terminate the contract for cause. In such case, the Contractor shall be liable for all damages resulting from the default, including any additional costs incurred by the Commission to complete the work.
- Termination for Convenience: The Commission may, at its sole discretion and without cause, terminate the contract for convenience upon thirty (30) days' written notice to the Contractor. In such an event, the Contractor shall be entitled to payment for work satisfactorily performed up to the effective date of termination, but shall not be entitled to recover lost profits, overhead, or other consequential damages resulting from termination.

### **Force Majeure**

Neither the Commission nor the Contractor shall be held liable or deemed in default for any delay or failure in performance under the contract if such delay or failure arises directly from causes beyond their reasonable control and without fault or negligence. Such causes include, but are not limited to, acts of God, natural disasters, hurricanes, floods, fires, earthquakes, pandemics, acts of war or terrorism, labor disputes, embargoes, or government orders.

In the event of a force majeure occurrence:

- The affected party shall provide written notice to the other party within five (5) business days of the event, describing the nature of the occurrence and the expected duration of the delay.
- The parties shall make reasonable efforts to minimize the impact of the event and to resume performance as soon as practicable.
- If the delay extends for more than sixty (60) consecutive days, the Commission may, at its discretion, terminate the contract without penalty by providing written notice to the Contractor.

### **Retention / Withholding**

The Commission shall retain a portion of each progress payment as security for the satisfactory completion of the project. Unless otherwise specified in writing, ten percent (10%) of the amount due on each progress payment shall be withheld until final acceptance of all work by the Commission.

Final payment, including any retained amounts, will be made only after:

- Completion of all punch-list items
- Submission of all required warranties, closeout documents, operating manuals, inspection approvals, and lien waivers
- Completion of any required staff training for installed systems or equipment
- Final cleaning of the work area
- Final inspection and written acceptance by the Commission

The Commission reserves the right to withhold additional amounts if, in its reasonable judgment, the Contractor has failed to perform in accordance with the contract, has caused damage to other property, has failed to complete required cleanup, or has outstanding obligations related to permits, inspections, closeout documents, or corrective work.

### **Payment Schedule**

Progress payments may be permitted, subject to retainage and verification of satisfactory completion of work billed.

Final payment shall be issued only after final inspection, completion of punch-list items, submission of required closeout documents, and written acceptance by the Commission.

### **Right to Negotiate Minor Irregularities**

The Commission reserves the right to waive minor informalities or irregularities in proposals if deemed to be in the best interest of the Commission.

### **Project Administration and Change Orders**

The Executive Director of St. Andrew's Parish Parks & Playground Commission shall serve as the Project Manager for this project.

The Executive Director is the only person authorized to approve and sign change orders.

Other Commission staff members may, at the discretion of the Executive Director, oversee portions of the project and provide input or recommendations; however, all final decisions, approvals, and contractual authorizations rest solely with the Executive Director.

The Contractor shall direct all communications regarding project scope, schedule, payments, or changes to the Executive Director unless otherwise directed in writing.

No work outside the approved scope shall proceed without prior written authorization from the Executive Director. Unauthorized work shall not be eligible for additional compensation.

### **Final Inspection Meeting**

A final inspection meeting shall occur before final payment and shall be attended by representatives from both the Contractor and the Commission.

The purpose of the final inspection meeting shall be to review completion of the work, identify any punch-list items, confirm required training and closeout documents, and determine whether the space is ready for final acceptance.

### **Responsibility for Site Conditions**

The Contractor shall be responsible for identifying and accounting for all existing site conditions that may affect performance of the work. Failure to do so shall not constitute grounds for additional compensation.

Any conditions not expressly listed in this RFP but reasonably discoverable during site inspection shall be deemed to have been known to the Contractor.

## **9. Final Legal Protections**

### **Subcontractors**

The Contractor shall not subcontract any portion of the work without prior written approval from the Commission. The Contractor shall remain fully responsible for the actions, performance, workmanship, safety, and compliance of all subcontractors, suppliers, vendors, and agents.

The Contractor shall identify all proposed subcontractors in its proposal, including the scope of work each subcontractor is expected to perform. Any substitution of subcontractors after award shall require prior written approval from the Commission.

### **Assignment**

The Contractor shall not assign, transfer, convey, or otherwise delegate any portion of the contract without prior written consent of the Commission.

### **Bonds and Insurance**

The Contractor shall provide insurance coverage appropriate for the scope of work. Minimum insurance coverage shall include Commercial General Liability in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate, Workers' Compensation as required by law, and Automobile Liability in the amount of \$1,000,000 combined single limit, if applicable.

If design, engineering, or professional services are included in the Contractor's scope of work, the Contractor shall provide Professional Liability or Errors and Omissions coverage in an amount acceptable to the Commission.

Policies must name St. Andrew's Parish Parks & Playground Commission as Additional Insured where applicable. Certificates of insurance shall be provided before work begins.

The Commission reserves the right to require a Performance Bond and/or Payment Bond depending on the final contract amount, scope of work, and nature of the services to be performed. If required, bonds shall be issued by a surety licensed to do business in South Carolina.

### **Bid Security**

The Commission reserves the right to require bid security in the form of a Bid Bond or other acceptable security. If bid security is required, the amount and form shall be stated in the submission requirements for this RFP.

Failure to provide required bid security, if applicable, may render the proposal non-responsive.

### **No Claim for Extra Compensation**

The Contractor shall make no claim for additional compensation due to scheduling conflicts, availability of labor or materials, access limitations, existing facility conditions, or other conditions that could reasonably have been anticipated or discovered during the site walkthrough prior to bidding.

The Contractor shall be responsible for confirming site conditions, measurements, access, utilities, and constructability before submitting its proposal.

### **Freedom of Information Act (FOIA)**

All proposals are subject to disclosure under the South Carolina Freedom of Information Act. Proprietary or confidential information must be clearly marked by the Bidder. However, the Commission cannot guarantee nondisclosure if disclosure is required by law.

### **Governing Law & Venue**

The contract shall be governed by the laws of the State of South Carolina. Venue for any action arising out of the contract shall lie exclusively in Charleston County, South Carolina.

### **Order of Precedence**

In the event of a conflict between documents, the following order of precedence shall govern:

1. Executed contract and approved change orders
2. Addenda issued by the Commission
3. Commission's General Terms and Conditions
4. Technical Specifications and Scope of Work
5. Contractor's approved proposal
6. Manufacturer specifications and approved product submittals

### **Substantial vs. Final Completion**

Substantial Completion means the room is safe, code-compliant, clean, operational, and available for Commission use for its intended programming purposes, subject only to minor punch-list items that do not interfere with use.

Final Completion means all punch-list items have been completed, all warranties and closeout documents have been submitted, lien waivers have been delivered, all required training has been provided, all required inspections and approvals have been obtained, and the Commission has issued written final acceptance.

Retainage will not be released until Final Completion.

## 10. Selection Criteria

### Scoring System

Proposals will be evaluated based on the criteria below. The Commission intends to select the proposal that is most advantageous to the Commission based on overall value, qualifications, design quality, functionality, schedule, and cost.

### Definition of Project Success

Project success will be defined as:

- A fully functional, flexible, durable, and code-compliant multi-purpose programming room
- A visually appealing and high-impact environment that enhances the facility
- A room that supports multiple programming types with minimal reconfiguration
- A project completed on time and within the agreed budget
- Work performed safely with minimal disruption to facility operations
- Complete closeout documentation, warranties, training, and final acceptance by the Commission

The Commission reserves the right to request additional information, conduct interviews, request clarification, negotiate terms, or reject any and all proposals if deemed to be in the best interest of the Commission.

This RFP does not commit the Commission to award a contract, pay any costs incurred in the preparation of a proposal, or procure or contract for any services.

This project will not necessarily be awarded to the lowest bidder. All qualified responses will be evaluated based on the proposal deemed most advantageous to the Commission and most likely to provide the highest quality service, best overall value, and successful project outcome at a fair and competitive price.

The Commission reserves the right to award the project in whole or in part, reject any or all proposals, waive minor informalities or irregularities, and negotiate final terms with the selected Contractor.

## Evaluation Rubric

Evaluation Criteria	Weight	Description
Cost Effectiveness and Completeness of Proposal	30%	Overall value, clarity of pricing, completeness of scope, itemized costs, alternates, and whether the proposal appears realistic and complete
Design Quality, Functionality, and Flexibility	25%	Quality of the proposed layout, finishes, lighting, acoustics, A/V, technology, storage, and ability to support multiple programming uses
Relevant Experience and Qualifications	20%	Experience with comparable commercial, recreation, fitness, school, public facility, or multi-purpose interior renovation projects
Project Approach, Schedule, and Operational Coordination	15%	Proposed project schedule, feasibility, sequencing, ability to complete the work efficiently, and plan for minimizing disruption while St. Andrew's Family Fitness Plus remains operational
Durability, Maintenance, Warranty, and Closeout	10%	Quality and durability of proposed materials, ease of maintenance, warranty terms, training, final cleaning, and closeout documentation
Total	100%	

## 11. Process Schedule

- First Notice of Invitation to Bid Published on Website: Wednesday, June 10, 2026
- Optional Pre-Bid Q&A Conference: Monday, June 15, 2026 at 10:00 a.m. ET
- Optional Site Visits by Appointment: June 15–18, 2026
- Deadline for Bidder Questions: Thursday, June 18, 2026 at 3:00 p.m. ET
- Addenda Issued, if Needed: No later than Friday, June 19, 2026
- Proposals Due: Wednesday, June 24, 2026 at 11:00 a.m. ET
- Staff Proposal Evaluations: June 24–26, 2026
- Staff Recommendation Finalized: Friday, June 26, 2026
- Commission Approval of Award, Authorization to Proceed, or Allocation of Project Funds: No later than Tuesday, June 30, 2026
- Notice of Intent to Award: Tuesday, June 30, 2026
- Formal Notice to Proceed and Project Kickoff Meeting: Week of July 6, 2026
- Target Completion Date: To be proposed by Bidder and finalized as part of contract negotiations. The Commission prefers completion as soon as practicable after award, with bidders asked to provide their earliest realistic substantial completion date.

This schedule is intended to allow the Commission to evaluate proposals and allocate or authorize project funds prior to June 30, 2026.

The Commission reserves the right to adjust this schedule as needed to meet funding allocation, approval, and operational requirements. Bidders should clearly identify their earliest feasible start date, anticipated duration, and any long-lead items that may affect completion.

## 12. Attachment List

### Attachment A: Bidder Submission Checklist

Bidders must complete and submit the Bidder Submission Checklist as part of their proposal package. The checklist is intended to help ensure that all required elements are included and to assist the Commission in verifying completeness during proposal review.

Failure to complete or include the checklist may render the proposal non-responsive.

## Bidder Submission Checklist

Project Name: Conversion of Racquetball Court 4 into Multi-Purpose Programming Space

Bidders must ensure that all required items are included with their proposal submission. Incomplete submissions may be deemed non-responsive and may not be evaluated.

### Mandatory Submission Items

- Signed Proposal – Executed by an authorized representative of the Bidder.
- Proposal Copies – One (1) original and three (3) copies, if submitting in hard copy.
- Electronic Copy – PDF submission emailed to RFP@standrewsparks.com by the deadline, if submitting electronically.
- Bid Security, if required by this RFP or later requested by the Commission.
- Bonding Commitment, if required by this RFP or later requested by the Commission.
- Insurance Certificates – Proof of required insurance coverage and limits.
- Licenses – Copies of all required South Carolina state and local licenses applicable to the proposed work.
- Financial Capacity – Proof of financial stability, such as a letter from a bank, CPA, or surety, if requested.

### Qualifications & References

- Company Profile – General company information, years in business, ownership, and primary contact information.
- Experience Documentation – Documentation of at least three (3) comparable projects completed within the past five (5) years. Comparable projects may include interior renovations, fitness or wellness spaces, recreation facilities, classrooms, studios, community rooms, multi-purpose rooms, school facilities, public facilities, or similar commercial construction projects.
- References – Minimum of three (3) references. Provide project name, project location, scope of work, completion date, client contact name, phone number, and email address.
- Public or Institutional Reference – At least one reference from a public entity, school, recreation agency, fitness facility, nonprofit organization, or other institutional client, if available.
- Staffing Plan – Key personnel qualifications, proposed project manager contact information, staffing resources, and anticipated subcontractors.
- Subcontractor List – Identification of all major subcontractors and the scope of work each subcontractor is expected to perform.

## Technical & Scope Submissions

- Project Understanding – Written description of the Bidder’s understanding of the project, existing conditions, and intended outcome.
- Proposed Approach – Narrative describing the Bidder’s proposed approach to design coordination, construction, sequencing, occupied-facility coordination, and project delivery.
- Project Timeline – Detailed schedule with milestones, including anticipated start date, duration, substantial completion date, and final completion date.
- Itemized Cost Proposal – Detailed cost breakdown by category, including labor, materials, equipment, design, permitting, demolition, ceiling, electrical, data, A/V, HVAC, lighting, acoustics, flooring, wall finishes, furnishings, storage, cleanup, and closeout.
- Alternate Pricing – Separate pricing for recommended optional items, upgrades, or enhancements.
- Safety Plan – Description of worksite safety, OSHA compliance, public separation, dust control, noise control, debris containment, material storage, and protection of adjacent facility areas.
- Conceptual Layout or Design Narrative – Proposed layout, room configuration, finish approach, and design concept.
- Electrical/Data/A/V Plan – Description of proposed outlets, data connections, A/V systems, projection or display equipment, audio system, controls, and staff training.
- HVAC and Ventilation Assessment – Description of existing HVAC adequacy and any proposed upgrades or modifications.
- Lighting Plan – Proposed lighting layout, fixture types, dimming or zoning options, and controls.
- Flooring Recommendation – Proposed approach to preserving, refinishing, repairing, covering, or replacing the existing flooring.
- Acoustics/Sound Control Recommendation – Proposed approach to improving room acoustics and minimizing disruption to adjacent spaces.
- Wall, Door, Finish, and Hardware Recommendations – Proposed finishes, repairs, paint, wall treatments, door/hardware improvements, and any accessibility or code-related modifications.
- Furniture and Storage Recommendations – Recommendations for mobile storage, tables, chairs, and flexible room setup, if included.
- Material Specifications – Manufacturer cut sheets or product information for proposed flooring, ceiling, lighting, acoustic treatments, A/V systems, HVAC components, paint, finishes, furniture, and storage.
- Warranty Information – Warranty terms for workmanship, materials, equipment, systems, and installed components.

Closeout Plan – Description of as-built drawings, warranties, manuals, lien waivers, inspection approvals, staff training, final cleaning, and other closeout documents to be provided.

Product Information / Physical Samples, If Requested

- Flooring sample, finish sample, or flooring product specification.
- Ceiling tile or ceiling system sample/specification.
- Paint, wall finish, acoustic panel, or wall treatment sample/specification.
- Lighting fixture cut sheets.
- A/V equipment specifications.
- Furniture and storage specifications, if included.
- Any proposed alternate finish or material samples, if requested by the Commission.

Bidder Certification:

By checking each box and signing below, the Bidder certifies that all required items have been included in this submission.

Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

### **Attachment B: Approximate Facility Measurements**

Approximate measurements of Racquetball Court 4 may be provided as a courtesy to help Bidders understand the general size and scope of the project.

These measurements are for general reference only and shall not be construed as official measurements for bidding, design, fabrication, ordering, installation, or construction purposes. Bidders are responsible for field-verifying all dimensions, existing conditions, access points, ceiling heights, utility locations, and other conditions that may affect the proposed work.

Bidders should contact St. Andrew's Parish Parks & Playground Commission if access to the facility is needed to verify measurements or existing conditions prior to submitting a proposal.

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