

Design & Build Administrative Offices Renovation

Request for Proposal 148-19



GuilfordChildDevelopment

1200 ARLINGTON STREET – GREENSBORO, NC 27406

PRE-PROPOSAL CONFERENCE DATE: April 24, 2019 at 10:00 a.m.

1200 ARLINGTON ST., GREENSBORO, NC 27406

REQUEST FOR PROPOSAL DUE DATE: May 24, 2019 – 3:00 P.M.

CONTACTS FOR THIS REQUEST FOR PROPOSAL

CHIEF OPERATION OFFICER – MARIA STEVENS (Maria.Stevens@GuilfordChildDev.org)

DIRECTOR OF PROCUREMENT – SHERRY MURR (SherryM@GuilfordChildDev.org)

CHIEF ADMININSTRATIVE OFFICER – LARRY JONES (Larry.Jones@GuilfordChildDev.org)

**GUILFORD CHILD DEVELOPMENT
Administrative Offices Renovation
Request for Proposal for Design and Build
Guaranteed Maximum Price: \$235,000.00
Proposal Issue Date: April 10, 2019**

Objective of Request for Proposal

Guilford Child Development (GCD), a 501(c)3 organization is seeking proposals from qualified contractors to provide design and build renovation services to existing basement space that will be converted to office space. The existing space is approximately 6,000 square feet and has been prepared for construction with proper remediation completed. Concept plans are on file and available for review at the pre-proposal conference. The space shall be designed and constructed for flexible configuration of office space utilizing cubicle dividers. The Scope of Work details the work to be accomplished. Qualified proposers are invited to submit a proposal outlining their experience and qualifications in performing work directly related to the services detailed in this Request for Proposal (RFP) under the heading Scope of Work.

Pre-Proposal Conference

A pre-proposal conference is scheduled for April 24, 2019 at 10:00 a.m. at the site: Guilford Child Development, 1200 Arlington St., Greensboro, NC 27406. Potential proposers will convene in the Large Conference Room for an overview of the proposed work prior to viewing the space to be renovated. Proposers planning to attend should confirm with Sherry Murr, Director of Procurement by telephone (336) 369-5015 or email sherrym@guilfordchilddev.org no later than April 18, 2019.

Site Visits

Potential proposers are encouraged to visit the site prior to submitting a bid for this project and to attend the pre-proposal conference on April 24, 2019 at 10:00 a.m. Proposers shall not be compensated for time/travel/fuel for the site visits.

Issuing Office

Guilford Child Development
1200 Arlington St.
Greensboro, NC 27406
RFP 148-19 Administrative Offices Renovation
Attention: Sherry Murr
Director of Procurement

Closing Date and Submittal Information

Two (2) original signed proposals with terms and conditions made a part thereof must be received at the address specified above at or before 3:00 p.m. on May 24, 2019. Proposals shall not be accepted after the stated deadline; late proposals shall be returned to the proposer unopened and shall not be considered for the bid process.

Proposer shall put their name, address and RFP 148-19 Administrative Offices Renovation on the outside of the envelope. It is the Proposer's responsibility to ensure that proposals are received prior to the stated closing time. Guilford Child Development shall not be responsible for the proper identification and handling of any proposals submitted incorrectly. Late proposals, late modifications or late

withdrawals shall not be considered after the stated bid closing date and time and shall be returned unopened. Facsimile and electronic (email) proposals will not be accepted.

Guilford Child Development reserves the right to:

- A. Reject any or all proposals not in compliance with public bidding procedures;
- B. Postpone award of the contract for a period not to exceed sixty (60) days from date of proposal opening;
- C. Waive informalities in the proposals; and
- D. Select the proposal which appears to be in the best interest of Guilford Child Development.

Scope of Work

The main objective of this proposal is to have designed and constructed flexible office space utilizing cubicle dividers. The space consists of approximately 6,000 square feet consisting of mainly open office area that will be remodeled and up-fit. The project will be considered completed upon an issued Certificate of Occupancy and a satisfactory walk-through. **The project must be completed by November 1, 2019.** Aesthetically the plan is to retain as much as possible of the existing character utilizing the exposed brick. The requirements are as follows and should be listed as line items with amounts for each:

- A. Take concept drawing and complete into construction prints in order to obtain a building permit;
- B. Contractor will be responsible for obtaining all permits;
- C. Configure and install cubicle walls for 34 workstations;
- D. Construct a Reception area;
- E. Construct a Break room;
- F. Construct a Conference room;
- G. The space for restrooms has been partially roughed in to include: one Men's Restroom and one Women's Restroom. Each shall be ADA compliant. The restrooms will need to be furnished and completed. Hardware and furnishing list attached. Additional plumbing will be required;
- H. Provide adequate HVAC for the space to include a total new HVAC system. Include in the proposal in detail what will be required pertaining to installing new ductwork and ventilation;
- I. Plumbing to include accommodations for a filter water dispensing unit (owner to supply unit)
- J. Install adequate lighting per design. Information to be disseminated at pre-bid conference;
- K. Floors will be primarily stained and polished on existing concrete floor; a small carpeted area will be needed for a conference room;
- L. New wiring to support IT equipment;
- M. Install security cameras to integrate with the existing security system (estimated 4-6 cameras will be required);
- N. Ceilings need to be cleaned and stained (preference). Second option will be to paint the ceiling;
- O. Walls to be restored and painted as necessary. Further details will be provided at pre-bid meeting;
- P. Add Optional: basement entrance area, foyer/stairs to be painted, floor tile and stair treads replaced

Preliminary drawings will be available at the pre-bid meeting including: floor plans, interior elevations, ceiling/lighting plan, room finish, proposed duct layout, electrical layout and cross section.

Listed above are the concepts that GCD would like to incorporate. This list isn't inclusive and GCD is seeking additional enhancements, design and cost savings suggestions from this RFP.

Proposer Provisions

Contractor shall furnish GCD's Director of Procurement within 10 calendar days after award the following items:

- a. Phone numbers for emergency contacts for the Contractor.
- b. Certificates of insurance coverage. Please indicate all coverage(s) i.e. commercial general liability, worker's compensation, automobile liability insurance.
- c. Material Safety Data Sheets (MSDS) for each hazardous chemical/compound offered to complete the services of this contract.
- d. An up-to-date list of personnel designated as crew leader(s).

PROPOSER'S SPECIAL INSTRUCTIONS

SECTION 2

A. PROPOSAL TIMELINES

April 10, 2019	Advertisement and Release of Proposals
April 24, 2019 – 10:00 a.m.	Pre-Proposal Conference 1200 Arlington St., Greensboro, NC 27406
May 24, 2019 – 3:00 p.m.	Deadline for Submission of Proposals
May 31, 2019	Award of Contract by GCD
November 1, 2019	Completion of Work

NOTE: Guilford Child Development reserves the right to modify this schedule at its discretion. Proper notification of changes in the proposal will be made to all interested parties.

B. General

By submitting a proposal, the Proposer certifies that the Proposal has been arrived at independently and has been submitted without any collusion designed to limit competition.

References

A minimum of three (3) references shall be provided to the Director of Procurement. References must include names and phone numbers of the references.

Proposal Submittal

The proposal and all amendments must be signed and submitted no later than May 24, 2019 at 3:00 p.m. to the address below. Each proposal must be submitted and designated with **Proposal Number RFP 148-19**. To assure that your proposal receives priority treatment, please mark as follows:

Administrative Offices Renovation
Proposal Number RFP 148-19
Guilford Child Development
Attention: Director of Procurement
1200 Arlington Street
Greensboro, North Carolina 27406
Due: May 24, 2019 – 3:00 p.m.

C. Protest Scope of Work or Terms

Protests must be as specific as possible and identify the RFP section number and title, as well as a description and rationale for the objection. Any such protest shall include the reasons for the protest and shall detail any proposed changes to the scope of work or terms. The Director of Procurement shall respond to any protest and, if necessary, shall issue any appropriate revisions, substitutions, or clarification via addenda to all interested Proposers. A protest may be submitted via facsimile or electronic mail (email).

It is GCD’s intent that this Request for Proposal (RFP) permits competition. It shall be the proposer’s responsibility to advise the Director of Procurement in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. A proposer who believes any details in the scope of work or terms detailed in the proposal packet are unnecessarily restrictive or limit competition may submit a protest in writing to the Director of Procurement Such notification must be received by the Procurement Director not later than five (5) days prior to the date set for acceptance of proposals.

To be considered, protests must be received at least five (5) days before the proposal closing date. Guilford Child Development shall not consider any protest against award due to the content of proposal scope of work or contract terms submitted after the established protest deadline. All protests should be directed to Director of Procurement and be marked as follows:

RFP Specification/Term Protest
RFP 148-19 Administrative Offices Renovation
Guilford Child Development
Director of Procurement
1200 Arlington Street
Greensboro, North Carolina 27406

If a protest is received in accordance with section above, the proposal opening date may be extended if necessary to allow consideration of the protest and issuance of any necessary addenda to the proposal documents.

D. Proposal Submittal

All requested forms and attachments (Signature Page of RFP, Acknowledgement Addendum if any, etc.) must be submitted with the Proposal and in the required format. The submission and signing of a proposal shall indicate the intention of the firm to adhere to the provisions described in this RFP.

Bid Bond in the amount of \$235,000 must accompany the proposal and included as part of the packet.

E. Cost of Preparing Proposal

The RFP does not commit Guilford Child Development to paying any costs incurred by the Proposer in the submission or presentation of a proposal, or in making the necessary studies for the preparation thereof.

F. Interpretations of Addenda

All questions regarding this project proposal shall be directed to the Procurement Director. If necessary, interpretations or clarifications in response to such questions will be made by issuance of an "Addendum" to all prospective Proposers within a reasonable time prior to proposal closing, but in no case less than 72 hours before the proposal closing. If an addendum is necessary after that time, Guilford Child Development, at its discretion, can extend the closing date.

Any Addendum issued, as a result of any change in the RFP, must be acknowledged by submitting the "Acknowledgment of Addendum" with proposal. **Only questions answered by formal written addenda will be binding.** Oral and other interpretations or clarifications will be without legal effect.

G. Federal Tax ID

Upon award of proposal Guilford Child Development requires contractor to complete a W-9 form.

H. Davis-Bacon Act

Contractor shall make available to the Procurement Director contractor, sub-contractor and employee wages ensuring compliance with Davis-Bacon Prevailing Wages Act. The Wage and Hour Division of the U.S. Department of Labor determines prevailing wage rates to be paid on federally funded or assisted construction projects (please refer to 29 CFR 5.2

<https://www.govinfo.gov/content/pkg/CFR-2011-title29-vol1/pdf/CFR-2011-title29-vol1-sec5-2.pdf> and 29 CFR 5.5 <https://www.govinfo.gov/content/pkg/CFR-2011-title29-vol1/pdf/CFR-2011-title29-vol1-sec5-5.pdf>.) Information on the CFR and contractor's responsibilities are

provided under Attachment A.

I. State/Federal Noncompliance Notice

The contractor shall comply with all laws, rules and regulations of any Federal, State, County, or City government, bureau or department applicable to the operations of GCD.

J. Proposal Validity Period

Each proposal shall be irrevocable for a period of sixty (60) days from the Proposal Opening Date.

K. Form of Contract

The contract will incorporate the terms and conditions from this RFP document and the successful proposer's response documents. **Firms taking exception to any of the contract terms shall submit a protest or request for change in accordance with Section 2.D. "Protest of Scope of Work or Terms" or their exceptions will be deemed waived.**

L. Term of Contract

The work shall be completed in a timely manner with completion no later than November 30, 2018. Due to grant cycle, this project is time-sensitive and is of the utmost importance.

M. Termination

The contract may be terminated by mutual consent of both parties or solely by Guilford Child Development at its discretion with a 30 days written notice. If the agreement is so terminated, Proposer shall be paid in accordance with the terms of the agreement.

N. Non-Collusion

Proposer certifies that this proposal had been arrived at independently and has been submitted without collusion designed to limit independent bidding or competition.

O. Public Record

All material submitted by bidder shall become the property of Guilford Child Development and is public record unless otherwise specified. A bid that contains any information that is considered trade secret should be segregated and clearly identified as such. This information will be kept confidential shall not be disclosed except in accordance with the North Carolina Public Records Law. The above restrictions may not include cost or price information, which must be open to the public.

P. Contract Award

If a contract is to be awarded as a result of this Request for Proposal, it shall be awarded to proponent who is responsible and whose proposal provides the best potential value to GCD. Responsible means the capability in all respects to perform fully the contract requirements and the integrity and reliability to assure performance of the contract obligations. Notice in writing to a proponent and subsequent execution of a written agreement shall constitute the making of a contract. No proponent shall acquire any legal or equitable rights or privileges whatever until the contract is signed.

Q. Provisions

The contract shall contain the relevant provisions of this Request for Proposal and of the successful proposal, as well as such other terms as may be mutually agreed upon, whether arising from the proposal or as a result of any negotiations prior or subsequent thereto. In the event of any inconsistency between this Request for Proposal and the ensuing contract, the contract shall govern.

R. Cancellation

GCD has the right to cancel this Request for Proposal at any time and to reissue it for any reason whatsoever without incurring any liability and no proponent shall have any claim against GCD as a consequence.

S. Review

An evaluation committee shall review each proposal. GCD reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria. The proposal and accompanying documentation submitted by the proponents are the property of GCD and shall not be returned.

EVALUATION CRITERIA

Total Cost	35 pts.
Ability to Meet Completion Deadline	25 pts.
References	10 pts.
Years of Experience	10 pts.
Small Minority Woman Owned Business	20 pts.

SIGNATURE PAGE

I have read and agreed to submit a quote based on this Request for Quote. By my signature I acknowledge having read, understood and agree to the provisions as described in this Request for Quote.

Representative's Name

Date

Company Name

Address

Address

Telephone

Email