

**Partnership for Children of Johnston County
REQUEST FOR PROPOSALS**

TITLE: Office Space Renovations

ISSUE DATE: February 24, 2023

**ISSUING AGENCY: Partnership for Children of Johnston County
1406-A S Pollock Street
Selma, NC 27576
919-202-0002**

Sealed Proposals subject to the conditions made a part hereof will be received until 5 p.m., March 3, 2023 for furnishing services described herein.

SEND ALL PROPOSALS DIRECTLY TO THE Partnership for Children of Johnston County AT THE ADDRESS AS SHOWN ABOVE.

Direct all inquiries concerning this RFP to Dwight Morris at the telephone number as shown above.

INTRODUCTION

The Partnership for Children (hereinafter referred to as the “Partnership”) is soliciting proposals to establish a contract through competitive negotiations. The purpose of this Request for Proposals (RFP) is to acquire the services of a qualified contractor (hereinafter referred to as the “Contractor”) to provide design build renovations in existing office space.

SCOPE OF WORK

Work with Executive Director or designated staff to complete the following. Floor plan identifying areas is attached to this RFP.

- Construct up to 8 office spaces in existing open space of Unit A Section 2 and Unit B Section 1 to include electrical and lighting.
- Enclose openings from new office space into child’s bathroom in Unit A Section 2.
- Insulate overhead in Training Room in Unit A Section 1 to assist with sound carrying around building.
- Relocate door connecting Unit A to Unit B and replace with ADA compliant door.
- Replace Main Entrance door (Unit A Section 2) with ADA compliant handicap push button doors.
- Rehang door connecting Unit A Section 1 to Unit A Section 2 to flip door swing.
- Construct a wall in Unit C to divide unit into 2 sections.
- Install Kitchen Counter with upper and lower cabinets in Unit C Section 2.
 - Includes electrical and plumbing work in Unit C Section 2 for Kitchen Sink / Stove / Refrigerator / Ice Maker
- Construct 1 office space in Unit C Section 1.
- Create ADA Compliant door from Unit B Section 1 to Unit C Section 1.
- Create ADA Compliant door from Unit B Section 2 to Unit C Section 2.
- Replace all outside doors along front of building (Units A, B, C) with ADA Compliant single motion exit doors.
- Replace back door of Unit B and Unit C to swing towards outside with single motion exit doors.
- Demolish attached shelter behind Unit C.
- Responsible for obtaining any necessary permits from the Town of Selma and / or Johnston County.
- Coordinate with HVAC and IT Contractors.

QUALIFICATIONS

The Contractor must be licensed and bonded in the state of North Carolina.

THE PROCUREMENT PROCESS

The following is a general description of the process by which a firm will be selected to provide services.

1. Request for Proposals (RFP) is issued to prospective contractors via Partnership for Children website and Legal Ad in regional newspaper.
2. Contractor is encouraged to call to schedule a walk through of the building to take measurements and view the areas where renovations will take place in order to submit an accurate proposal.
3. Proposals should be delivered in a sealed envelope or package and should contain one signed original. An electronic version should be emailed to dmorris@pfcjc.org and info@pfcjc.org. The original shall be signed and dated by an official authorized to bind the firm. Unsigned proposals will not be considered.
4. All proposals must be received by the Partnership not later than the date and time specified on the cover sheet of this RFP.

5. At their option, the Executive Director or designee may request discussion with any or all Contractors for the purpose of clarification of items presented in any part of the proposal. However, Contractors are cautioned that the Partnership is not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the Contractor.
6. Award of a contract to one Contractor does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous to the Partnership.
7. Contractors are cautioned that this is a request for offers, not a request to contract, and the Partnership reserves the right to reject any and all offers when such rejection is deemed to be in the best interest of the Partnership.
8. The Partnership will notify the selected Contractor and request that a contract be signed. If all proposals are rejected, prospective Contractors will be notified promptly by the Partnership.
9. The contract must be executed prior to the start of work and incurring any expenses.
10. The Partnership will contact the selected Contractor to obtain information and documentation required for preparation for of the contract to include the following:
 - a. Name and contact information on designated contact
 - b. Completed Internal Revenue Service (IRS) Form W-9
 - c. Proof of Insurance
 - d. Contractor's License

PROPOSAL REQUIREMENTS

The response to this RFP shall consist of the following sections:

- Cover Letter
- Background and Experience of Contractor
- Project Staffing and Organization
- Technical Approach
- Cost Proposal

1. **COVER LETTER.** Each proposal must include a cover letter, signed and dated by an individual authorized to legally bind the Contractor. If said individual is not the corporate president, submit evidence showing the individual's authority to bind the Contractor.

The cover letter must contain a statement that the person signing the proposal is a legal representative of the Contractor and is authorized to bind the Contract.

2. **BACKGROUND AND EXPERIENCE OF CONTRACTOR.** This section shall include background information on the organization and should give details of experience with similar projects. A list of three (3) references (including contact persons, addresses, and telephone numbers) for whom similar work has been performed shall be included.

Submit verification of the Contractor's Federal Taxpayer Identification Number (TIN) or Social Security Number, preferably a copy of the IRS letter assigning the federal tax identification number or a letter signed by an official on agency letterhead indicating the federal tax identification number and the Contractor's legal name; or, Social Security Card.

3. **PROJECT ORGANIZATION.** This section must include the proposed staffing, deployment and organization of personnel to be assigned to this project.

The Contractor shall provide information as to the qualifications and experience of all executive, managerial, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person. Include a management/manpower summary that clearly specifies the number, type and time commitment of individual personnel who will be assigned to this project.

4. **TECHNICAL APPROACH.** This section shall include, in narrative, outline, and/or graph form, the Contractor's approach to accomplishing the tasks outlined in the Scope of Work Section of this RFP. A description of each task and deliverable and the schedule for accomplishing each shall be included.

5. **COST PROPOSAL.** The Cost Proposal shall be submitted in a separate, sealed package and contain:
Personnel costs (including hourly rates and total hours)
Travel and Subsistence Expenses
Other Costs (e.g., office expenses)
TOTAL COST: A total not-to-exceed cost representing the maximum amount for all work to be performed must be clearly indicated under this heading.

If this is a multi-year bid for on-going services, the Cost Proposal must include an annual budget ending June 30th for each fiscal year of the multi-year proposal period.

GENERAL INFORMATION ON SUBMITTING PROPOSALS

- 1. TERMS AND CONDITIONS.** All proposals are subject to the terms and conditions outlined herein. The prospective Contractor specifically agrees to the conditions set forth by signature to the proposal.
- 2. ORAL EXPLANATIONS.** The Partnership shall not be bound by oral explanations or instructions given at any time during the competitive bidding process or after award.
- 3. REFERENCE TO OTHER DATA.** Only information which is received in response to this RFP will be evaluated; reference to information previously submitted shall not be evaluated.
- 4. COST FOR PROPOSAL PREPARATION.** Any costs incurred by prospective Contractors in preparing or submitting offers are the prospective Contractor's sole responsibility; the Partnership shall not reimburse any prospective Contractor for any costs incurred prior to award.
- 5. RIGHT TO SUBMITTED MATERIAL.** All responses, inquiries, or correspondence relating to or in reference to the RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the prospective Contractors shall become the property of the Partnership when received.
- 6. OFFEROR'S REPRESENTATIVE.** Each prospective Contractor shall submit with its proposal the name, address, and telephone number of the person(s) with authority to bind the firm and answer questions or provide clarification concerning the firm's proposal.
- 7. SUBCONTRACTING.** In the event the prospective Contractor desires to subcontract any part of the contracted services, the proposal must clearly indicate what work it plans to subcontract and to whom and must provide all required information for each subcontractor. Only the subcontractors specified in the proposal shall be considered approved upon award of the Contract.
- 8. PROPRIETARY INFORMATION.** Trade secrets or similar proprietary data which the prospective Contractor does not wish disclosed to other than personnel involved in the evaluation or contract administration will be kept confidential to the extent permitted by N.C.G.S. 132-1.3 if identified as follows: each page shall be identified in bold face at the top and bottom as "Confidential." Any section of the proposal that is to remain confidential shall also be so marked in bold face on the top of the title page of that section. Cost information may not be deemed confidential. In spite of what is labeled as confidential, the determination as to whether or not it is shall be as governed by North Carolina law.

