

RFP # 14-08

Downriver Community Conference

**REQUEST FOR PROPOSAL
FOR
GENERAL CONTRACTOR SERVICES**

RFP Release Date: May 16, 2014

Proposal Due Date: May 22, 2014

PROPOSALS SHOULD BE DIRECTED TO:

**LORREE SMITH
PURCHASING COORDINATOR
Downriver Community Conference (DCC)
15100 Northline Rd., Suite 136
Southgate, MI 48195**

INQUIRIES SHOULD BE DIRECTED TO:

**DAVE WEIDENBACH
BUILDING & GROUNDS
(734) 362-3474 or (734) 626-0300**

REQUEST FOR PROPOSALS CALENDAR

Request for Proposals Released	May 16, 2014	
Proposals Due	May 22, 2014	12:00 noon
Public Opening	May 22, 2014	
Proposals Evaluated	May 22, 2014	
Contract Award	TBD	

Note: This schedule is subject to change and based on Board approval

A. DESCRIPTION OF THE DOWNRIVER COMMUNITY CONFERENCE

The Downriver Community Conference (DCC) is a nonprofit organization serving twenty communities in the Southeast Michigan Downriver area. The DCC is audited as a local unit of government under Public Act 7. The DCC is also a private, nonprofit corporation and has been determined to be exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code. The DCC is governed by a Board of Directors. The DCC operates a local Michigan Works agency as well as weatherization services, EPA Brownfield revolving loan funds and other EPA grants, a PTAC center, 504(b) loan program and other programs. The DCC is the administrative entity that oversees and coordinates the Downriver Mutual Aid (DMA). The DMA includes various police teams, fire teams and Downriver Area Narcotics Organization (DRANO). The DCC employs 125 employees.

B. GENERAL INFORMATION

DCC has issued this RFP to secure a qualified vendor to provide General Contractor Services at our Southgate location. Interested bidders are required to complete this RFP by submitting all requested information as stated in Section E. General Submittal Guidelines. Inquiries concerning this RFP should be directed to Dave Weidenbach by phone: (734) 362-3474 or (734) 626-0300 or at dave.weidenbach@dccwf.org.

C. SCOPE OF SERVICES

Table 1 includes a breakdown of desired work to be completed. Failure to complete all contracted services by required deadline may result in assessment of a penalty in an amount equal to ten percent (10%) of the total contract price per day for each day that work extends beyond the contracted deadline.

Table 1

Deadline for Completion of Work	Room #	Description	Quantity	Unit Price	Cost
June 25, 2014	179 (including connecting sub-rooms)	Removal of carpet and carpet squares	5,955 square feet		
June 25, 2014	179, connecting sub-rooms & break room	Removal of VCT vinyl tile	4,218 square feet		
June 25, 2014	179, connecting sub-rooms & break room	Removal of asbestos floor tile and black mastic glue	4,218 square feet		
June 25, 2014	179, connecting sub-rooms & break room	Skim coat with Ardex feather finish product or equivalent	6,188 square feet		
June 25, 2014	179 & connecting sub-rooms	Installation of rubber 4" base cove	325 linear feet		
June 25, 2014	179, connecting sub-rooms & break room	Two pricing options requested: installation of VCT (commercial grade) and LVT (commercial grade). Both product options must come with 20yr warranty for high traffic rating. Include product spec number for both options. Product samples and/or brochures required with bid	6,188 square feet		
June 25, 2014	Sub-rooms A, B, C, D & E of 179	Replace existing doors with all glass doors.	5 doors		
June 25, 2014	Sub-rooms A, D & E of 179	Install 24x39" glass window panels with trim to provide cross light,	4 total panels		

June 25, 2014	179	Removal of half walls to provide open space for 15 cubicle workstations			
June 25, 2014	179	Construct 400 square foot multi-purpose room in back portion of room, replace back wall that is at an angle to create the room for approx. 400 square foot work area. Metal framed walls to include drywall and insulation. Need three glass panels (24" x 39" same as sub-rooms D&E) with trim, to allow for light.			
June 25, 2014	179, connecting sub-rooms & break room	Prep and paint			
June 25, 2014	179	Replace entrance door to room 179 with hands free glass ADA compliant.	1		
June 25, 2014	179 & connecting sub-rooms and break room	Breakdown and removal of all furniture, workstations and contents of rooms. Contents to be stored in room 174 (coordinate with DCC IT Manager regarding electronic equip to be moved by DCC staff)			
July 10, 2014	179 & connecting sub-rooms, 177	Return and set up of all furniture, workstations and contents into room 177 (including all sub-rooms) at completion (excluding electronic equip.).			
June 25, 2014	183/177 Including all sub-rooms	Moving of workstations and contents of room 183 to room 179. Setup of all workstations and			

		contents into room 179 at project completion (excluding electronic equipment)			
June 25, 2014	Break room	Replace and install Formica or equivalent countertop, sink, cabinetry, single-handle faucet, drain, garbage disposal and plumbing with specs			
June 25, 2014	177/179	Create access between rooms. Install 72" opening (involve removal of block and relocation of electrical & heating/cooling), removal of 177 sub-room A. Structural Engineer recommendation mandatory.			
July 10, 2014	177 and sub-rooms D, E & F	Install 300 amp service from boiler room to 177 (sub-room C); install new drops, plugs, plates, switches throughout room to provide power supply to accommodate 40 computers and office equipment.			
June 25, 2014	Sub-rooms of 177 D,E & F	Convert existing sub-rooms (kitchen & lavatory) into functional private offices, including, replacement glass doors, metal frame wall to include drywall existing block, vinyl flooring, 2x4 (5/8") drop ceiling tiles and 2x4 T-8 lights, and paint.	3		
July 10, 2014	177	Removal of existing hallway entrance door into room 177 and replace door with			

		glass frame wall			
June 25, 2014	179	Install recessed lighting limited to reception desk; 16 insulated cans with LED warm white lights	Approx. 300 square feet of area		
July 10, 2014	183	Construct and finish 34 foot metal frame wall with drywall both sides) to divide room (will not include door)			

D. CONTRACTOR EXPECTATIONS

- 1) Successful bidder shall guarantee that all contracted services shall be completed no later than either June 25 or July 10, 2014, as specified in description above. Payment in full shall be made by DCC to Contractor following final completion of work. Payment details shall be addressed at time of Contract award.
- 2) Bid price is all inclusive of labor and material, including all work as described in Section C: Scope of Services.
- 3) Proposal shall include product samples and/or brochures of materials.
- 4) Successful Bidder shall guarantee all labor and material for a period of one year.
- 5) Successful Bidder shall submit a current copy of the State of Michigan Professional License(s), as well as, a copy of their Sub-contractors State of Michigan Professional License(s) upon award of bid.
- 6) Successful Bidder shall submit a Certificate of General Liability Insurance as well as a Certificate of Workers Compensation Insurance, as well as for all subcontractors prior to the start of work.
- 7) Contractor agrees to properly secure the construction areas for the health and safety of DCC employees and patrons.
- 8) Successful Bidder is responsible to coordinate with the City of Southgate, including but not limited to, pulling all necessary permits.
- 9) Successful Bidder agrees to perform abatement of flooring after business hours or on Saturday or Sunday.
- 10) Successful Bidder agrees to provide DCC with opportunity to complete punch list for work to be completed prior to final walk through.
- 11) Successful Bidder shall be responsible for providing dumpsters on site and for the disposal of demolition materials, including the proper disposal of asbestos containing material.
- 12) Successful Bidder shall agree to leave 5% of all materials used, including but not limited to, flooring, paint, and rubber floor base.
- 13) All change orders to contracted work, including labor and materials, are required to have prior written authorization of the Executive Director.

E. GENERAL SUBMITTAL GUIDELINES

- 1) Proposers are required to respond to the RFP by providing the following:
 - a. Provide detailed breakdown of pricing for each item listed in Section C: Scope of Services, including, where applicable, price per square foot
 - b. Brief description of your Company's experience and qualifications, including prior experience with DCC
 - c. Three (3) former customer references (contact information, addresses, dates of service and telephone numbers for reference checks).
- 2) AN ORIGINAL AND THREE (3) COPIES OF THE PROPOSAL MUST BE SUBMITTED. At least one proposal must have original signature of the chief official of the submitting organization attesting to the commitment to perform the services described (See Attachment 1, Proposal Signature Sheet).
- 3) All Proposals must be submitted to Lorree Smith, Purchasing Coordinator:

Downriver Community Conference
Request for Proposal
General Contractor Services
Downriver Community Conference
May 22, 2014
Attn: Lorree Smith
- 4) The deadline for submission is 12:00 noon, May 22, 2014. Sealed bids are required and should be hand delivered or delivered certified mail with return receipt requested.
- 5) Proposals received after the deadline will not be considered. DCC will time stamp and record each proposal as it is received. DCC shall not be responsible for delays caused by the method of submittal chosen by the proponents.
- 6) This RFP does not commit DCC to awarding any contract and/or the payment of any costs including, but not limited to, those incurred in the preparation of proposals under this request.
- 7) DCC reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified proponents, and/or to cancel in part, or in its entirety, this RFP if it is in the best interest of DCC to do so.

- 8) DCC may, solely at its discretion, require the winning bidder to submit additional information, provide clarification or make revisions to their proposal, which may result in negotiations. All items submitted within the proposal are subject to negotiations.
- 9) Each proposal should be prepared simply and economically.
- 10) All statements made in the proposal are to be considered final and, if the proposal is accepted, may be used as the basis of an agreement.
- 11) All proposals become public information following the award decision and may be open for public scrutiny, upon written request.
- 12) Proposals become the property of DCC upon submission and shall not be returned to the bidder.
- 13) Proposals shall be submitted in the legal name of the organization. Proposals should not be submitted in the name of a project. DCC will only contract with the legal entity named in the proposal.
- 14) DCC reserves the right to elect not to proceed with any portion of the work as stated in the scope of services.

E. SCORING CRITERIA FOR RATING PROPOSALS

Proposals will be scored based on the criteria listed below.

Selection of the winning bid will be made based on the outcome of the combined scores of all reviewers. The following factors, listed in relative order of importance, will be considered in making the selection:

- 1) Proposed Pricing 45 points
- 2) Commitment to meet project deadlines. Experience and Qualifications, including prior experience with DCC 30
- 3) References 15
- 4) Overall completeness of proposal 10

F. EXCEPTIONS:

Proposer shall clearly identify any proposed deviations from the language in the Request for Proposals (including its Form of Agreement). Each exception must be clearly defined and referenced to the proper paragraph in this RFP or its Form of Agreement. The exception shall include, at a minimum, the Proposer's proposed substitute language and opinion as to why the suggested substitution will provide equivalent or better service and performance. If no exceptions are noted in the Proposer's proposal, the DCC will assume complete conformance with this specification and the successful Proposer will be required to perform accordingly. Proposals not meeting all requirements may be rejected. The DCC reserves the right to accept or to allow the Proposer to withdraw any or all exceptions.

G. SHORTLISTING:

The DCC may shortlist the Proposers based upon responses to the above items. If necessary, the DCC will conduct interviews. The DCC will notify each Proposer on the shortlist, if such presentation is required. These presentations will provide an opportunity for the Proposers to respond to questions posed by the evaluation committee and to clarify their proposals through exhibition and discussion. The DCC will not reimburse oral presentation costs of any Proposer.

Downriver Community Conference
Request for Proposal
Proposal Signature Sheet

(Legal Name of Bidding Organization)

Address: _____
(Street)

_____ MI _____
(City) (Zip Code)

Telephone: () _____ FAX: () _____

List Bidder d/b/a/ Name(s): _____

Signed Statement of Authority

I _____, am the _____ of
(Type name of official) (Type title of official)

_____. I am authorized to make the
(Type name of agency or organization)

following proposal on behalf of. _____
(Legal name of bidding organization)

I hereby certify:

That the bidding organization understands and will comply with the specific assurances and certifications contained in this proposal, and further; that the bidding organization understands and will comply with the rules, regulations, and policies of the Downriver Community Conference

That all responses to the Request for Proposals concerning the respondent organization, its operation, and proposed program are true and accurate.

That if selected, the bidding organization will be bound by the information contained herein as well as by the terms and conditions of the resultant contract.

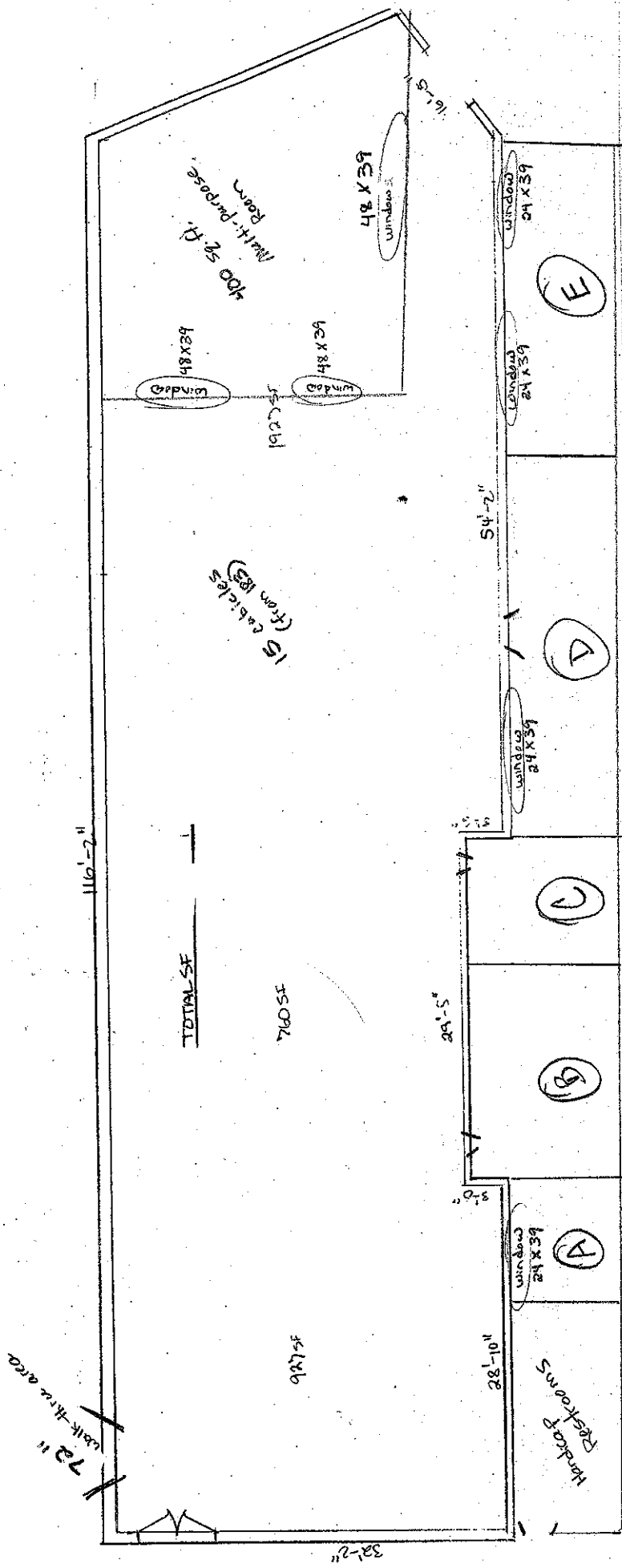
Signed: _____ Date: _____

Typed Name: _____ Title: _____

Contact Person: _____ Phone: _____

Email: _____ Fax: _____

Room 179



TOTAL SF

927 SF

400 sq. ft. walk-thru room

48' x 39" window

48' x 84" window

48' x 84" window

65' x 12" window

65' x 12" window

65' x 12" window

65' x 12" window

65' x 12" window

(E)

(D)

(C)

(B)

(A)

Restrooms

72" walk-thru area

32'-2"

294'-5"

54'-2"

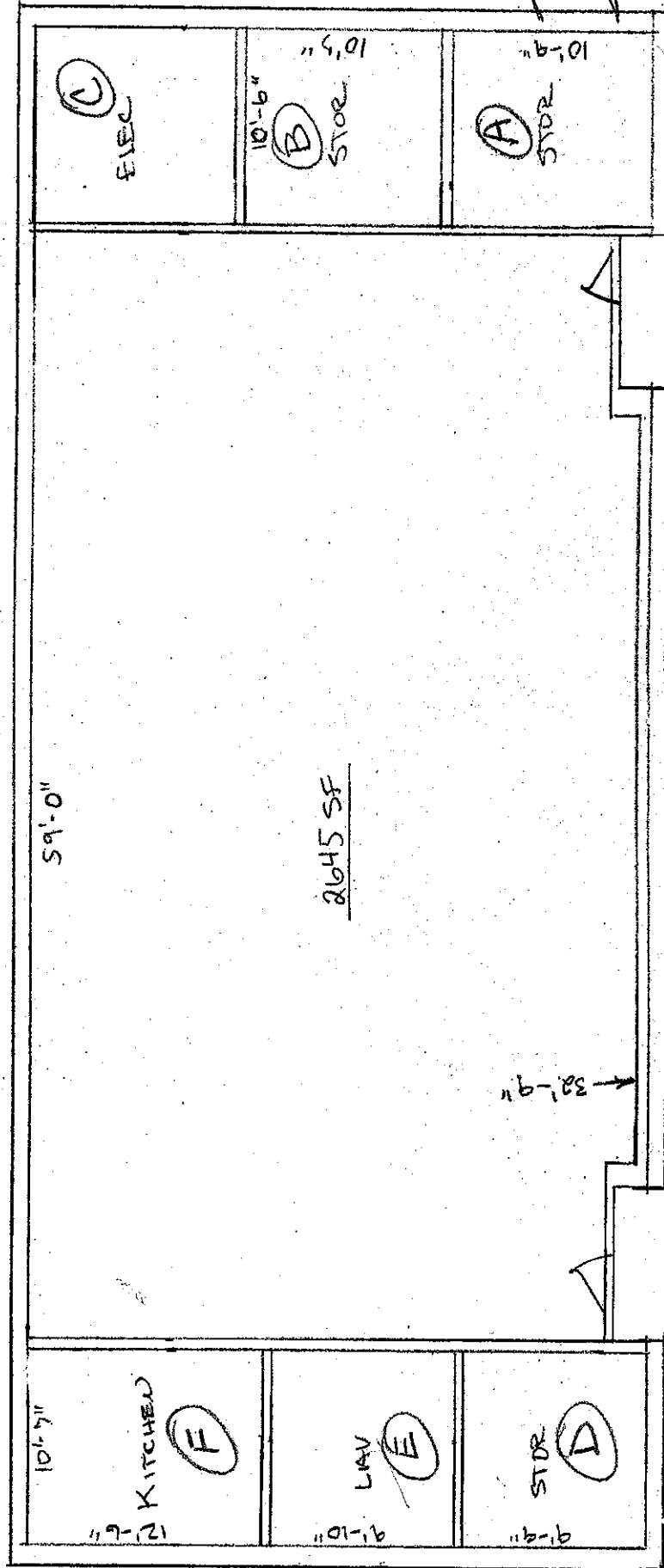
116'-2"

76'-0"

28'-10"

3'-0"

Room 177



Room 183

