



## Request for Proposals (RFP) Construction Manager-at-Risk Services December 8, 2020

### INTRODUCTION

Hope Center for Children (HCFC) is seeking proposals from firms to provide CMR services, to include project coordination, oversight and delivery of construction services for a kitchen renovation project in Faucette House, HCFC's 15,352 sq. ft. emergency shelter for children in foster care. Faucette House is located on HCFC's main campus (202 Hudson L. Barksdale Blvd, Spartanburg, SC 29306) and will undergo a complete interior renovation and upfit of the current kitchen and storage spaces.

**Note:** *The project for Hope Center for Children will be partially funded by a Community Development Block Grant (HUD) and therefore required to follow federal guidelines, including, but not limited to, Section 3 and the Davis Bacon Act. All construction will take place in the interior of the building.*

### SCHEDULE

- RFP Release Monday, November 30, 2020
- Pre – Bid Meetings \*Wednesday, December 2, 2020; 10:00 a.m. – 3:00 p.m.  
\*Monday, December 7, 2020; 11:00 a.m. – 1:00 p.m.
- ~~Sealed Proposals Due~~ ~~Friday, December 11, 2020, 1:00 p.m.~~
- ~~Public Opening of Proposals~~ ~~Friday, December 11, 2020, 1:15 p.m.~~
- ~~Follow Up Questions with firms~~ ~~December 14 – 15th, 2020~~
- ~~Final Notifications~~ ~~Wednesday, December 16, 2020~~
- ~~Contract Meeting with HCFC & Firm~~ ~~Friday, December 18, 2021~~
- ~~Construction Begins~~ ~~January 2021 (within 30 days of contract finalization)~~

### UPDATED SCHEDULE

- Updated Schedule Released Monday, December 7, 2020
- Individual Pre-Bid Meetings \*December 8, 2020 – December 18, 2020
- Final Construction Docs. Released \*\*Monday, December 14, 2020
- Sealed proposals due Thursday, December 31, 2020; 1:00 p.m.
- Public Opening of Proposals Thursday, December 31, 2020; 1:15 p.m.
- Follow Up Question with Firms January 4 – 6, 2021
- Final Notifications Friday, January 8, 2021
- Contract Negotiations Week of January 11, 2021
- Construction Begins March 2021



\* In order to reduce group size and maintain social distancing requirements, firms must email Michael Brown ([michael@hopecfc.org](mailto:michael@hopecfc.org)) to reserve a time for an individual pre-bid meeting. Firms are asked to bring no more than two representatives for their scheduled pre-bid meeting. Meetings will include walk through of the project space as well as an overview on Davis-Bacon and Section 3 requirements for Federal (HUD) grant projects. *In-Person attendance is highly recommended for consideration for the project.*

\*\* All firms who have attended previous pre-bid meetings will automatically receive a copy of the project's final construction documents. If you have not attended an onsite meeting, please reach out to Michael Brown ([michael@hopecfc.org](mailto:michael@hopecfc.org)) for a copy of the documents.

### SCOPE OF PROJECT

The kitchen project will essentially update an enclosed, inefficient commercial kitchen space to create an open, efficient and homelike kitchen environment with durable surfaces. The kitchen serves roughly 3 meals/day, 365 days/year to approximately 20-30 individuals (children + adults). Hope Center for Children has engaged McMillan Pazdan Smith Architecture for A&E services. Attached documents show the current space, new design drawings and narrative from the project engineer.

### INSTRUCTIONS FOR RESPONDENTS

1. Mandatory pre-bid meeting(s) will be held at the project site from 10:00 a.m. – 3:00 p.m. on December 2, 2020, and again from 11:00 p.m. – 1:00 p.m. on December 7, 2020. Additional individual meetings will be available by request from December 8, 2020 – December 18, 2020. It is highly recommended that interested firms ~~Firms must~~ attend **one** of the scheduled meetings in order to submit a proposal.
2. Firms desiring to provide services shall submit their response to this Request for Proposals (RFP) in a **sealed envelope**. Responses must be \*received no later than **1:00pm (EST), Thursday, December 31, 2020, to the attention of:**

#### *In Person:*

Michael Brown, Facilities & Safety Supervisor  
202 Hudson L. Barksdale Blvd.  
Spartanburg, SC 29306

#### *By Mail:*

Michael Brown, Facilities & Safety Supervisor  
PO Box 1731  
Spartanburg, SC 29304

\*Proposals may be delivered in-person or mailed to our offices.

3. Respondents must indicate on the outside of their sealed response envelope the following information: Date of Submittal, Name of Firm, Return Address of Firm.
4. The respondent must provide three (3) copies, unbound, of the full proposal.
5. The respondent shall assume the full responsibility for timely delivery at the location designated above. HCFC assumes no responsibility for the delivery of any solicitation, addendum, solicitation



response, or any other such correspondence by the US Postal Service, or any other delivery method. Responses received after the due date and time stated above will not be considered.

6. Questions concerning the RFP must be directed to Michael Brown via email at [Michael@hopecfc.org](mailto:Michael@hopecfc.org), and must be received no later than 5:00 p.m., ~~Wednesday, December 9,~~ **Monday, December 28, 2020**. All questions will be aggregated into a single document and answers will be sent to each firm that attends a pre-bid meeting.

### **PROPOSAL CONTENT**

1. Qualifications of the Firm: Describe experience with projects similar in size, scope, and complexity with emphasis on Construction Management services experience.
2. Knowledge of the Field: Respondent should demonstrate its knowledge of local conditions, local codes (especially as related to DSS standards), local subcontractors, and local suppliers as an indication of its ability to create a prospective maximum project cost.
3. Proposed Pricing: Proposed cost of comprehensive CRM services and a method for determining same (all proposals not quoting firm, fixed prices should give a “not to exceed” figure).
4. Experience with Federal Grants: demonstrate ability to adhere to Davis – Bacon federal reporting requirements and wage determination (timesheets, invoicing, etc.). Firm must be registered (or willing to be) and in good standing with the SC Secretary of State.
5. Related Experience: list projects that best illustrate the experience of the firm and staff who will be assigned to this project. List no more than five (5) projects which were completed in the last five (5) years, and include only projects in South Carolina of a similar size and scope. For each project, please provide the following:
  - Name and location of the project
  - Nature of the firm’s responsibility on this project
  - Provide the name, phone number and email of an Owner’s representative who can be contacted to provide a reference.
  - Size of project (dollar value and square footage)
  - Construction cost
  - Current status of project; include start date and [anticipated] completion date
  - Key professional(s) involved in listed project who would be assigned to this contract
6. Construction Manager-at-Risk Services Staff: Firm should name the actual Project Manager and other key staff assigned to this Contract; please include the following:
  - Name & Title
  - Current assignments
  - Years with firm or in industry
  - Experience with similar projects
  - Education and registrations
  - Other relevant information for this contract
7. Project Management Services: Detail the capabilities of your firm to provide the technical services necessary for the project. Include knowledge and experience in the evaluation of building



systems and construction techniques to create an optimum value in the design and budget requirements.

8. Discuss your firms' current workload and ability to begin Hope Center for Children's project by March 2021. ~~within 30 days of contract finalization.~~ **Please include estimated timeline for project from beginning through anticipated completion date.**
9. Claims and Litigation History: list all claims, arbitrations, administrative hearings, lawsuits, or criminal proceedings brought by or against the firm during the last five (5) years. Please include project name, description of the amount in dispute and subject matter of the dispute.

#### EVALUATION CRITERIA

1. Project Timeline: Please estimate timeline from project beginning to final inspection; include time for permitting, any expected delays in materials, etc. **Firm must be able to begin construction within thirty (30) days of signed agreement. Preference will be given to firms able to begin construction by March 2021.**
2. Competitiveness of project cost.
3. Professional Qualifications and Experience of Firm

\*\*\*END OF RFP\*\*\*

# **Hope Center - Kitchen**

**McMillan Pazden Smith Architects**

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## **SCHEMATIC DESIGN NARRATIVE: MECHANICAL & PLUMBING**

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**CES PROJECT NO. 20-262**

**ISSUE DATE: November 30, 2020**



**Engineering Schematic Design Narrative Outline**

**I. Introduction**

**II. HVAC**

- a. Existing HVAC**
- b. New HVAC Work**

**IV. Plumbing**

- a. Existing Plumbing**
- b. New Plumbing**

## I. INTRODUCTION

The following information will outline, in general terms, the overall effort for the installation of mechanical and plumbing systems for the renovation to the Hope Center. The systems are broken down into multiple categories and are outlined in some level of detail, depending on the information available to us at this time. Any part of the information contained in this narrative is subject to change prior to detailed construction documents.

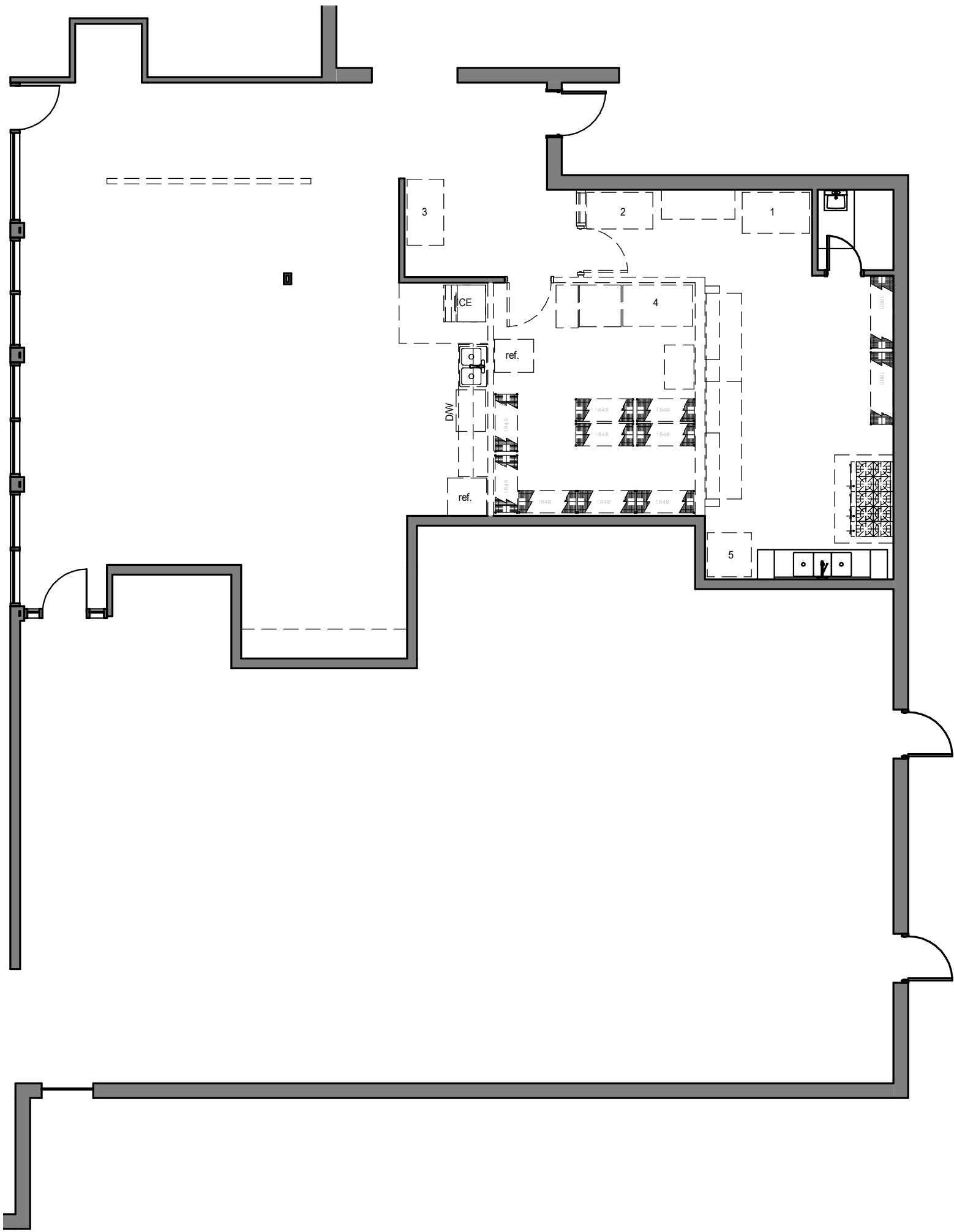
## II. HVAC

- a. **Existing HVAC** – The space is currently being served by (2) four ton roof mounted gas package units. Unit-1 is serving the kitchen and some other bedroom areas. Unit-2 is currently serving the dining room and food pantry. An existing hood (with exhaust fan) is covering the existing range.
- b. **New HVAC Work** – The two existing roof top unit will be kept and reused for this project. The ductwork will be reworked as required to provide the Dining Room and Kitchen/Pantry as two separate zones. We would advise to separate any other spaces on these two units if possible (such as the bedroom areas). The exiting range is expected to be greatly downsized in capacity and we would recommend to removed the existing kitchen hood system and provide a new hood system. A new hood would save on energy because less make-up air/exhaust air would be required. All air devices would be replaced.

## III. PLUMBING

- a. **Existing Plumbing-** The existing plumbing system will remain as is.
- b. **New Plumbing work-** The new plumbing work is minor. Piping will need to be extended and connected to new location for the gas range, the ice machine (water and drain).

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**DEMOLITION FLOOR PLAN**  
1/8" = 1'-0"

HOPE CENTER FOR CHILDREN

KITCHEN REMODEL

200 Hudson L Bargepole Blvd  
Spartanburg, SC 29306

SHEET ISSUE:			
NO.	DATE	DESCRIPTION	BY

PRINCIPAL IN CHARGE:	Approver
PROJECT ARCHITECT:	Checker
DRAWN BY:	Author

SHEET TITLE:  
**DEMOLITION PLAN -  
FIRST FLOOR**

SHEET NO.	PROJ. NO.
AD1.11	020291.00

NOT FOR CONSTRUCTION

CONTRACT 1000

SEAS



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po box 8922 greenville, sc 29604 o:864 242 2423 f:864 242 2034  
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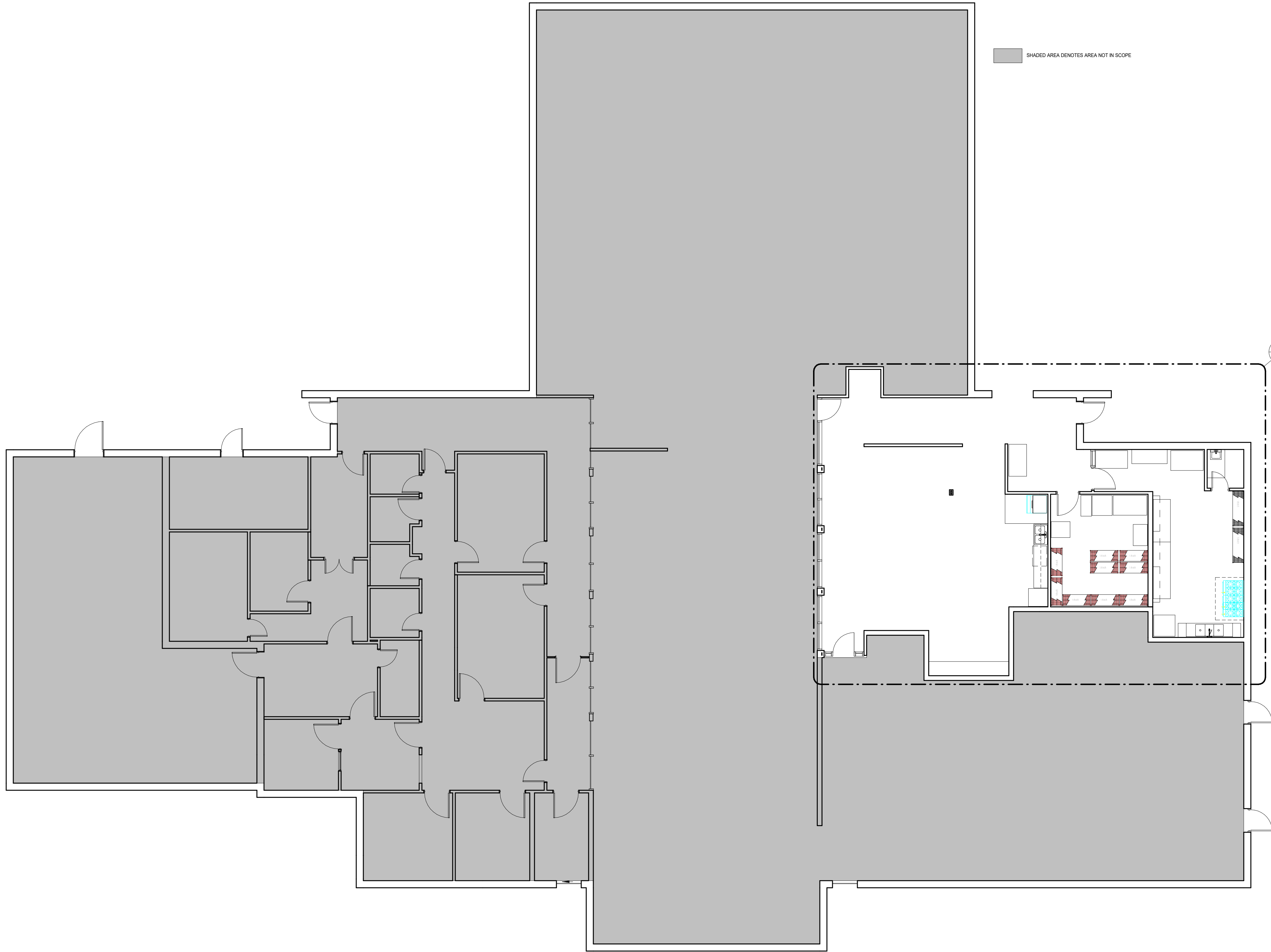


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A1.11

OVERALL EXISTING PLAN

1/8" = 1'-0"



PRINCIPAL IN CHARGE:  
PROJECT ARCHITECT:  
DRAWN BY:

Approver  
Checker  
Author

SHEET TITLE:  
OVERALL FLOOR PLAN

SHEET NO.  
PROJ. NO.  
020291.00

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HOPE CENTER FOR CHILDREN  
KITCHEN REMODEL

200 Hudson L Barkeley Blvd  
Spartanburg, SC 29306

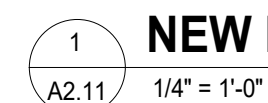
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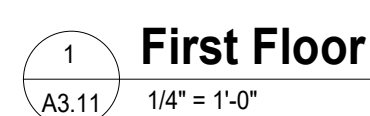
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**SM**

## KITCHEN REMODEL

200 Hudson L Barksdale Blvd  
Spartanburg, SC 29306

PRINCIPAL IN CHARGE:	Approver
PROJECT ARCHITECT:	Checker
DRAWN BY:	Author

SHEET TITLE:  
FIRST LEVEL REFLECTED  
CEILING PLAN

SHEET NO. PROJ. NO.  
020291.00

**A3.11**



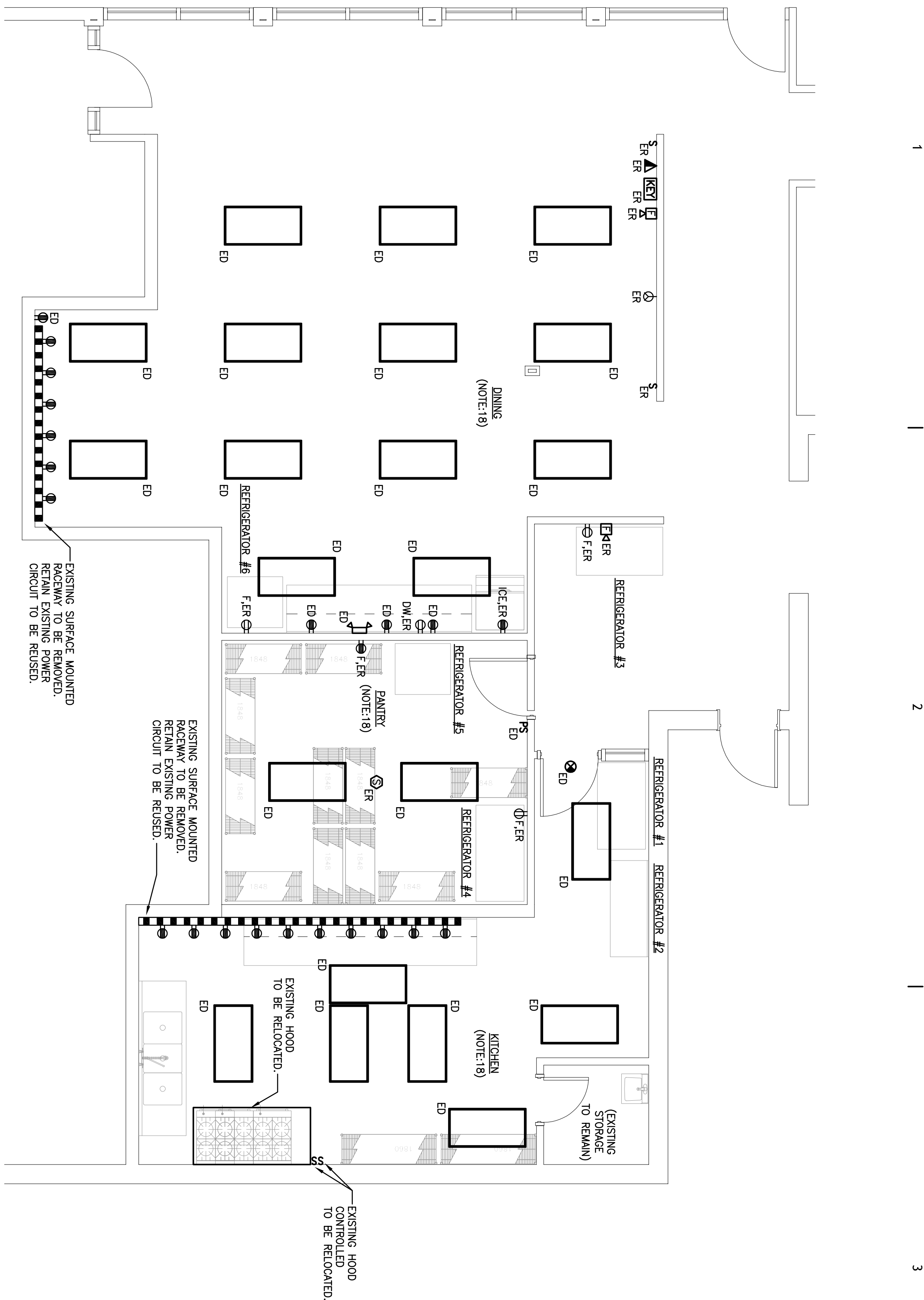
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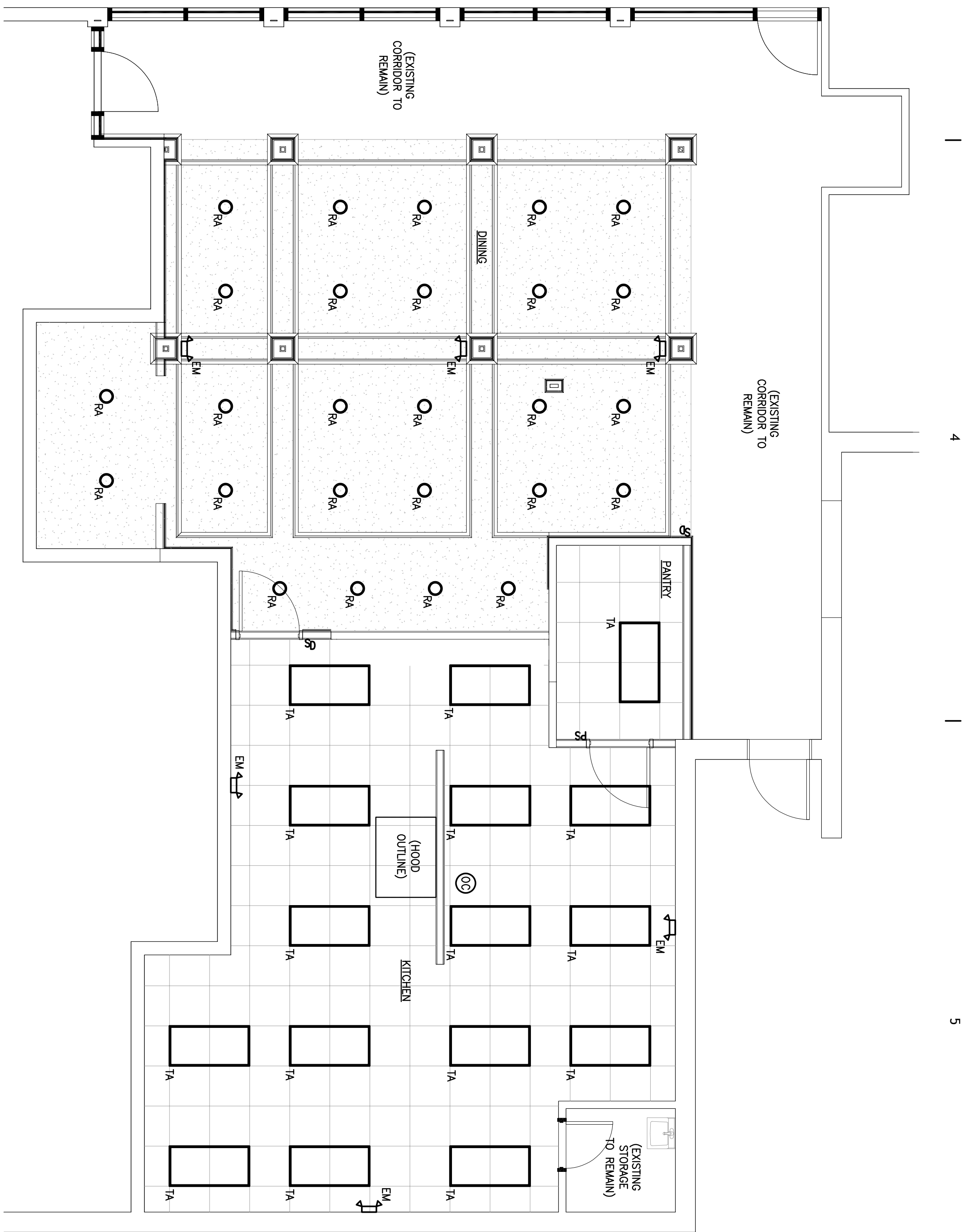




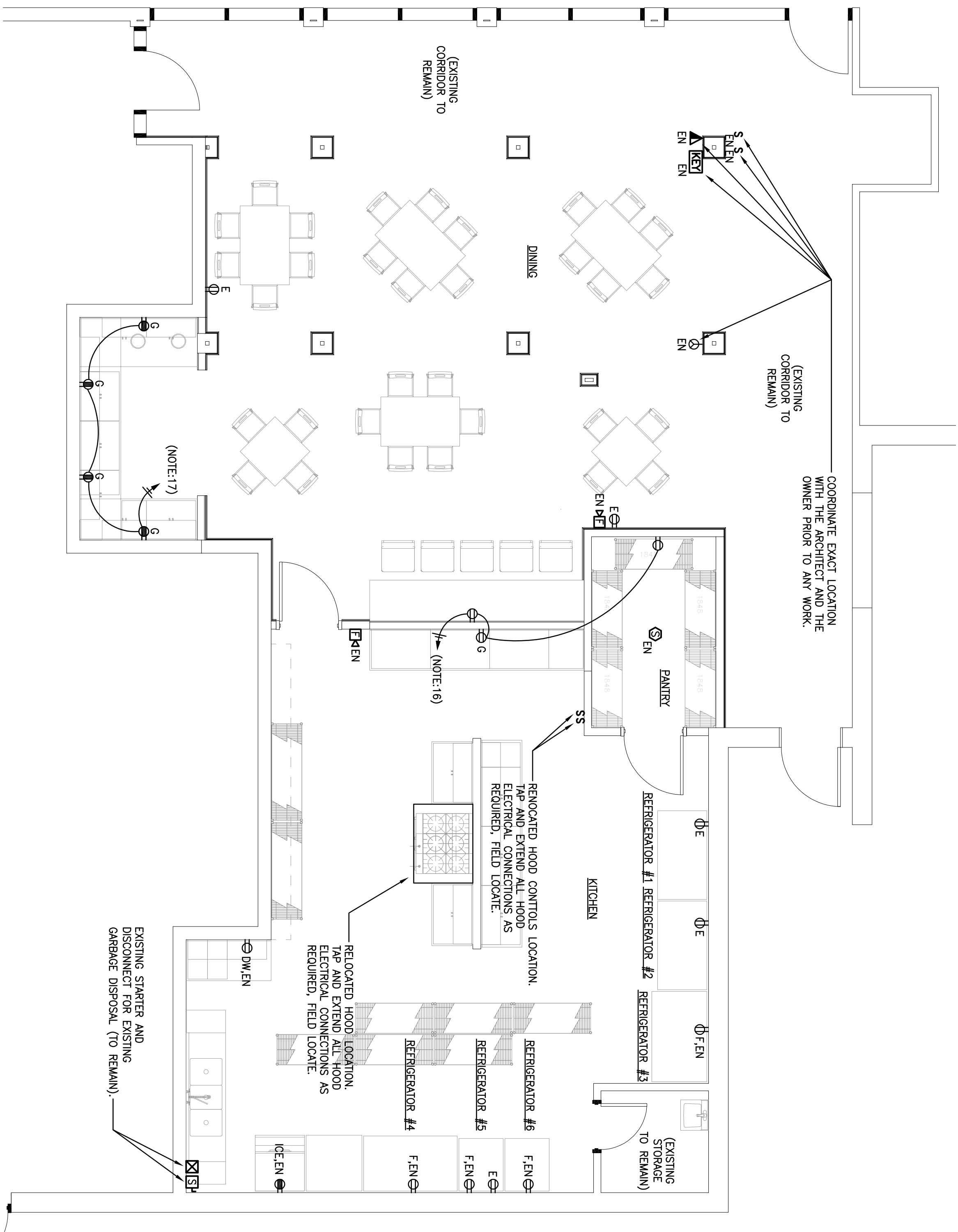




1 DEMOLITION PLAN  
SCALE 1/4"=1'-0"



3 LIGHTING PLAN  
SCALE 1/4"=1'-0"



2 POWER AND SPECIAL SYSTEMS PLAN  
SCALE 1/4"=1'-0"

#### PLAN NOTES:

1. CONTRACTOR TO REMOVE ALL ASSOCIATED EQUIPMENT IN ITS ENTIRETY IN THE KITCHEN AND DINING AREAS. EQUIPMENT TO BE REMOVED SHALL BE IDENTIFIED BY THE ARCHITECT AND SHOWN ON THE DEMOLITION PLAN. EQUIPMENT TO BE REUSED SHALL BE IDENTIFIED BY THE ARCHITECT AND SHOWN ON THE DEMOLITION PLAN. EQUIPMENT TO BE REMOVED SHALL BE IDENTIFIED BY THE ARCHITECT AND SHOWN ON THE DEMOLITION PLAN. EQUIPMENT TO BE REUSED SHALL BE IDENTIFIED BY THE ARCHITECT AND SHOWN ON THE DEMOLITION PLAN.
2. CONTRACTOR SHALL MAINTAIN ALL EXISTING CIRCUITS IN OPERATION IF EXISTING CIRCUITS ARE NOT REMOVED DURING OPERATION. EXTEND ALL EXISTING CIRCUITS AND WIRING AS REQUIRED.
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PRELIMINARY-NOT FOR CONSTRUCTION