

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)
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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) 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) 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

- 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: By Mail:

Michael Brown, Facilities & Safety Supervisor Michael Brown, Facilities & Safety Supervisor

202 Hudson L. Barksdale Blvd. PO Box 1731

Spartanburg, SC 29306 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, 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

SCHEMATIC DESIGN NARRATIVE: MECHANICAL & PLUMBING

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

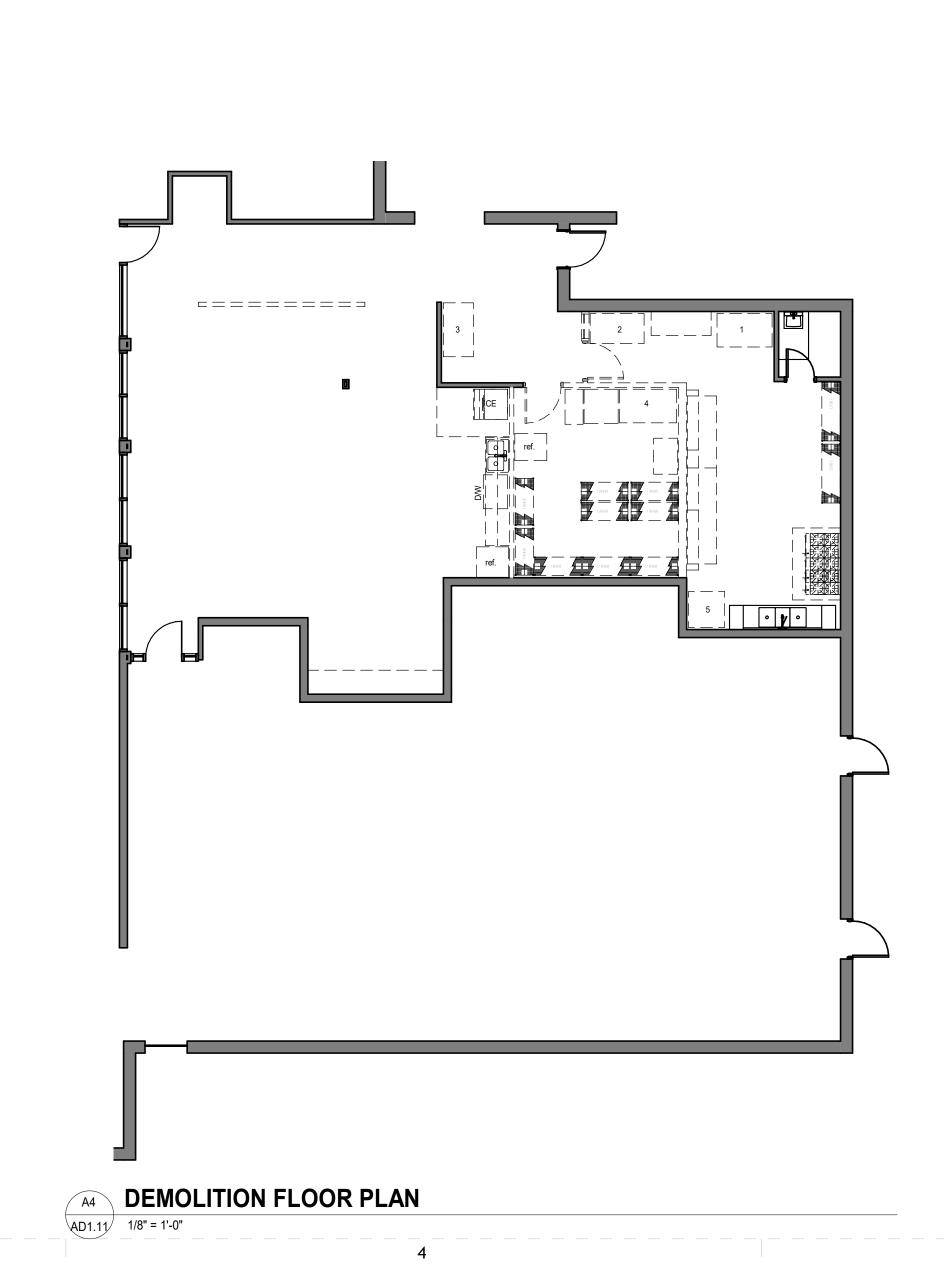
The following information will outline, in general terms, the overall effort for the installation of mechanical and plumbing systems for the renovation to the Hope Center. The systems are broken down into multiple categories and are outlined in some level of detail, depending on the information available 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. <u>Unit-1</u> is serving the kitchen and some other bedroom areas. <u>Unit-2</u> 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).



AD1.11

SHEET TITLE:

DEMOLITION PLAN FIRST FLOOR

PROJ. NO. 020291.00

mcmillan | pazdan | smi architecture

KITCHEN REMODEL

: TF DESCRIPTION

K FOR CONSTRUCTION

SHEET TITLE:

OVERALL FLOOR PLAN

PROJ. NO. 020291.00

A1.11

SHEET NO.

A2 OVERALL EXISTING PLAN
1/8" = 1'-0"

DR CHILDREN

| Solid | State |

T ISSUE: DATE DESCRIPTION

FORCONSTRUCTION

PRINCIPAL IN CHARGE:
PROJECT ARCHITECT:
DRAWN BY:

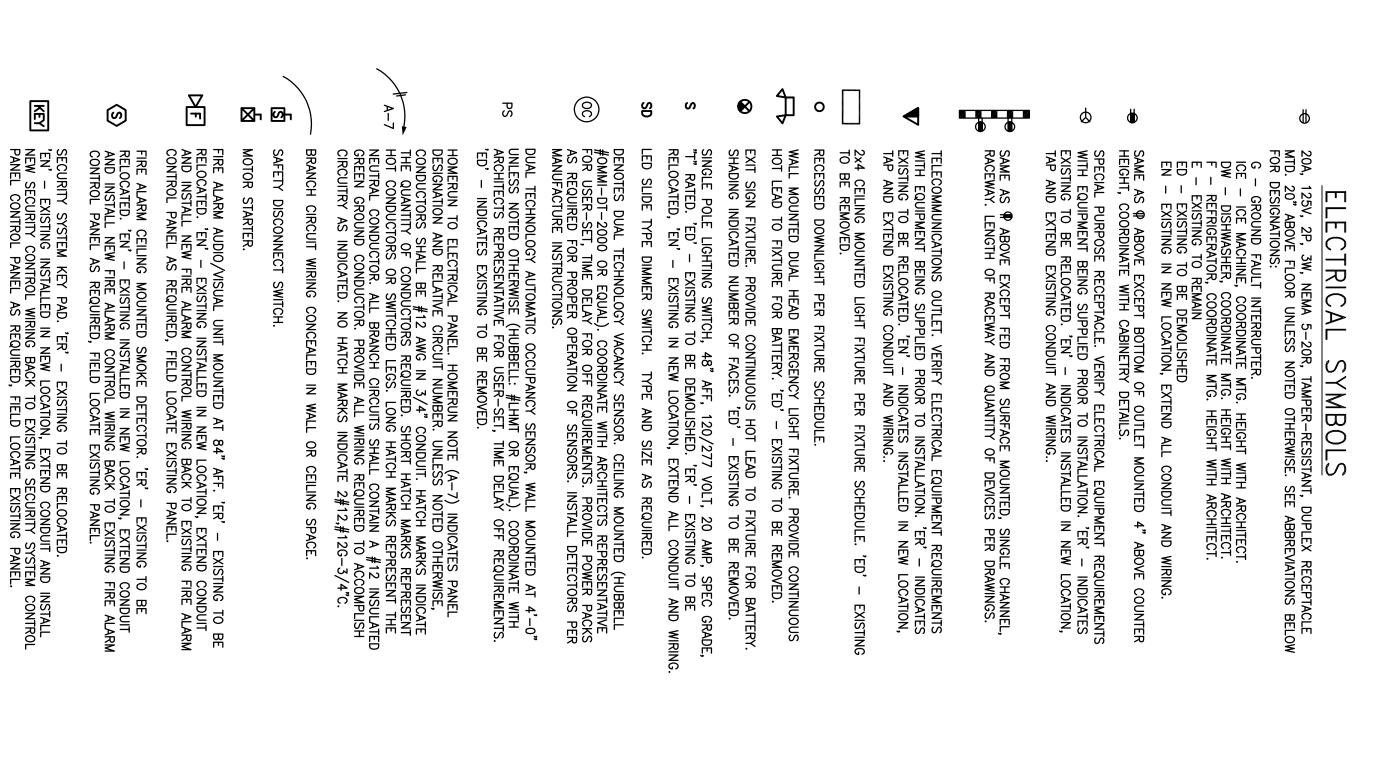
SHEET TITLE:
FIRST LEVEL FLOOR
PLAN

7 11

PROJ. NO. 020291.00

SHEET ISSUE: NO. DATE DESCRIPTION

SHEET TITLE:
FIRST LEVEL REFLECTED
CEILING PLAN



ALL WORK SHALL BE ACCOMPLISHED IN STRICT ACCORDANCE WITH THE IBC AND THE NATIONAL ELECTRICAL CODE, LATEST EDITIONS, AND ALL APPLICABLE STATE AND LOCAL CODES. ALL WORK SHALL BE ACCOMPLISHED IN A NEAT AND PROFESSIONAL MANNER. ELECTRICAL SPECIFICATIONS

RAWINGS ARE DIAGRAMMATIC AND INTENDED TO SHOW APPROXIMATE LOCATIONS.
LECTRICAL WORK SHALL NOT INTERFERE WITH CLEARANCES REQUIRED FOR GENERAL ND MECHANICAL CONSTRUCTION. ANY CORRECTIONS WILL BE MADE BY THE ELECTRICAL ONTRACTOR AT NO COST TO THE OWNER.

MATERIALS SHALL BE NEW AND SHALL BEAR THE U/L LABEL

RECEPTACLES SHALL BE OF THE GROUNDING TYPE WITH GROUND CONNECTION MADE THROUGH AN EXTRA POLE WHICH SHALL BE PERMANENTLY CONNECTED TO THE RACEWAY AND GROUNDING SYSTEMS. COVERPLATES AND COLOR FOR ALL WIRING DEVICES TO BE DETERMINED BY ARCHITECT. CONTRACTOR SHALL CONFIRM BRANCH CIRCUIT SIZING, LOCATIONS AND CONNECTION REQUIREMENTS FOR ALL MECHANICAL EQUIPMENT PRIOR TO INSTALLATION. ANY ADJUSTMENTS REQUIRED SHALL BE MADE BY THE ELECTRICAL CONTRACTOR. SUBSTANTIAL CHANGES TO THESE PLANS SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT/ENGINEER. BE RATED FOR 75 DEGREES CELSIUS COPPER WIRE

3HTING FIXTURES SHALL BE FURNISHED COMPLETE IN ALL RESPECTS PER FIXTURE SHEDULE. VERIFY CEILING FINISHES AND SUSPENSION SYSTEMS FOR SELECTION OF COPER TRIM AND SUPPORT ARRANGEMENTS. INSTALL ALL LIGHT FIXTURES WITH MPS AS REQUIRED.

RECESSED FIXTURES MOUNTED IN GRID CEILING SHALL BE SECURELY FASTENED TO THE GRID BY A MECHANICAL MEANS THAT COMPLIES WITH REQUIREMENTS FOR SEISMIC EVENTS PER ASCE 7–16. THE GRID SHALL BE ABLE TO SUPPORT THE WEIGHT OF THE FIXTURE, AND SHALL BE SECURED TO TRUE STRUCTURE AS REQUIRED. ALL SURFACE MOUNTED, EMERGENCY, AND EXIT FIXTURES SHALL BE SECURELY FASTENED TO THE BUILDING STRUCTURE BY A MECHANICAL MEANS THAT COMPLIES WITH THE SAME STIPULATIONS AS ABOVE.

OPENINGS AROUND ELECTRICAL PENETRATIONS THROUGH FIRE RATED WALLS, PARTITIONS, FLOORS OR CEILINGS SHALL BE SEALED USING APPROVED MATERIALS AND METHODS TO WAINTAIN THE ORIGINAL FIRE—RESISTANCE RATING. ALL WIRING SHALL BE CONCEALED WHERE POSSIBLE AND INSTALLED IN SUITABLE RACEWAYS. EMT SHALL BE USED (3/4" MIN) FOR LIGHTING AND POWER BRANCH CIRCUITRY. EMT SHALL BE JSED FOR EQUIPMENT FEEDERS. SCHEDULE 40 PVC SHALL BE USED UNDERGROUND. MC CABLE WAY BE USED PER THE NEC.

ALL WIRE SHALL BE SINGLE CONDUCTOR STRANDED, COPPER SIZED AS INDICATED ON THE DRAWINGS. MINIMUM SIZE SHALL BE #12 AWG.
SOLID WIRE MAY BE USED FOR #12 AND #10 AWG WIRE USED ON LIGHTING FIXTURES, RECEPTACLES AND SWITCHES ONLY. RECEPTACLES INSTALLED BACK TO BACK IN FIRE RATED WALLS SHALL BE A MINIMUM OF 24" APART AND SHALL NOT OCCUPY THE SAME STUD CAVITY.

INSULATION OF WIRE SHALL BE 75 DEGREES CELSIUS (THHN, THWN), 600 VOLT.

UNLESS INDICATED ON THE DRAWINGS, ALL WIRING SHALL BE #12 AWG.

CONTRACTOR SHALL CONFIRM AND ROUTE THE PROPER QUANTITY OF WIRES AND SIZE OF CONDUIT TO FIT THE APPLICATION AND THE CIRCUITRY INDICATED.

MAINTAIN A COMPLETE GROUNDING SYSTEM IN ACCORDANCE WITH NEC ARTICLE 250 AND THESE SPECIFICATIONS. GROUNDING SYSTEM SHALL BE ELECTRICALLY CONTINUOUS THROUGHOUT.

LABEL EXISTING PANEL AND PROVIDE UPDATED TYPEWRITTEN CIRCUIT DIRECTORY.

THE CONTRACTOR WILL BE RESPONSIBLE FOR REMOVING ALL EXISTING ELECTRICAL EQUIPMENT, DEVICES, CONDUIT, WIRE, AND FIXTURES NOT RE—USED IN THE RENOVATION OR INTERFERING WITH NEW CONSTRUCTION. PRIOR TO BIDDING, THE CONTRACTOR SHALL VISIT THE SITE TO EXAM THE EXISTING FACILITY TO BETTER UNDERSTAND THE EXTENT OF THE DEMOLITION AND EXISTING CONDITIONS. DNTRACTOR SHALL PROVIDE A PROPERLY SIZED, GREEN COLORED INSULATED GROUNDING DIDUCTOR IN ALL CONDUITS. THIS CONDUCTOR IS NOT INDICATED IN THE HASH MARKS IN THE CONDUIT RUNS ON THE PLANS.

ALL DRAWINGS, SPECIFICATIONS AND COPIES THEREOF FURNISHED BY MCMILLAN PAZDAN SMITH ARCHITECTURE. ARE AND SHALL REMAIN THE PROPERTY OF MCMILLAN PAZDAN SMITH ARCHITECTURE. THESE MATERIALS ARE TO BE USED ONLY WITH RESPECT TO THIS PROJECT. WITH THE EXCEPTION OF ONE CONTRACT SET FOR EACH PARTY TO THE CONTRACT, SUCH DOCUMENTS ARE TO BE RETÚRNED OR SUITABLY ACCOUNTED FOR TO MCMILLAN PAZDAN SMITH ARCHITECTURE UPON COMPLETION OF THE PROJECT. SUBMISSION OR DISTRIBUTION TO BE CONSTRUED AS PUBLICATION IN DEROGATION OF MCMILLAN PAZDAN SMITH'S COMMON LAW COPYRIGHT OR OTHER RESERVED RIGHTS.

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GENERAL LIGHTING NOTES:

1. ALL FIXTURES TO BE U.L. LISTED. CONTRACTOR SHALL VERIFY BEFORE INSTALLING FIXTURE.

2. CONTRACTOR SHALL PROVIDE ALL MOUNTING ACCESSORIES, BAR HANGARS & HARDWARE REQUIRED FOR A COMPLETE SYSTEM.

3. CONTRACTOR TO COORDINATE AND DETERMINE EXACT MOUNTING HEIGHTS OF ALL INTERIOR LIGHT FIXTURES IN FIELD PRIOR TO ROUGH-ALL APPLICATIONS.

LIGHTING FIXTURE SCHEDULE Ė 70 ВE

UNIFORM

AND CONSISTENT IN

COLUMBIA: CFP24-5540 (OR EQUAL)

PRESCOLITE: LC6SL-6LCSL18L35K8 (OR EQUAL)

LED LED

23

UNV UNV VOLT

TYPICAL GRID Ara MOUNTED FIXTURE -T-BAR LOCKING MECHANISM (2 REQUIRED PER FIXTURE), SECURE FIXTURE TO T-BAR AT OPPOSITE CORNERS

1/2" FLEX

—HANGER WIRES AS REQUIRED BY ASTM.
DETAIL SHOWN FOR FIXTURES 201bs AND
UNDER. FIXTURES OVER 201bs REQUIRE A
WIRE TO ALL FOUR CORNERS. WIRES HUNG
BY CEILING CONTRACTOR, ATTACHED TO
FIXTURES BY ELECTRICAL CONTRACTOR.

PRELIMINARY-NOT FOR CONSTRUCTION

SHEET TITLE:
ELECTRICAL LEGEND,
SPECIFICATIONS,
LIGHTING FIXTURE
SCHEDULE & DETAILS EO. JDJ JDJ REA

DATE ВΥ





