



Request for Proposals (RFP) Anchor House Roof Replacement December 20, 2022

INTRODUCTION

Hope Center for Children (HCFC) is seeking proposals from roofing contractors to provide entire roofing replacement for Anchor House, HCFC's roughly 6,000 sq. ft. group home for children in foster care. Anchor House is located on HCFC's main campus (202 Hudson L. Barksdale Blvd, Spartanburg, SC 29306).

Note: *The project for Hope Center for Children will be 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. To be considered, each primary contractor must be registered with SAM.GOV with a current Unique Entity ID. Weekly payrolls must be submitted to HCFC including appropriate information for each worker during the extent of the project.*

SCHEDULE

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| • RFP Release | Wednesday, December 21, 2022 |
| • Pre – Bid Meetings | *Wednesday, January 11 th , 2023; 9:00 a.m. – 11:00 a.m.
*Thursday, January 12 th , 2023; 2:00 p.m. – 4:00 p.m. |
| • Sealed Proposals Due | Tuesday, January 17, 2023, 1:00 p.m. |
| • Public Opening of Proposals | Tuesday, January 17, 2023, 1:15 p.m. |
| • Follow-Up Questions with firms | January 18 – 19th, 2023 |
| • Final Notifications | Friday, January 20, 2023 |
| • Contract Meeting with HCFC & Firm | Tuesday, January 24, 2023 |
| • Project Begins | February 2023 (within 30 days of contract finalization) |

* Firms must email Michael Brown (michael@hopecfc.org) and set up a time slot for your firm during the above listed timeframe. Slots will be assigned on a first-come, first-served basis. Firms are asked to bring no more than two representatives for their scheduled pre-bid meeting. **Attendance of a pre-bid meeting on one of the above listed dates is recommended.**

CONSTRUCTION DEFINITIONS

“Install” means to purchase, set up, test and warrant a new component.

“Replace” means to remove and dispose of original material, purchase new material, deliver, install, test and warrant.

“Repair” means to return a building component to like new condition through replacement, adjustment and recoating of parts.



DEMOLITION AND REMOVAL

All existing material is to be removed by the contractor offsite. This is to be done with safety of Hope Center Staff and residents in mind as well as protecting against property damage.

SCOPE OF PROJECT

Building permits may be required as the project will occur within City of Spartanburg city limits.

- Remove existing shingles and underlayment to the roof deck surface
- Dispose of all debris
- Remove and replace all damaged plywood with new board of matching thickness
- Provide and install self-adhering ice and water barriers at all roof walls, eaves, valleys and penetrations
- Provide and install eve strip at all rakes and eaves
- Provide and install step, apron and flashing as needed
- Provide and install underlayment to entire roof deck
- Provide and install architectural asphalt shingles with minimum 25-year warranty
- Provide and install new metal range and dryer vent exhaust caps
- Provide and install new shingle-over ridge vent
- Provide and install new pipe flashings at all existing PVC pipe penetrations
- Flash all roof penetrations
- Clean up and remove all debris and materials

INSTRUCTIONS FOR RESPONDENTS

1. Recommended pre-bid meeting(s) will be held at the project site from 9:00 a.m. – 11:00 a.m. on January 11, 2023, and again from 2:00 p.m. – 4:00 p.m. on January 12, 2023. Firms must contact Michael Brown at michael@hopecfc.org for scheduling attendance during these timeframes.
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 3:00pm (EST), Tuesday, January 17, 2023, 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, and must be received no later than 3:00 p.m., Friday, January 13, 2023. 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. Knowledge of the Field: Respondent should demonstrate its knowledge of local conditions, local codes (especially as related to DSS standards), and local suppliers as an indication of its ability to create a prospective maximum project cost.
2. Proposed Pricing: Proposed cost of project completion and a method for determining same (all proposals not quoting firm, fixed prices should give a “not to exceed” figure).
3. 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.
4. Discuss your firms’ current workload and ability to begin Hope Center for Children’s project within 30 days of contract finalization. **Please include estimated timeline for project from beginning through anticipated completion date.**
5. 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.

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