



## Request for Proposals (RFP) Construction Manager Services January 25, 2023

### INTRODUCTION

Hope Center for Children (HCFC) is seeking proposals from firms provide Construction Management services, to include project coordination, oversight and delivery of construction services and furniture purchasing and installation for a multipurpose room located in the Smith-Stahley Admin Building, HCFC's roughly 12,000 sq. ft. administrative building. The Smith-Stahley Admin Building 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, January 25, 2023   |
| • Pre – Bid Meetings ( <b>see note below</b> ) | *Tuesday, February 14, 2023; 9:00 a.m. – 11:00 a.m.<br>*Wednesday, February 15, 2023; 2:00 p.m. – 4:00 p.m. |
| • Sealed Proposals Due                         | Wednesday, February 22, 2023, 1:00 p.m.   |
| • Public Opening of Proposals                  | Wednesday, February 22, 2023, 1:15 p.m.   |
| • Follow-Up Questions with firms               | February 22 – 24, 2023  |
| • Final Notifications                          | Monday, February 27, 2023   |
| • Contract Meeting with HCFC & Firm            | Wednesday, March 1, 2023  |
| • Project Begins                               | April 2023 (within 30 days of contract finalization)  |

\* Firms must email Michael Brown ([michael@hopecfc.org](mailto: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**

The project will be an interior remodel of the roughly 2,400 square-foot Multi-Purpose Room that will involve removal and disposal of existing carpet, patching and painting walls, installing new commercial grade carpet tile and basic rubber wall base. One side of the room will be sectioned into three meeting room spaces of equal size using prefabricated wall partitions that allow for exterior viewing. The ceiling will be lowered above the partitioned spaces to close them in, allowing for sound privacy, appropriate lightning and air ventilation. All existing light fixtures will be replaced with LED fixtures of the same size. Two LED light fixtures will be installed in each new partitioned space. Light switches and wall receptacles will be moved as necessary for the partitioned spaces. Additional HVAC supplies will be installed from the existing rooftop unit for each new meeting space and air returns as needed. Zone control will be added to the existing HVAC unit. A floor outlet will be installed in the center of the room underneath the carpet tiles. Mobile flip-top tables and mobile chairs will be purchased and added to the open portion of the room. Each partitioned space will be outfitted with tables and chairs and a viewing area will be set up to face the partitioned spaces. All furniture will be identified in the Specifications section below. Firm will ensure assembly and setup of all furniture items. Each existing storefront window will be outfitted with new blinds. Finally, the existing fire alarm system will be updated with a new system with all new devices for the entire Smith-Stahley Admin Building that will provide 100 percent coverage.

**Note:** All required City of Spartanburg building permits will be applied for and obtained by the firm.

### **SPECIFICATIONS**

#### Walls/Paint:

- All existing wall cracks, holes and damages to existing perimeter walls to be patched with drywall compound and sanded to result in a smooth, like-new appearance.
- All existing walls to be primed and painted with a commercial grade paint with eggshell finish.
  - Total wall area 2,700 square feet (approximately).
- Metal trim around 4 existing door units to be prepped and painted with a commercial grade paint with satin finish.
- Four (4) existing wooden window sills to be painted.
- All paint color options will be presented by firm and selected by HCFC.



#### Floors:

- Commercial glue down cushion back carpet tiles to be supplied and installed according to manufacturer's specifications.
- Carpet tiles to be 1 meter squared in size (or comparable).
- Carpet tile designs and color options will be presented by firm and selected by HCFC.
- Standard 4-inch rubber wall base to be installed around perimeter of the room.
- Wall base color options will be presented by firm and selected by HCFC.

#### Partitions:

- Three (3) partitioned spaces are to measure approximately 10 feet by 8 feet each.
- Prefabricated walls to be installed on the North side of the room and secured to the existing wall according to manufacturer's specifications.
- All prefabricated walls to have metal trim.
- Each wall panel is to be removable and replaceable in the event that replacements are needed in the future.
- Front walls to have a lower solid section measuring 36 inches (approximately) above finished floor.
- Upper section to be clear glass.
- Each space to have a door that is full-height pivot and butt-hinged with lever handle and separate keyed lock.
- Plexiglass is preferred if possible, but thick tempered glass to be used if plexiglass is not a viable option.
- Privacy walls are to be installed between each space and to be Grade 2 fabric.

#### Lowered Ceiling:

- The existing drop ceiling grid above the new partitions to be removed.
- An oversized soffit to be built attached using metal framing tied into the existing joists.
- Drywall to be hung on exterior faces of soffit frame level 4 finish ready and painted with the rest of the room.
- New drop ceiling grid to be installed on lower portion of the soffit and new sound-deadening acoustical ceiling tiles installed.

#### Fixtures:

- A floor electrical outlet to be installed in the center of the open area of the room.
  - Cord to be low profile and run between the slab floor and the new carpet tile.
  - Floor outlet to be tied to an existing wall outlet on West wall of the room.
- Twenty-six (26) existing light fixtures to be replaced with new dimmable LED panel lights with the following specs (or comparable):
  - Recessed 2 ft x 4 ft flat panel
  - 5600 (maximum) lumen LED
  - Flat white steel door
  - Acrylic lens
  - Gasketed door frame



- Dimmable
- Three (3) of the total LED light fixtures to be installed in the new partitioned spaces.
- Existing light switches to be removed and a new 0 – 10-volt (or comparable) wall dimmer switch to be installed to control light fixtures for the whole room.
- One (1) electrical outlet box (1 gang) to be installed and wired in the existing attic space at the East side wall.

#### HVAC:

- A mini-split system to be installed for the new partitioned spaces with all appropriate vents, ductwork and equipment.
- Mini-split system to be connected to the existing 5-TON rooftop package HVAC unit.

#### Partitioned Rooms Furniture:

- Eight (8) count mobile chairs
  - Non-upholstered seat and back, armless
  - Plastic back shell (black color)
  - Plastic seat shell (black color)
  - Painted steel frame (metallic color)
  - Black, hard dual-wheel casters
  - Stackable
  - Overall size: 31 1/2" H x 21" W x 20 1/4" D (or comparable)
  - Seat size: 18" H x 18 1/4" W x 18 1/2" D (or comparable)
- Two (2) count offset rectangular tables
  - Height adjustable from 26"-40" height in 1" increments (or comparable)
  - Rounded corners in an offset rectangle shape
  - 1" tabletop thickness (minimum) HPL laminate with plastic edge profile
  - 2" lockable casters on each table leg
  - Overall size: 26-40" H x 72" W x 48" D (or comparable)
- Four (4) count cube lounge chairs
  - Two (2) count with corner L-shape
  - Two (2) count with straight I-shape
  - Grade 6 vinyl upholstery, single fabric
  - Hard plastic glides
  - Ganging brackets to align and attach cubes together
  - Blueish-gray solid color
  - Overall size: 17 1/8" H x 31" W x 29 1/2" D (or comparable)
- Two (2) count small cube ottoman
  - Grade 6 vinyl upholstery, single fabric
  - Hard plastic glides
  - Mustard color
  - Overall size: 17 1/8" H x 16 3/4" W x 16 3/4" D (or comparable)
- One (1) count stationary rectangular corner table



- HPL laminate top with plastic edge profile
- Base – painted 12 mm steel wire and 1 ½ mm thick steel tube (or comparable)
- Fitted with four (4) merle plastic glides clipped onto the framework
- Overall size: 15 1/8” H x 17 3/4” W x 29 1/2” D (or comparable)
- One (1) count stationary rectangular coffee table
  - HPL laminate top with plastic edge profile
  - Base – painted 12 mm steel wire and 1 ½” mm thick steel tube (or comparable)
  - Fitted with four (4) merle plastic glides clipped onto the framework
  - Overall size: 15 1/8” H x 29 1/5” W x 29 1/2” D (or comparable)

#### Viewing Lounge Furniture:

- Two (2) count round armchairs
  - Fully upholstered round chair with arms
  - Grade 6 vinyl upholstery, single fabric
  - Metal legs with brushed
  - Deck stitch detail
  - Pea green color
  - Overall size: 31 3/4” H x 30” W x 32” D (or comparable)
  - Seat size: 16” H x 20” W x 21” D (or comparable)
- Two (2) count lounge chairs
  - Fully upholstered lounge chair with one arm (one with left arm and one with right arm)
  - Grade 6 vinyl upholstery, single fabric
  - Black plastic legs with glides
  - Deck stitch detail
  - Overall size: 32 1/4” H x 31 1/2” W x 32 1/2” D (or comparable)
  - Seat size: 16” H x 23 1/2” W x 21” D (or comparable)
- Two (2) count round tables
  - Rotating plastic white top with painted steel white round tray
  - Base – HPL laminate
  - Overall size: 22 1/2” H x 25” W x 25” D (or comparable)
- One (1) count stationary rectangular coffee table
  - HPL laminate top with plastic edge profile
  - Base – painted 12 mm steel wire and 1 ½” mm thick steel tube (or comparable)
  - Fitted with four (4) merle plastic glides clipped onto the framework
  - Overall size: 15 1/8” H x 29 1/5” W x 29 1/2” D (or comparable)

#### Open Area Furniture:

- Twenty-four (24) count mobile chairs
  - Non-upholstered seat and back, armless
  - Plastic back shell (black color)
  - Plastic seat shell (black color)
  - Painted steel frame (metallic color)



- Black, hard dual-wheel casters
- Stackable
- Overall size: 31 1/2" H x 21" W x 20 1/4" D (or comparable)
- Seat size: 18" H x 18 1/4" W x 18 1/2" D (or comparable)
- Twelve (12) count mobile rectangle flip-top table
  - HPL laminate top – 1" thick
  - 3 mm radius plastic profile edge
  - Cast legs with 4 standard casters – 1 locking and 2 non-locking
  - Flip-top mechanism with manual lock for storage
  - Overall size: 28 1/2" H x 66" W x 24" D (or comparable)

#### Window Coverings:

- Each existing storefront window unit to be covered using sturdy faux wood blinds or substantial accordion shades.
- Window unit measurements:
  - 6' 7" W x 7' 2" T

#### Fire Alarm System:

- One (1) 75-point addressable panel
- One (1) remote annunciator
- Six (6) pull stations with double action and keys
- Thirty-three (33) system sensor addressable photo smoke detector heads
- Six (6) addressable monitor modules with LED
- One (1) relay with LED
- One (1) heat detector addressable ROR
- Seven (7) system sensor horn strobes wall mount
- Seven (7) strobe wall mount
- Any existing wire replacements required
- Fire permit and plan review
- System and devices to be installed by a licensed contractor.



## 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 February 14, 2023, and again from 2:00 p.m. – 4:00 p.m. on February 15, 2023. **Firms must contact Michael Brown at [michael@hopecfc.org](mailto: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 1:00pm (EST), Wednesday, February 22, 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. Lump sum proposal price must include the amount of **ALL FEES** charged by the Respondent. Proposals that do not include all fees will be rejected.
6. Lump sum proposal price must include the amount of **ALL TAXES**, including any South Carolina state sales tax and any use tax which may be owed by Spartanburg County as a result of this Proposal. Proposals which do not include all taxes will be rejected.
7. Lump sum proposal price must include **ALL COSTS OF TRANSPORTATION AND DELIVERY** to the required destination. Proposals which do not include all costs of transportation and delivery will be rejected.
8. 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.
9. 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 1:00 p.m., Monday, February 20, 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. 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), and local suppliers as an indication of its ability to create a prospective maximum project cost.
3. Proposed Pricing: Proposed cost of project completion and a method for determining same.
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 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 within 30 days of contract finalization. **Please include estimated timeline for project from beginning through anticipated completion date.**
9. Identify the office supply company that the firm will use for identifying and purchasing furniture and partitions as applicable.





10. 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.**
2. Competitiveness of project cost.
3. Professional Qualifications and Experience of Firm



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## CONSTRUCTION MANAGER SERVICES

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Proposer has examined this Request for Proposal, the Advertisement for this Request for Proposal, and the following Addenda (receipt of which is hereby acknowledged):

Company Name: \_\_\_\_\_

By: \_\_\_\_\_ (Signature)

\_\_\_\_\_ (Printed Name)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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Addenda Number: \_\_\_\_\_ Date: \_\_\_\_\_

Addenda Number: \_\_\_\_\_ Date: \_\_\_\_\_

BASE PRICE for \_\_\_\_\_: \$ \_\_\_\_\_

Cost for \_\_\_\_\_ as an option: \$ \_\_\_\_\_

Cost for \_\_\_\_\_ as an option: \$ \_\_\_\_\_

Cost for \_\_\_\_\_ as an option: \$ \_\_\_\_\_

TIME FOR PERFORMANCE: \_\_\_\_\_ day

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