



## Request for Proposals (RFP) Anchor House Roof Replacement February 1, 2023

### 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

- |                                     |                                                      |
|-------------------------------------|------------------------------------------------------|
| • RFP Release                       | Wednesday, February 1, 2023                          |
| • Pre – Bid Meeting                 | *Tuesday, February 21, 2023; 9:00 a.m. – 11:00 a.m.  |
| • Sealed Proposals Due              | Tuesday, February 28, 2023, 2:30 p.m.                |
| • Public Opening of Proposals       | Tuesday, February 28, 2023, 2:45 p.m.                |
| • Follow-Up Questions with firms    | March 1 – 6, 2023                                    |
| • Final Notifications               | Tuesday, March 7, 2023                               |
| • Contract Meeting with HCFC & Firm | Thursday, March 9, 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 the pre-bid meeting on the above listed date is recommended.***



## PROPOSAL CONTENT

1. Scope of Work form completed as instructed (see below).
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. 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.**
6. References: Proposal must contain at least three (3) business references with contact information for each.
7. 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.



**SCOPE OF WORK**

**OVERALL GENERAL REQUIREMENTS BEGIN HERE:**

Spec	Approx. Qty	Total Price
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**CONTRACTOR ACCEPTS SCOPE OF WORK** **1.00** \_\_\_\_\_  
 The undersigned contractor certifies that they have carefully reviewed and agrees to perform the work described in this Work Write Up (WWU) / Scope of Work.

Contractor \_\_\_\_\_ Date \_\_\_\_\_

**CONSTRUCTION DEFINITIONS** **1.00** \_\_\_\_\_

“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.

**PROJECT REQUIREMENTS BEGIN HERE:**

Spec	Approx. Qty	Total Price
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**Tear Off and Reroof Shingles**

Requirements:

- |                                                                                                                |                   |       |
|----------------------------------------------------------------------------------------------------------------|-------------------|-------|
| 1. Remove existing shingles and felt underlayment to the roof deck surface & dispose of all debris offsite     | <b>80.00 SQ</b>   | _____ |
| 2. Provide and install self-adhering ice and water barriers at all roof walls, eaves, valleys and penetrations | <b>880.00 SF</b>  | _____ |
| 3. Provide and install preformed metal drip edge at all rakes and eaves                                        | <b>540.00 LF</b>  | _____ |
| 4. Provide and install apron flashing at bottom edge of two gable ends                                         | <b>50 LF</b>      | _____ |
| 5. Provide and install felt underlayment to entire roof deck                                                   | <b>8000.00 SF</b> | _____ |
| 6. Provide and install asphalt starter course                                                                  | <b>540.00 LF</b>  | _____ |
| 7. Provide and install architectural asphalt shingles with minimum 25-year warranty                            | <b>93.00 SQ</b>   | _____ |
| 8. Provide and install new metal turtle type exhaust caps with flashing                                        | <b>3 EA</b>       | _____ |
| 9. Provide and install new shingle-over ridge vent                                                             | <b>190.00 LF</b>  | _____ |



Spec	Approx. Qty	Total Price
10. Provide and install shingle hip/ridge caps	300.00 LF	_____
11. Provide and install new pipe jack flashings at all existing PVC pipe penetrations		_____
	9 EA	_____
12. Flash all roof penetrations	14 EA	_____
13. Clean up and remove all debris and materials	1.00	_____

**Replace Roof Sheathing** \_\_\_\_\_

Requirements:

1. Replace up to 8 SF of damaged sheathing per 100 SF of roof area (8000 total SF) using pine board or OSB plywood of matching thickness. **(Provide unit price for replacement of additional sheathing if needed. This will be handled with change orders for any amount beyond the base bid.)**

**Replace Soffit / Fascia Board** \_\_\_\_\_

Requirements:

1. Provide unit price for replacement of any fascia board to be replaced due to unforeseen damage. **(This will be handled with change orders for any amount beyond the base bid.)**

**Remove and Replace Aluminum Wrap** \_\_\_\_\_

Requirements:

1. Remove existing aluminum wrap from fascia perimeter at each gable end & dispose of all debris offsite

**464.00 LF**

6. Provide and install aluminum wrap to cover all gable end fascia

- 10-inch aluminum wrap to cover 8-inch fascia

**260.00 LF**

- 6-inch aluminum wrap to cover 4-inch fascia

**204.00 LF**

**Bidder:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Total Price:** \_\_\_\_\_



## INSTRUCTIONS FOR RESPONDENTS

1. Recommended pre-bid meeting will be held at the project site from 9:00 a.m. – 11:00 a.m. on February 21, 2023. **Firms must contact Michael Brown at [michael@hopecfc.org](mailto:michael@hopecfc.org) for scheduling attendance during this timeframe.**
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 2:30pm (EST), Tuesday, February 28, 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, including copies of the Scope of Work form completed in this RFP.
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. This RFP provides basic information regarding Hope Center for Children's requirements. Items that are not specifically requested in this RFP, but are necessary to provide the goods/services requested, must be included in the Lump Sum Proposal Price.
9. 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.

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 3:00 p.m., Friday, February 24, 2023. All questions will be aggregated into a single document and answers will be sent to each firm that attends a pre-bid meeting.

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