



## Request for Proposals (RFP) Fire Safety Systems Installation June 4, 2026

### INTRODUCTION

Hope Center for Children (HCFC) is seeking proposals from firms that provide the services and oversight to update and upgrade two fire systems (which are independent of one another), including sourcing and purchase of materials, installation, and testing each located at:

- 200 Hudson L. Barksdale Blvd, Spartanburg, SC 29306 (Faucette House)
- 241 Cedar Springs Rd., Spartanburg, SC 29302 (Lindsay House)

*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                       | Thursday, June 4, 2026   |
| • Pre-Bid Meetings (see note below) | *Wednesday June 24, 2026, 9 a.m. – 11:00 a.m. and<br>*Thursday, June 25, 2026, 2:30 p.m. – 4:00 p.m. |
| • Sealed Proposals Due              | Wednesday, July 1, 2026, 1:00 p.m.   |
| • Public Opening of Proposals       | Wednesday, July 1, 2026, 1:15 p.m.   |
| • Follow-Up Questions with firms    | Wednesday, July 8, 2026  |
| • Final Notifications               | Wednesday, July 22, 2026   |
| • Pre-Construction Meeting          | Tuesday, August 4, 2026  |
| • Project Begins                    | August 2026 (within 30 days of contract finalization)  |

\*Firms must email Beth Exford, Facilities and Safety Supervisor at [bexford@hopecfc.org](mailto:bexford@hopecfc.org) and set up a time slot for your firm during the above-listed timeframes. 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.*

### SCOPE OF PROJECT

The project will be an upgrade of key fire systems in two different locations, each independent of the other. All components will be identified in the Specifications section below. The firm will ensure the



sourcing, installation, and testing of all components that will meet all applicable local city and county fire codes.

## **SPECIFICATIONS**

### **Lindsay House Fire System Project:**

System upgrade to include:

- 1 6 amp Power Supply with 5 outputs
- 14 Two-Zone Expanders
- 40 Photoelectric Smoke Detectors
- 4 System Sensors – 4 wire Photo Electric Duct Smoke Detectors (Low Flow)
- 4 Duct Smoke Sampling Tube (3')
- 4 Remote Test Station used to initiate the NFPA Sensitivity Test Function
- 10 Indoor Low Frequency Compact Sounders (2-wire, wall mount) – to be placed in sleeping rooms
- Existing heat detectors, horns and strobes to remain in place
- Existing fire panel to remain and be utilized with new devices

### **Faucette House Fire System Project:**

System upgrades to include:

- 7 System Sensors – Fixed Temperature and Rate of Rise Thermal Detectors
- 76 System Sensors – Photoelectric Smoke Detectors
- 11 Addressable Monitor Modules, 4 Sq. W/LED
- 2 Dual Monitor Modules, 4 Sq. W/LED
- 9 Pull Stations, Double Action w/key
- Existing heat detectors above ceiling to be abandoned in place
- Existing fire panel to remain and be utilized with new devices

If you would like to schedule a facility walk-through of either site prior to submission, please contact Beth Ecxford at ([becxford@hopecfc.org](mailto:becxford@hopecfc.org)). Work hours will be between 7:00am and 4:00pm each day. Clean up required each day - this is an occupied facility and needs to be in good, safe working order at the end of each day. This is a design build project and it will be the contractor's responsibility to hire a fire protection engineer if needed.

## **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 Wednesday, June 24, 2026, and again from 2:30 p.m. – 4:00 p.m. Thursday, June 25, 2026, Firms must contact Beth Ecxford at ([becxford@hopecfc.org](mailto:becxford@hopecfc.org)) to schedule attendance during these timeframes. It is strongly recommended to attend a pre-bid meeting.
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 1:00 p.m. (EST), Wednesday, July 1, 2026, to the attention of:



*In Person:*

Beth Ecxford, Facilities and Safety Supervisor  
202 Hudson L. Barksdal Blvd.  
Spartanburg, SC 29306

*By Mail:*

Beth Ecxford, Facilities and 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 that 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 that do not include all costs of transportation and delivery will be rejected.
8. The respondent shall assume 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 Beth Ecxford via email at [becxford@hopefc.org](mailto:becxford@hopefc.org) and must be received no later than 1:00 p.m., Friday, June 26, 2026. 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 relevant 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 the ability to adhere to Davis–Bacon federal reporting requirements and wage determination (timesheets, invoicing, etc.). The 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 that 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 the project; include the start date and [anticipated] completion date
  - Key professional(s) involved in the listed project who would be assigned to this contract
6. Construction Manager Services Staff: The 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 the firm or in the 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 firm’s current workload and ability to begin the Hope Center for Children’s project within 30 days of contract finalization. Please include an estimated timeline for the project from the beginning through the anticipated completion date.
9. Identify the supply company that the firm will use for identifying and purchasing materials 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 the project name, a description of the amount in dispute, and the subject matter of the dispute.

#### EVALUATION CRITERIA

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



---

---

PROJECT MANAGER SERVICES

---

---

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: \_\_\_\_\_

---

---

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\*\*\*