

Detroit Hispanic Development Corporation

REQUEST FOR PROPOSAL (RFP) Design And Construction

NEW RESTROOM CONSTRUCTION

Detroit Hispanic Development Corporation

1211 Trumbull St

Detroit, Michigan 48216

Phone: 313-967-4880 | Fax: 313-967-4884

Info@dhdc1.org

RFP ID: 6000760

Prepared By: Angela Reyes, Executive Director

Date: May 16, 2018

REQUEST FOR PROPOSAL NEW RESTROOM CONSTRUCTION Detroit - Michigan

RFP ID: 6000760

SUBMISSION DEADLINE: June 8, 2018, 5:00pm

QUESTION SUBMISSION DEADLINE: May 31, 2018

Questions may be submitted in written form no later than

May 31, 2018 to: RFP Contact Name: Angela Reyes
Contact Address: 1211 Trumbull
Detroit, Michigan 48216
Telephone Number: 313-967-4880
Email Address: agreyes@dhdcl.org

INTRODUCTION

Detroit Hispanic Development Corporation invites and welcomes proposals for their New Restroom Construction project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the "SUBMISSION DEADLINE."

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.

PROJECT AND LOCATION

The bid proposal is being requested for New Restroom Construction which is or shall be located at 1211 Trumbull St, Detroit, Michigan 48216.

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the assigned contacts for the following: For questions or information regarding Questions, contact:

Name: Yesenia Cruz

Title: Executive Administrative Assistant

Phone: 313-967-4880

Fax: 313-967-4884

Email: Ycruz@dhdcl.org

PROJECT OBJECTIVE

The objective is to construct new ADA compliant restrooms in DHDC's Youth Center. The ultimate goal for this project is the renovation and development of certain areas of our 28,500-square foot building so that we can expand and enhance our services for youth and families of Southwest Detroit. The proposed renovations and improvements will allow us to ensure that the building is safe, ADA compliant, and functional in such a way as to move our organization to the next stage of growth and sustainability.

PROJECT SCOPE AND SPECIFICATIONS

Project Scope and Specifications are detailed on an attached document.

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

MILESTONE

DATE

Start of Project:

June 25, 2018

Completion of Project:

September 15, 2018

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

Detroit Hispanic Development Corporation shall award the contract to the proposal that best accommodates the various project requirements. Detroit Hispanic Development Corporation reserves the right to award any contract prior to the proposal deadline stated within the "Scheduled Timeline" or prior to the receipt of all proposals, award the contract to more than one Bidder, and refuse any proposal or contract without obligation to either Detroit Hispanic Development Corporation or to any Bidder offering or submitting a proposal.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by Detroit Hispanic Development Corporation no later than 5:00pm on June 8, 2018 for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposals received by the stipulated deadline must be in the correct format.
- Bidder's alleged performance effectiveness of their proposal's solution regarding the Project Objective of Detroit Hispanic Development Corporation.
- Bidder's performance history and alleged ability to timely deliver proposed services.
- Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
- Overall cost effectiveness of the proposal.

Detroit Hispanic Development Corporation shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

- Bidder's Name(s)
- Bidder's Address
- Bidder's Contact Information (and preferred method of communication)
- Legal Form of Bidder (e.g. sole proprietor, partnership, corporation)
- Date Bidder's Company Formed
- Description of Bidder's company in terms of size, range and types of services offered and clientele.
- Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
- Bidder's Federal Employee Identification Number (FEIN)
- Evidence of legal authority to conduct business in Michigan (e.g. business license number).
- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
- Organization chart showing key personnel that would provide services to Detroit Hispanic Development Corporation

Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of Reorganization under the Bankruptcy Code.
 - State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.
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Proposed Outcome

- **Summary of timeline and work to be completed.**

Equipment or Service

- **List any accommodation, services, or space required from Detroit Hispanic Development Corporation, along with a brief explanation.**

Cost Proposal Summary and Breakdown

- **A detailed list of any and all expected costs or expenses related to the proposed project.**
- **Summary and explanation of any other contributing expenses to the total cost.**
- **Brief summary of the total cost of the proposal.**

Licensing and Bonding

- **Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.**

Insurance

- **Details of any liability or other insurance provided with regard to the staff or project.**

References

- **Provide 3 references**

Bidder agrees that Detroit Hispanic Development Corporation may contact all submitted references to obtain any and all information regarding Bidder's performance.

ATTACHEMENT A: SCOPE OF WORK
Bathroom Renovation

1. ARCHITECTURAL SERVICES
 - a. Hire architectural design firm
 - b. Prepare construction documents

 2. DEMOLITION
 - a. Test for asbestos prior to demolition
 - b. Investigate existing plumbing and Heating elements to determine scope of Mechanical Demo
 - c. Terminate electrical at walls
 - d. Terminate ductwork at walls
 - e. Demo gypboard ceilings at existing toiletrooms
 - f. Demo plumbing – water lines, slop sink, steam lines and plumbing fixtures
 - g. Demo existing doors and hardware
 - h. Demo ceramic tile floors at existing toilet rooms
 - i. Demo masonry walls
 - j. Demo gypboard walls and ceilings
 - k. Remove concrete floor for plumbing work

 3. UNDERGROUND PLUMBING AND CONCRETE WORK
 - a. Sawcut concrete floor for new plumbing drainlines
 - b. Install drain lines for new toilets and sinks
 - c. Pour concrete infill at concrete slab

 4. WALLS
 - a. Install masonry walls
 - b. Install lintels for new door openings
 - c. Install new door frames
 - d. Install metal stud framing
 - e. Install electrical rough-in
 - f. Install plumbing rough-in
 - g. Install HVAC exhaust fans, supply and return duct
 - h. Install gypboard walls

 5. INTERIOR FINISHES
 - a. Install hot water heater
 - b. Install janitors slopsink
 - c. Paint walls
 - d. Install acoustical ceiling grid
 - e. Install lighting circuits
 - f. Install duct drops
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- g. Install ceiling tiles
 - h. Install vinyl tile flooring
 - i. Install vanity cabinets
 - j. Install toilet partitions
 - k. Install sinks, toilets and urinals, drinking fountain
 - l. Install trim at walls and doors
 - m. Install toilet room accessories
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