

***Tourism Building Renovation***  
466 HWY 13 S, Snow Hill, North Carolina



**REQUEST FOR PROPOSAL**

February 21, 2020

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## SECTION ONE

### 1. Notice to Bidders

#### 1.1 General:

Greene County is accepting competitive proposals to renovate the existing Tourism building to house the Cooperative Extension Department located 466 HWY 13S, Snow Hill, NC in accordance with the terms, conditions and requirements set forth in the Request for Proposal ("RFP"). This RFP provides information sufficient for bidders to prepare and submit proposals for consideration by Greene County.

**BIDDERS ARE CAUTIONED TO READ THE INFORMATION CONTAINED IN THIS RFP CAREFULLY AND TO SUBMIT A COMPLETE RESPONSE TO ALL REQUIREMENTS AND QUESTIONS AS DIRECTED.**

#### 1.2 Submittal Deadline:

Greene County will accept proposals for selection until 12:00 noon on **March 6, 2018**.

#### 1.3 Greene County Contacts:

Any questions or concerns regarding this RFP should be directed to the as shown below, and in written form.

#### GREENE COUNTY REPRESENTATIVE:

Kyle DeHaven, County Manager  
Greene County  
229 Kingold Boulevard, Suite D  
Snow Hill, NC 28580

(O) 252.747-3446

(M) 252.916-5231

Email: [kyle.dehaven@greencountync.gov](mailto:kyle.dehaven@greencountync.gov)

#### 1.4 Type of Contract:

The successful bidder will be required to enter into an Express Contract with terms that are mutually agreeable to both parties. The form of contract shall be agreeable to all parties.

#### 1.5 Inquiries and Interpretations:

Inquiries, and responses to inquiries, which directly affect an interpretation or change to this RFP will be issued in writing by addendum and communicated to all parties selected by pre-qualification for participation in this RFP phase. All addenda issued by Greene County shall be prior to the time that RFP is and shall be a part of and included in the response. Bidders are required to acknowledge the receipt of all addenda in their proposal submitted.

Only those inquiries submitted in writing and responses issued by formal addenda shall be considered binding. Oral and other interpretations or qualifications will not be binding for this contract.

1.6 Criteria for Selection:

The Bidder selected for award of this contract will be the Bidder whose proposal, as presented in the response to this RFP, is most advantageous to Greene County. Greene County is not bound to accept the lowest priced proposal if that proposal is not in the best interest of Greene County or is the “best value”, as determined by Greene County.

Proposals will be evaluated by Greene County. The criteria for evaluation of proposals, and selection of the successful bidder, will be based on the following factors listed below:

- a. Price Proposal;
- b. Knowledge of current building codes and safety codes;
- c. Bidder’s ability to construct the facility by June 17, 2020;
- d. The qualifications and experience of the construction team members proposed to manage the project.

1.7 Bidder’s Acceptance of Evaluation Methodology:

Submission of a proposal indicates the Bidder’s acceptance of the evaluation technique and the recognition that some subjective judgments must be made by Greene County during the selection process.

1.8 Proposal Expenses:

Bidder recognizes and understands that any cost borne by the Bidder that is related to preparation of this RFP is the sole risk and responsibility of the Bidder and shall not be reimbursed by Greene County.

1.9 Time Schedule for Key Events:

Request for Proposals Issued:	<u>February 21, 2020</u>
Due date for questions*:	<u>February 28, 2020, 12:00pm</u>
Proposal Submittal Deadline:	<u>March 6, 2020, 12:00pm</u>

\*All questions must be submitted in writing to the Greene County Manager or emailed at [kyle.dehaven@greenecountync.gov](mailto:kyle.dehaven@greenecountync.gov)

## SECTION TWO

### 2. Proposal Requirements

#### 2.1 General Instructions:

- a. Bidder should carefully read the information contained herein and shall submit a response to all requirements and questions as directed.
- b. Proposals and any other information submitted by Bidders in response to this RFP shall become the property of Greene County.
- c. Greene County shall not be required to provide compensation to Bidders for any expenses incurred by Bidders for proposal preparation or for any presentations that may be made relating to this project. Bidders are to submit proposals at their own risk and expense.
- d. Proposals submitted which are qualified with conditional clauses, alterations, or other items not called for in this RFP, or which contain irregularities of any kind, are subject to disqualification by Greene County, at its option.
- e. Each proposal shall be prepared simply and economically, providing a straightforward, concise description of your firm's concept and ability to meet the requirements of this RFP. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of Greene County's needs.
- f. Greene County reserves the right to accept or reject any or all proposals, waive any informalities or minor technical inconsistencies, or delete any item/requirement from this RFP or resulting contract deemed to be in Greene County's best interest.
- g. Failure to comply with the requirements contained within this Request for Proposal may result in the rejection of your proposal.

#### 2.2 Preparation and Submittal Instructions:

- a. Bidders must complete, sign and return the attached Execution of Offer, Section Four, as a part of their Proposal response. Proposal must be signed by Bidder's company official authorized to obligate company in such proposals. Failure to sign these forms will subject your proposal to disqualification.
- b. Table of Contents: Include with the proposal a Table of Contents that includes page number references. The Table of Contents should be in sufficient detail to facilitate easy reference of the sections of the proposal. Sections should be separated by labeled dividers. Separate attachments, including supplemental information should be clearly identified, referenced in Table of Contents, and provided in a separate section.

- c. Number of Copies: Submit a total of five (5) complete copies of the entire response. An original signature must appear on the Execution of Offer (Section Four) of at least one (1) copy submitted. These should be sealed in one envelope or container.
- d. Submission: Proposals will be received and marked with date and time received. Late proposals that are properly identified will be returned to the Bidder unopened. Late proposals will not be considered under any circumstances.
- e. Alternate Proposals: All bidders shall submit a base proposal based on the requirements contained within this RFP; however, Greene County may consider alternate proposals submitted. Bidders submitting alternate proposals shall clearly identify any exceptions taken to the requirements listed herein, and shall include a detailed description of the alternate(s) proposed. Bidders may suggest additions to the requirements with respect to the scope of work or services performed. All such suggestions shall be clearly identified. Alternate proposals shall be submitted ONLY as an attachment to your base proposal package.
- f. Withdrawal or Modification: No proposal may be changed, amended, or modified after the same has been submitted or filed in response to this solicitation, except for obvious errors in extension. However, a proposal may be withdrawn and resubmitted any time prior to the deadline time set for receipt of proposals. No proposal may be withdrawn after the submittal deadline without approval by Greene County, which shall be based on the Bidder's written submission of a reason acceptable to Greene County.
- g. Validity Period: Proposals are to be valid for Greene County's acceptance for a minimum of 60 days from the submittal deadline date to allow time for evaluation, selection and any unforeseen delays. Proposals, if accepted, shall remain valid for the life of the Contract.

2.3 Pricing and Delivery Schedule:

- a. Bidders must complete the Pricing and Delivery Schedule, Section 5.
- b. Pricing shall reflect the full Scope of Work defined herein; inclusive of all associated costs for delivery, labor, insurance, taxes, overhead and profit, or as otherwise defined, as appropriate.
- c. Greene County will not recognize or accept any charges or fees to perform this work that are not specifically stated in the Bidder's proposal.
- d. Prompt payment discounts will not be considered in determining an award.

## SECTION THREE

### 3. Design Criteria/Scope of Work:

#### 3.1 General Instructions:

Greene County requests proposals for the renovation of the Tourism building to house the Cooperative Extension department from the attached design

#### 3.2 Project Overview:

- Renovation of Existing Building located at 466 HWY 13 S, Snow Hill, NC

#### 3.3 Project Scope:

##### General

- 1.) Remove Walls and add walls as per plans
- 2.) Install new 1 ¾ inch smooth solid core birch units
- 3.) Entry Locks for each office door
- 4.) All trim material to match existing
- 5.) Remove entry door on west wall
- 6.) Repair with matching metal
- 7.) Install new cabinets and counter tops as per plans

##### HVAC

- 1.) Add and or move HVAC registers as needed
- 2.) Add return vents as needed

##### Insulation

- 1.) Install sound proofing insulation between office walls
- 2.) Add attic insulation to meet R38

##### Plumbing

- 1.) Remove existing shower stall
- 2.) Reverse bathrooms
- 3.) Relocate urinal to new men's bathroom
- 4.) Add toilet in shower location
- 5.) Add toilet tin ladies bathroom, plumb for sink break area
- 6.) Install new toilet partitions in both bath rooms

##### Electrical

- 1.) Move and add lights as necessary
- 2.) Add exit lights as per code
- 3.) Install data line as needed

### Flooring

- 1.) Repair concrete in both bathrooms
- 2.) Install new tile in both bathrooms, and break room
- 3.) Install carpet tiles in lobby, offices, and conference room

#### 3.4 Deliverables:

- Price proposal for conceptual plans, to include the following:
  - Total cost of executing the scope defined in this RFP, Guaranteed Maximum Price (GMP) format
  - Alternate Costs, as defined in the RFP or as offered by Bidder
  - Proposed design and construction schedule, with milestone dates highlighted
  - Proposed Delivery Schedule (total number of calendar days)

#### 3.5 Insurance:

- a. For any Contract which requires the Contractor to provide on-site services, the Contractor shall, prior to commencement of work, provide Greene County with Certificates of Insurance for coverage listed below and shall maintain such coverage in effect for the full duration of the Contract.

Worker's Compensation Insurance, as required by the laws of the United States and the State of North Carolina, covering all of the Contractor's employees engaged in any work hereunder. Employer's Liability coverage to be \$1,000,000.00

Comprehensive General Liability Insurance for bodily injury, death and property damage shall be \$1,000,000, per occurrence.

Comprehensive Automobile Liability Insurance against liability for bodily injury, death and property damage shall be \$1,000,000, per occurrence.

The owner, its staff, agents and consultants shall also be named as additional insureds with right of notice in the above-described policy or policies.

Contractor shall procure and maintain insurance (including but limited to professional design insurance) upon the entire Project to the full insurable value of the Project, including professional fees, overtime premiums, and all other expenses incurred to replace or repair the insured property. The property insurance obtained by the Contractor shall include the Owner as an additional insured and shall insure against the perils of fire and extended coverage, theft, vandalism, malicious mischief, collapse, flood, earthquake, debris removal and other perils and causes of loss or damage to the work, including materials in transit, at the site or at another location.

- b. Contractor shall deliver to Greene County:

1. Certificates evidencing the existence of all such insurance promptly after the notice of award and prior to the performance of any services to be performed by the Contractor hereunder from or after the date of any agreement or purchase order; and
  2. Replacement certificates not less than thirty (30) days prior to the expiration of any such insurance. If, however, the Contractor fails to pay any of the renewal premiums for the expiring policies, Greene County shall have the right to make such payments and deduct the amount thereof against the next payment coming due to the Contractor under any purchase order or agreement; and
  3. Such certificates shall name Greene County as additional insured, with the exception of the Workers' Compensation and Employer's Liability, and shall provide that the policies will not be cancelled until after thirty (30) days unconditional, unqualified written notice to Greene County, giving Greene County the right to pay the premium to maintain coverage.
- c. During the term of the Contract, providing and maintaining insurance coverage is a material obligation of the Contractor and is of the essence in the Contract. the insurance policies required in this RFP shall be kept in force for the periods below:
1. Commercial General Liability Insurance, Auto Liability, Builder's Risk, and Owner's and Contractor's Protective shall be kept in force until receipt of final payment by the Contractor.
  2. Worker's Compensation Insurance shall be kept in force until the Contractor's obligations have been fully performed and accepted by Greene County in writing.
- d. Contractor shall provide Greene County a full and complete copy of any insurance policy promptly upon request by Greene County, and without charge to Greene County.

## SECTION FOUR

### 4. Execution of Offer

**This Execution of Offer must be completed, signed, and returned with Bidder's proposal. Failure to complete, sign and return this Execution of Offer with the Proposal may result in rejection of the proposal.**

#### 4.1 General Instructions:

Signing a false statement may void the submitted proposal or any agreements or other contractual arrangements which may result from the submission of respondent's proposal. A false certification shall be deemed a material breach of contract and, at Greene County's option, may result in termination of any resulting contracting or purchase order.

1. By signature hereon, Bidder acknowledges and agrees that (1) this RFP is a solicitation for a proposal and is *not* a contract or an offer to contract;
2. The submission of a proposal by the Bidder in response to this RFP will *not* create a contract between Greene County and Bidder;
3. Greene County has made no representation or warranty, written or oral, that one or more contracts with Greene County will be awarded under this RFP; and
4. Bidder shall bear, as its sole risk and responsibility, any cost which arises from Bidders preparation of a response to this RFP.

By signing hereon, Bidder offers and agrees to furnish to Greene County the products and/or service more particularly described in its proposal, at the prices quoted in the proposal, and to comply with all terms, conditions and requirements set forth in the RFP documents and contained herein.

By signature hereon, Bidder represents and warrants that:

1. Bidder is a reputable company or entity regularly engaged in providing products and/or services necessary to meet the terms, conditions, and requirements of this RFP; and
2. Bidder has necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of this RFP; and
3. Bidder is aware of, is fully informed about , and is in full compliance with all applicable federal, state and local laws, rules, regulations, and ordinances; and
4. Bidder understands the requirements and specifications set forth in this RFP.

By Signature hereon, Bidder certifies that the individual signing this document and the documents made part of this RFP is authorized to sign such documents on behalf of the company and to bind the company under any agreements or other contractual arrangements which may result from the submission of Bidder's proposal.

Submitted and Certified by:

---

(Bidder's Name)

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(Authorized Signature)

---

(Date)

---

(Printed Name/Title)

---

(Telephone Number)

---

(Street Address)

---

(City, State, & Zip Code)

## SECTION FIVE

### 5. Pricing and Delivery Schedule

Proposal of: \_\_\_\_\_  
(Company Name)

TO: Greene County  
RE: Renovation of Tourism Building

Having carefully examined all the requirements of the Request for Proposals and any attachments and addenda, thereto, the undersigned proposes to furnish the design and construction services as required pursuant to the aforementioned documents at the below quoted terms:

#### 5.1 PRICING SCHEDULE:

The total cost of executing the scope as proposed by the Bidder is:

Building-Related costs: \$ \_\_\_\_\_

Contingency: \$ \_\_\_\_\_

**TOTAL GUARANTEED MAXIMUM PRICE:** \$ \_\_\_\_\_  
(Base Proposal)

#### DELIVERY SCHEDULE:

5.2 Certificate of Occupancy to completed building shall be on or before June 17, 2020.

***END OF DOCUMENT***