

REQUEST FOR PROPOSAL TO OBTAIN GENERAL CONTRACTING SERVICES FOR A RENOVATION AT THE VETERANS MULTI-SERVICE HEADQUARTERS IN OLD CITY PHILADELPHIA

The Veterans Multi-Service Center (VMC) is seeking proposals from qualified general contractors to bid on a ground floor renovation project at VMC’s headquarters located at 213 N. 4th Street, Philadelphia, PA 19106.

VMC is a nationally recognized non-profit organization with the unique distinction and privilege of being the only non-profit agency in the Philadelphia area that provides comprehensive services exclusively to military Veterans for the past 40 years. Since VMC's founding in 1980, the organization has provided coordinated and comprehensive services exclusively to military Veterans to include educational resources, employment training, job placement, veterans benefits counseling, a day service center for homeless veterans, and permanent/transitional housing placement.

This document is a Request for Proposal (RFP) for the services described below and does not obligate the Veterans Multi-Service Center to accept responses from eligible contractors. The RFP establishes minimum requirements a bidder must meet to be eligible for consideration as well as information to be included in the contractor's bid response. Carefully examine the specifications, conditions, and limitations.

The Veterans Multi-Service Center may, at any time, terminate the Contract for the owner’s convenience and without cause.

CONFIDENTIALITY

The information contained in this RFP is confidential and proprietary. This RFP is provided for the exclusive use of a respondent (each a “Respondent” or “Contractor”) and copies shall not be made available to any other party, without written consent from VMC. No other distribution of submissions or proposals is to be made by the Respondent. All proposals and supporting documentation shall become the property of VMC and will not be returned.

PROPOSAL SUBMISSION AND QUESTIONS

Contractors shall send their proposal in PDF format via email, or you may deliver one hard copy of their proposal to:

Veterans Multi-Service Center
213 N. 4th Street, Philadelphia, PA 19106
Attention: Lincoln Strehle

Phone: 215.341.12026

Email: Lincoln.Strehle@VMCenter.org

Proposals must be no longer than 6 Pages and must utilize Times New Roman 12 font with one-inch margins. Attachments do not count toward the page limit. Responses to this RFP are due by 3:00 pm on July 7, 2021. Late submittals will be rejected. The Veterans Multi-Service Center will not assume any expense incurred by Contractor in preparation of the response to this RFP.

The Following are key dates for this proposal. VMC may, as its discretion, modify these dates.

| ACTION | DATE |
|---------------------------------|---------------------------|
| Issue RPF | 6/16/2021 |
| Bid Tour/Walkthrough | 6/24/2021 |
| Submission of Written Questions | 6/28/2021 |
| Written Response to Questions | 6/29/2021 |
| RFP Proposals Due | 7/7/2021 |
| Evaluation of Proposals | 7/8/2021 through 7/9/2021 |
| Contract Award Notice | 7/12/2021 |

QUESTIONS

Any questions regarding this RFP should be submitted to Lincoln.Strehle@VMCenter.org via email to the above individual by **June 28, 2021**. Contractors may not contact other directors, executives, managers, or employees of VMC without permission of the manager of the RFP process.

EVALUATION CRITERIA

Award criteria may include, but is not necessarily limited, to Contractor's:

- Background, experience, and quality of work performing requested services
- Adequacy and completeness of the proposal
- Price
- References

- Timeline

The Veterans Multi-Service Center may at its sole discretion decline to make an award or award all or a part of the scope of work to one or more Contractors and is in no way bound to award the work to one Contractor or to the lowest price response. Proposals will be valid for 90 days from the date of the submitted proposal.

CONTRACT TERM

The term of this contract shall be for the agreed upon timeline of the construction project to be proposed. The contract may be terminated for cause or convenience with thirty (30) days written notice. Construction services are expected to commence on August 2, 2021.

Contractor shall bid on the below scope of work and include a detailed timeline with a firm deadline for completion.

Contractor shall provide appropriate and necessary management and supervision for all Contractor's employees / subcontractors.

Contractor must comply with relevant codes and laws associated with this renovation.

Contractor will work closely with VMC's project manager for this renovation, Lincoln Strehle – Deputy Executive Director.

SCOPE OF WORK (See drawings detailed at the end of this section)

- **Client Entrance Area (Intake Area)**

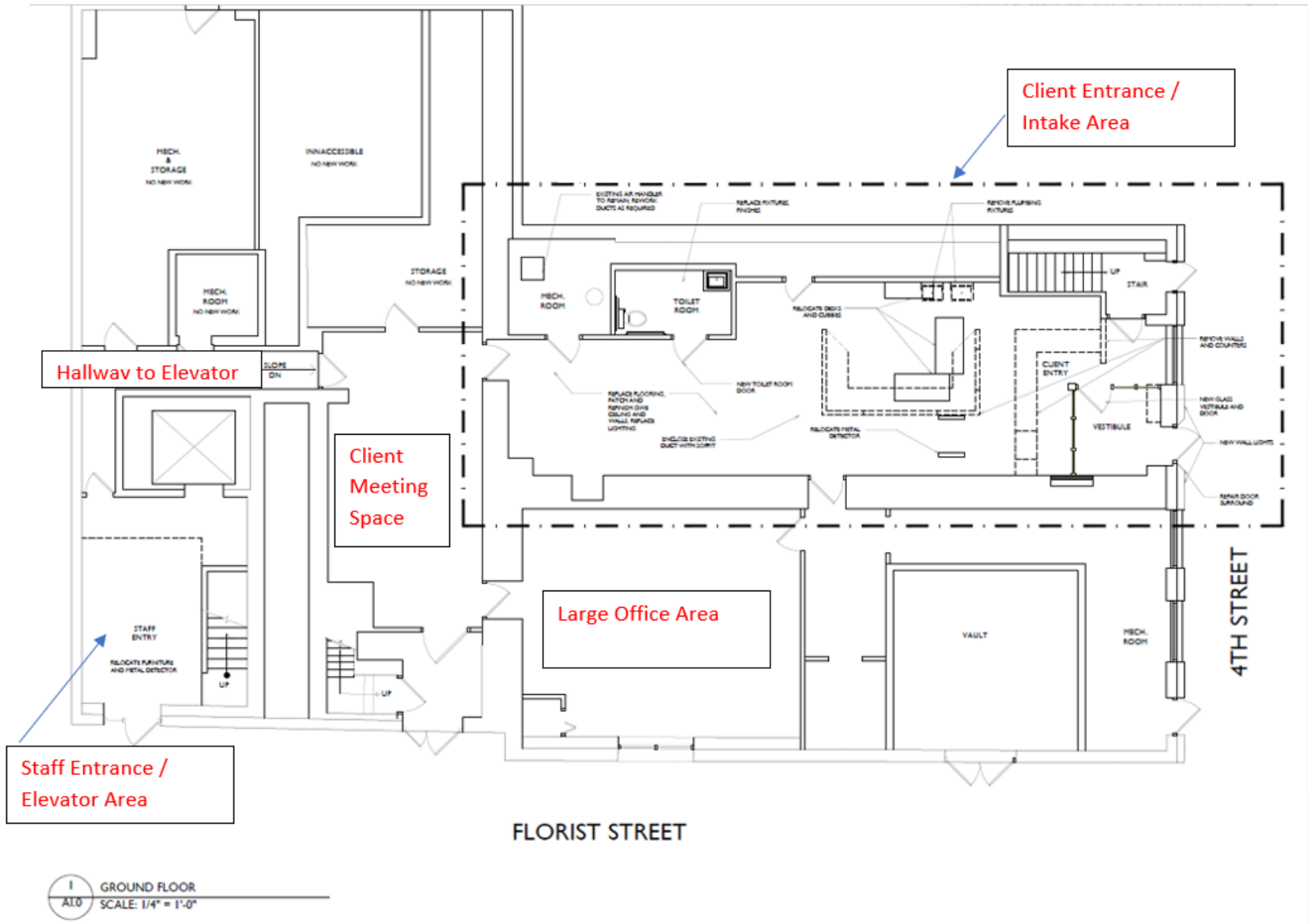
- Front door area (outside on 4th Street) - Remove rotting door surround and replace with rot resistant material and paint.
- Install new outdoor wall lights on each side of the 4th Street door.
- Frame and drywall counter height L shaped barrier once entering the front door. Install vinyl countertop.
- Install tempered glass (with hinge to allow access) over the display case on the left side as you enter the front door.
- Remove all ceiling finishes and their associated installation materials.
- Remove all light fixtures, and all related hardware and accessories excluding the bathroom.
- Contractor shall prevent the movement of structure. Provide and place bracing and supports or shoring and be responsible for safety and support of structure. Contract shall assume liability for such movement, settlement,

damage, and injury. Contractor shall cease operation and notify VMC immediately if safety of structure appears endangered. Contractor to take precautions to properly support structure. Do not resume operations until safety is restored.

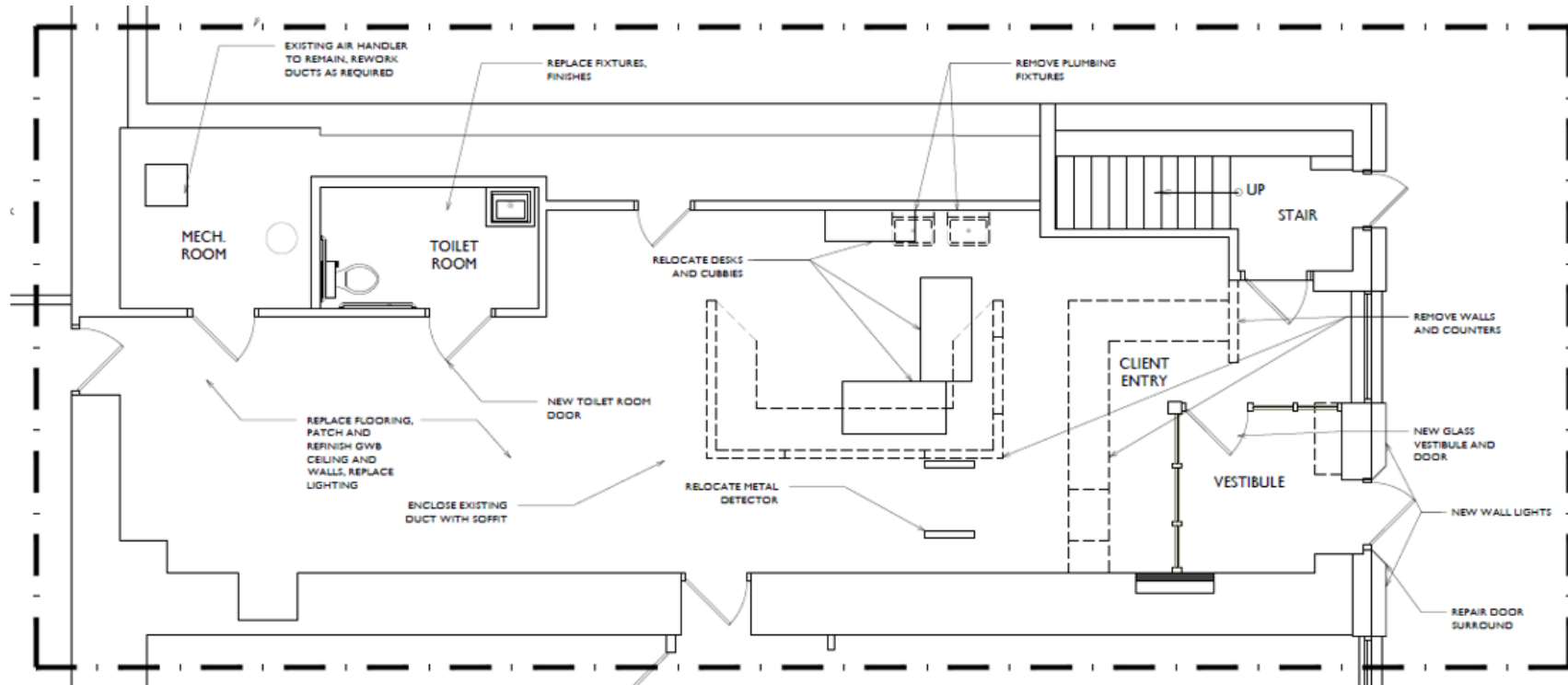
- Install new durable luxury vinyl tile (LVT) flooring, skim coat existing floor as required for flush uniform finish to include area at door to create ADA accessibility.
 - Install new LED lighting throughout the space.
 - Patch, Repair, and paint all existing walls, wainscoting, trim, and ceilings with one coat of primer and two finish coats. Contractor shall take all precautions to minimize damage.
 - Paint exposed ceiling pipes black.
 - Relocate existing metal detector from Florist Street entrance to new location. Provide power as needed.
 - Remove HVAC duct work on ceiling and cap off.
 - Remove existing toilet and install high pressure flush toilet in bathroom.
 - Install telephone and data lines where needed.
 - Install electrical outlets where needed.
 - Encase existing electrical wiring on ceiling and paint to match ceiling color.
- **Large Office Area**
 - Install sufficient HVAC system to address current issues.
 - Remove rug flooring.
 - Install new durable luxury vinyl tile (LVT) flooring.
 - Tape/spackle walls where needed.
 - Patch, Repair, and paint all walls and ceilings with one coat of primer and two finish coats.
- **Client Meeting Space**
 - Remove rug flooring.
 - Install new durable luxury vinyl tile (LVT) flooring.
 - Remove small wall in between cubicles.
 - Frame new wall and add fireproof door to extend the current hallway.
 - Frame new wall with door to create a closed in room for the client meeting area.
 - Add/move sprinkler heads per requirements.
 - Add/move duct work, if needed, per requirements.

- Patch, Repair, and paint all walls with one coat of primer and two finish coats.
- **Hallway to elevator**
 - Remove rug flooring.
 - Install new durable luxury vinyl tile (LVT) flooring.
 - Patch, Repair, and paint all walls with one coat of primer and two finish coats.
- **Staff Entrance / Elevator area**
 - Frame and drywall counter height L shaped barrier once entering the front door. Install vinyl countertop with overhang.
 - Remove wood flooring.
 - Install new durable luxury tile (LVT) flooring.
 - Patch, Repair, and paint all walls with one coat of primer and two finish coats.

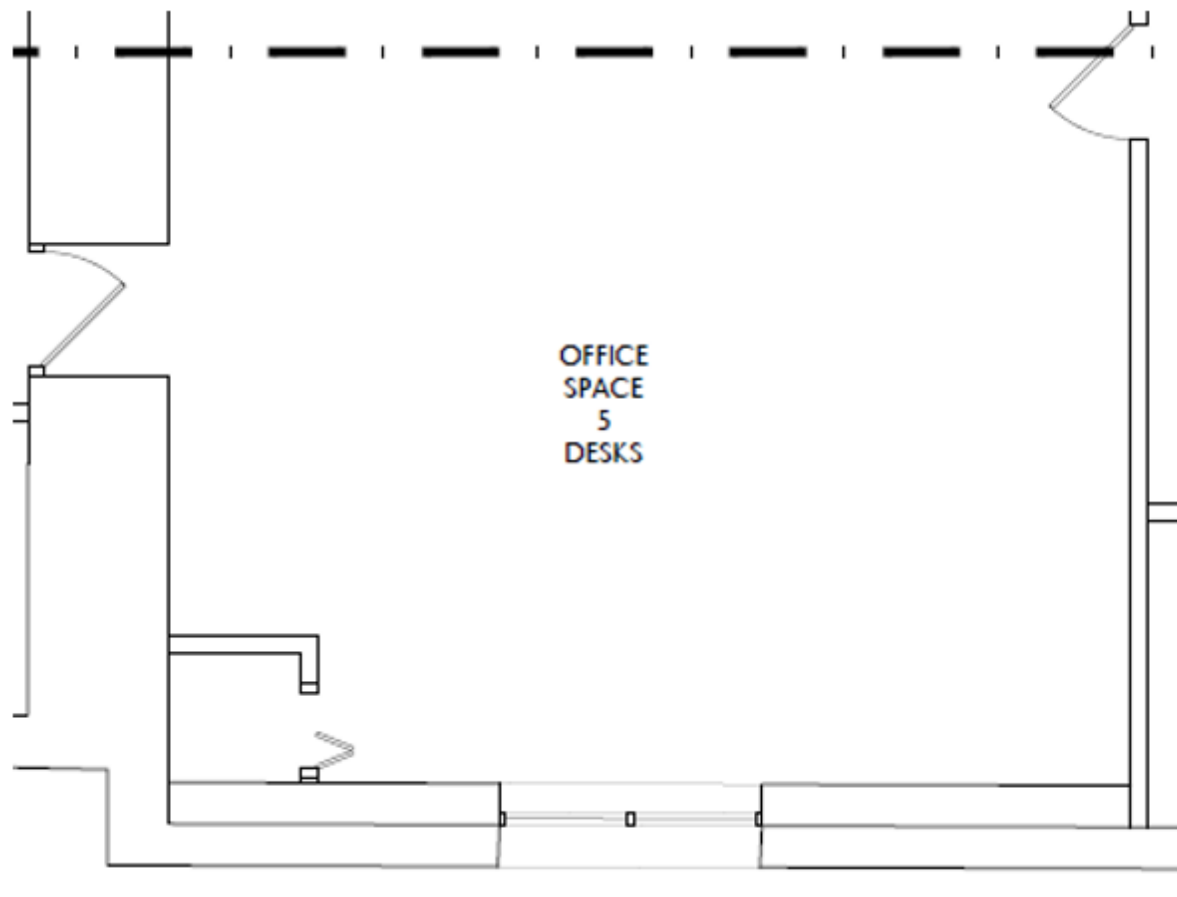
OVERALL GROUND FLOOR SPACE (Areas noted in red indicate project work area)



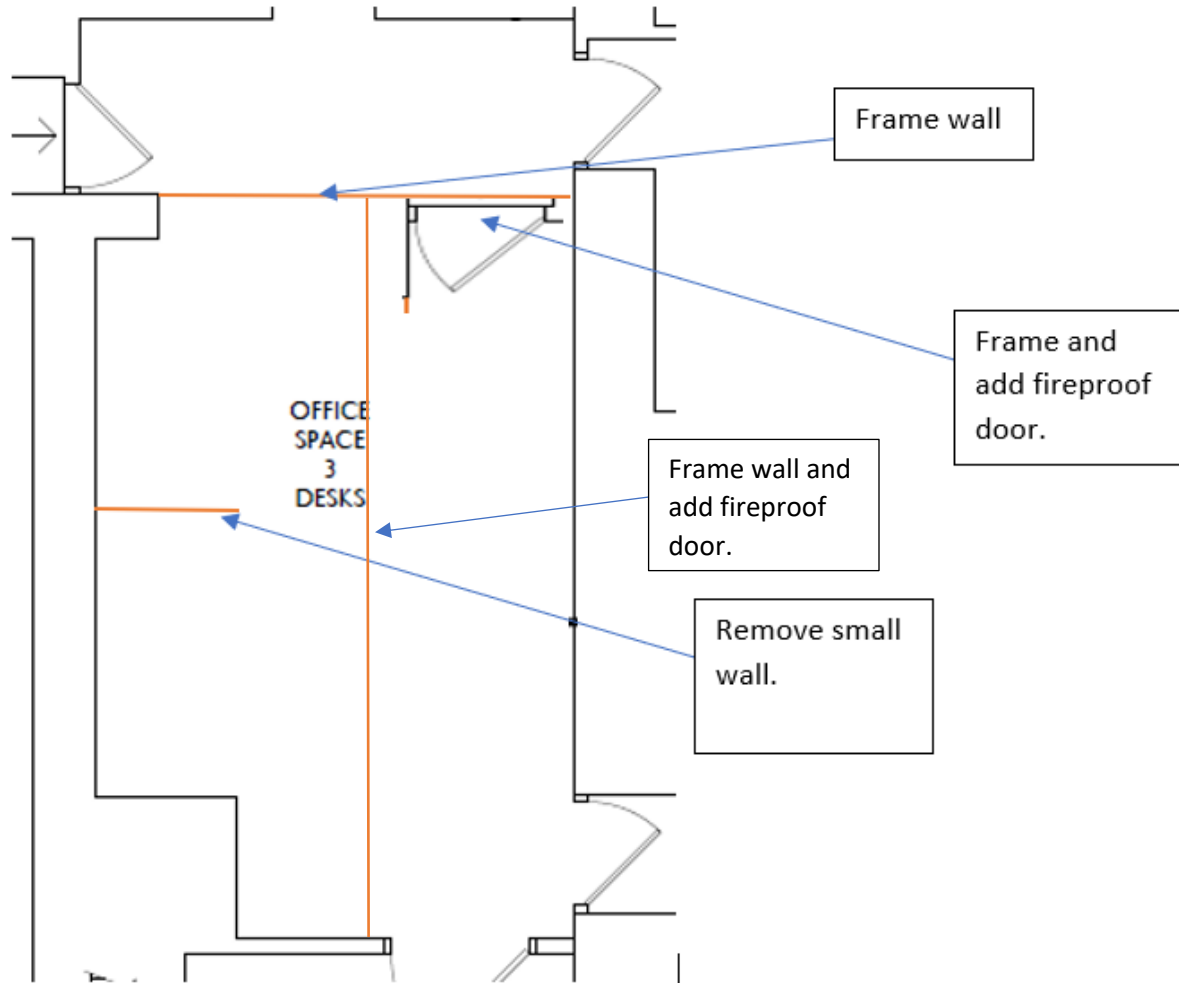
CLIENT ENTRANCE AREA / INTAKE AREA (Note: Demo of walls is already completed; vestibule area defined below will not be included in the scope – Do not add this into your pricing).



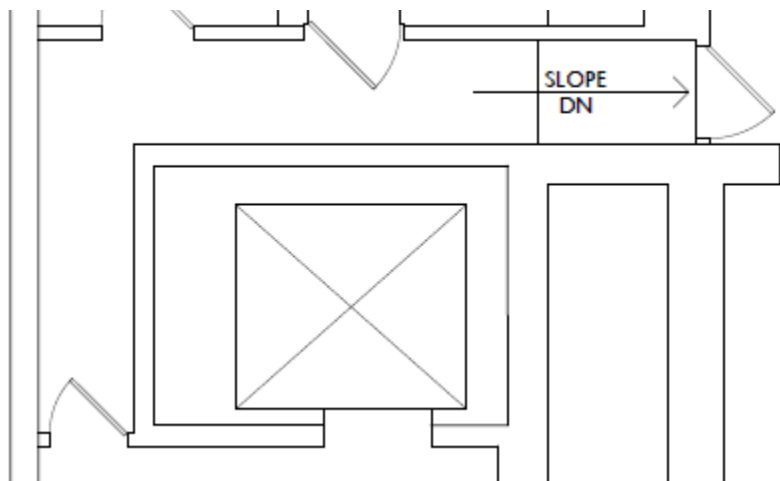
LARGE OFFICE AREA



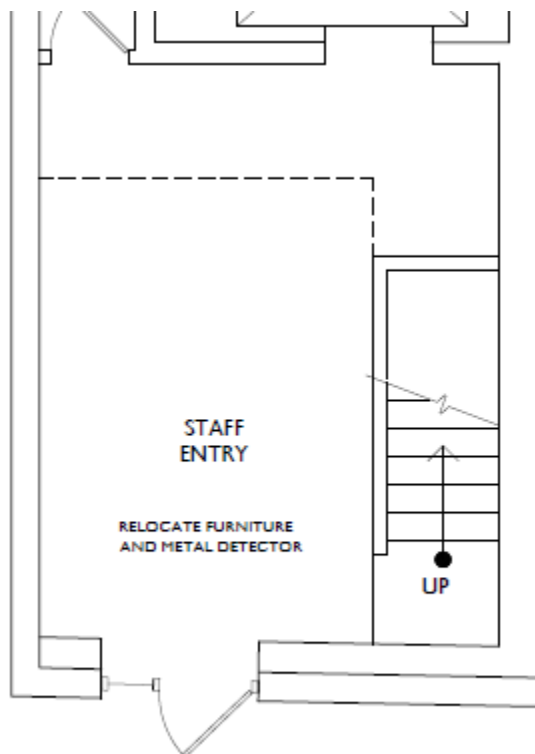
CLIENT MEETING SPACE



HALLWAY TO ELEVATOR



STAFF ENTRANCE / ELEVATOR AREA



QUESTIONNAIRE

Contractor is to address the following subjects in its response. Reference any attachments in the text and include printed copies of attachments at back of this document.

1. Company History and Organization

- a) What is the legal name of the provider company?
- b) Does the provider company do business under any name other than its legal name? If so, what is that name?
- c) If the company is public, where does the company trade and under what stock symbol? If the company is private, who are the top three principle owners and what is the ownership percentage of each?
- d) A brief history of the organization including the year your company was established.
- e) An overview of all services the company provides and its structure.
- f) Your mission/vision statement and values.
- g) Indicators of the size of the company (past year revenue, number of offices, approximate number of accounts, etc.)
- h) In what state is your company incorporated?
- i) Does your organization outsource any activities to third parties? If so, list any third parties employed and describe the functions they perform. Describe the contractual arrangement with the third party.
- j) Ownership Status/Certifications, if applicable (i.e. women owned, Minority, Disabled, Veteran business)
- k) Does your company have any local or national industry/professional affiliations?
- l) Current business relationships with VMC or any of its respective directors or employees.
- m) Does your company have any pending litigation regarding contract disputes? If yes, please provide details of dispute.
- n) Has your company ever filed bankruptcy?
- o) Is your company currently contemplating mergers or acquisitions?
- p) Does your organization participate in any unions? If so, please describe.

2. Contracting Experience

- Describe in detail your timeline for this project to include the expected date of completion.
- Propose liquidated damages for late performance.
- Are there any projects that are being worked on that may affect our schedule?
- What are the approximate start and end times for construction days?

- Describe your procedure to ensure effective communication during the renovation and how does your company propose to provide updates to VMC’s project manager and at what frequency.
- Describe a project similar or larger in scope and note what percentage of your projects are completed on time.
- Will VMC have a dedicated team working on this project? If so, please list their qualifications.
- Do you work with subcontractors, if so, what have you done to properly qualify them, and are they covered by your liability and workers compensation insurance?
- Describe your team’s cleanup procedures after each workday?
- How does your company resolve any disagreements?

3. Management Approach

- a) Please describe your management structure as it relates to this project including all support personnel, their functions, and responsibilities.
- b) Indicate by position or title of the person who will have the overall responsibility for this project and what specifically will this person oversee each day?

4. Invoicing

- a) Propose invoicing frequency and procedures.

5. Insurance

The successful bidder shall carry and maintain, with respect to any work or service to be performed at VMC, insurance written by a responsible insurance company, to provide for the following:

- Workers’ Compensation as required by applicable statute and Employer’s Liability Insurance
- Commercial General Liability Insurance including coverage for contractual liability, property damage, personal injury, and bodily injury with minimum limits of \$2,000,000 per occurrence, including injury or death to any person
- Public Liability Insurance with a minimum limit of \$2,000,000 per occurrence, including injury or death to any person
- Excess / Umbrella Insurance, including terrorism coverage
- The bidder’s insurance must list Veterans Multi-Service Center as an additional insured
- Include a sample Certificate of Insurance including limits with the response. All policies and certificates shall provide for 30 days notification to the VMC in the event of cancellation, reduction in limits or changes in coverage.

6. References

- Provide at least three (3) references from a project similar in size scope for whom you provided contracting services.
- In the attachments section, attach pictures of work that was completed that is similar or larger in scope.

7. Additional Capabilities

Indicate examples not covered elsewhere in the response that are offered to enhance your firm's ability to effectively manage and execute this project.

8. Pricing

Please provide detailed pricing for the scope of work.

DIVERSITY STATEMENT

VMC believes in providing equal opportunity to all business enterprises to participate in all aspects of the VMC contracting and purchasing programs without regard to race, creed, age, sex, national origin, ethnic identity, physical or mental disability, veteran status, marital status, economic status, religion, sexual orientation, gender identity or expression, or any other legally protected basis.

Recognizing that some individuals, groups and business enterprises, including Minority Business Enterprises, Women Business Enterprises, Disability-Owned Business Enterprises, LGBT-Owned Business Enterprises and Veteran-Owned Businesses, have not historically received opportunities to participate equally in contracting opportunities and to ensure and reaffirm VMC's continuing commitment to progress and succeed in achieving the goal of equal opportunity, VMC is committed to the goal of enhancing economic opportunities for Diverse Businesses.

VMC recognizes that its continued success requires the highest quality of supplies and services offered through its vendor selection. To that end, VMC will make every good faith effort to identify and utilize Diverse Businesses.

A Bidder that is a Diverse Business may establish its qualification by providing to VMC:

- Its certification status from a federal, state or local governmental agency; or
- Documentation that would enable VMC to verify that the vendor qualifies.

This third method is designed to cover those vendors who are easily verifiable, such as sole proprietorships, small partnerships, closely-held corporations and small company that do not engage in significant government business or do not have the resources to seek a governmental or third-party certification. VMC will provide minorities, women, persons with disabilities, LGBT persons and veterans equal opportunity to participate in all aspects of contracting and purchasing programs, including but not limited to participation in procurement contracts for materials, supplies and equipment, and contracts for construction. VMC will not discriminate against any person or business enterprise on the basis of race, color, ethnic identity, sex, creed, age, national origin, physical or mental disability, veteran status, marital status, economic status, religion, sexual orientation, gender identity or expression, or any other legally protected status, and will conduct its contracting and purchasing programs so as to prevent such discrimination.

It is not the policy of VMC to provide information or other opportunities to Diverse Businesses that will not be available to all other business enterprises. It is the intent of this statement to establish procedures designed to assure Diverse Business access to information and opportunities available to other business enterprises. VMC's intent is to widen opportunities for participation and to increase competition.

VMC will award its contract without regard to race, religion, color, ethnic identity, creed, national origin, sex, age, physical or mental disability, veteran status, marital status, economic status, sexual orientation, gender identity or expression, or any other legally protected status. VMC will award its contract to the bid that best meets the requirements of the VMC as outlined in this request for proposal. VMC is not bound to accept the lowest offer or any tender submitted.

DEFINITIONS

- “Disability-Owned Business” means a business enterprise which is Owned and Operated by one or more persons with disabilities.
- “LGBT-Owned Business” means a business enterprise which is Owned and Operated by one or more gay, lesbian, bisexual or transgender (“LGBT”) persons.
- “Minority Business Enterprise” means a business enterprise which is owned and Operated by one or more of the following ethnic minority groups: African American, Hispanic/Latino, Asian American / Pacific Islander and Native American.
- “Owned and Operated” means (1) the business enterprise is at least 51% owned by a person or persons within one of the respective diversity groups, or in the case of any corporations, limited liability companies or partnerships, at least 51% of the voting stock or interests, as applicable, is owned by a person or persons within one of the respective diversity groups and (2) the management and daily business operations of the business enterprise are controlled by a person or persons within one of the respective diversity groups.

- “Women Business Enterprise” means a business enterprise which is owned and Operated by one or more women.
- “Veteran-Owned Business” means a business enterprise which is Owned and Operated by one or more veterans.