



# REQUEST FOR PROPOSAL

The Goodwill Excel Center at  
1201 Maryland Ave SW, Washington, DC 20024

GENERAL CONTRACTING SERVICES  
COMPLETE HARD BID



## INSTRUCTIONS TO BIDDERS

<b>PLANS:</b>	Architectural Drawings are being provided electronically
<b>GC RFP ISSUANCE:</b>	September 3, 2021
<b>PRE-BID WALK-THRU:</b>	Monday, September 13, 2021 at 12:00 pm
<b>BID RFI DUE DATE:</b>	September 10, 2021 at 12:00 pm
<b>BID DUE DATE:</b>	<b>September 24, 2021 at 5:00 pm</b>
<b>SCHEDULE:</b>	Notice to Proceed Issued – by October 7, 2021 Permit anticipated by November 19, 2021 Construction commences on November 22, 2021 Construction completed by April 22, 2022 Punchlist Complete by April 29, 2022

## I. INVITATION TO SUBMIT PROPOSALS

By this Request for Proposal (RFP), CCS Project Management, LLC (CM), the Project Manager/ Construction Manager, on behalf of The Goodwill Excel Center, Public Charter School (Client) hereby requests a proposal from firms for general contracting services for the LEED Gold CI project of approximately 26,431 SF for GEC'S second charter high school location. The project site is located at 1201 Maryland Ave SW, Washington, DC 20024.

The project schedule anticipates substantial completion by April 22, 2022, which is of utmost importance as is the quality of the work.

The work will be performed by a General Contractor who will be engaged by the Client, but will work closely with the Project Manager, Architect, and any and all other necessary governmental organizations or agencies.

General Contractors will provide construction services necessary to construct the facilities in accordance with the guidelines, standards and limitations contained in this RFP. Participation in this selection process shall be at no cost or obligation to CM or Client.

## II. PROJECT DESCRIPTION AND INFORMATION

The general description of the project and general project information follows:

1201 Maryland Ave SW, Washington, DC 20024

CCS, with the assistance of a permit expeditor, will obtain the building permit for this project.

The General Contractor will be required to **coordinate the installation** of all work by Client vendors associated with furniture, IT infrastructure, data wiring, and audiovisual, and may be asked to hold the contract for and carry allowances for some or all of the associated vendors.

## III. REQUIREMENTS FOR PROPOSAL

1. A proposed Project construction schedule
2. Description of Project Team and Organizational Chart
  - a. Provide a proposed contractor organizational structure to manage the Project, including identification of individuals to fill key roles.
  - b. At a minimum, the Project Executive, Project Manager, and Superintendents shall be identified.

- c. Include a Project organization chart with reporting relationships and resumes of key individuals to be specifically assigned to the Project. Describe in detail each key individual's most recent Project experience of a similar nature to the proposed building.
- d. Define the decision and approval authority of each member of the Project Team.
- e. Define the roles of any additional management and supervisory personnel to be assigned to the Project.
- f. We encourage having an Assistant Project Manager as part of the Team to assist with the speed and accuracy of paperwork for this very tight schedule.
- g. Proposed Contractor Teams may be required to meet with the Project Team.
- h. It is very important that the proposed Superintendent and Project Manager be able to foster a strong working relationship and more preferably have worked together before.
- i. A Superintendent with strong technical and communication skills is preferable.
- j. Change in personnel after the bid and award must be approved in writing by the Client.

### 3. Fee Proposal and Description of Services

**Provide a hard cost breakdown for the full cost of construction by trade according to Construction Industry Standard categories.**

The fee is compensation to the General Contractor for overhead and profit. Included in the General Contractor's overhead are those services and facilities furnished by the general contractor without charge (other than the contractor's fee). The General Contractor's proposal shall describe those services, facilities, supplies and other expenses included in the overhead as part of the proposal.

Provide your proposed fee on any change orders that may arise during construction. There will be no general conditions on change order work unless the scope and the duration of the Project are substantially and materially changed.

Provide a General Conditions cost on a per week basis broken down to show what is included. Provide Project staff billing rates and projected hours. Provide specifically what is included and excluded from the General Conditions.

### 4. Narrative of Firm's Related Experience

Provide a brief narrative of the firm's related experience in doing Projects of this scope.

### 5. Contract Format

GEC, The Client, and the General Contractor will enter into a modified fixed fee AIA 104 contract.

#### IV. CONSTRUCTION PHASE

Construction phase services required from the selected firm include, but are not limited to, the following:

1. Coordinate construction interfaces, methods, techniques and sequences.
2. Actively manage all construction activities to assure “on time” material deliveries and staffing necessary to meet scheduled completion dates.
3. The selected General Contractor will be required to submit final release of liens from all subcontractors and suppliers.
4. General Contractor **shall include the cost of third party inspections for all work.**
5. Contractor is responsible for reviewing existing building and conditions.
6. Include all demo, dumpsters, removal of flooring and wall prep, protection of all surroundings surfaces, coordination with building engineer, security, management and final clean-up where applicable.
7. Include GPR and structural engineer review allowance in bid, if required by the project.
8. Each bidder, by making his/her bid, represents that he/she has read and understands the bid documents. He/She represents that his/her bid is based upon the materials, system and equipment required by the bidding documents unless exemptions are noted on the bid form.
9. It is the bidder’s responsibility to submit an R.F.I. in writing to the Architect and Project Manager during the bid process or they will assume all responsibility for any and all discrepancies in the plans.
10. The names of subcontractors and material supplier, which the GC is proposing to employ, shall be submitted for approval to Architect / CM before they are employed and all such subcontractors and material suppliers must be known to perform work of a high standard in their respective trades. If CM / Architect has reasonable objections to any such proposed person or entity and notifies the bidder in writing to such objections, the bidder shall provide an acceptable substitute.
11. It is the successful contractor’s responsibility to coordinate with the Client’s vendors.
12. The Contractor will be required to schedule weekly onsite construction progress meetings that include a three week look ahead. These will be presented as part of the weekly meeting package. Please submit your proposed format with your proposal.
13. Contractor to comply with building rules and regulations, and will include use of all required building vendors in their proposal.
14. The Contractor will include keying to the building master in pricing.

## V. PROPOSAL DUE DATE

Please submit one electronic copy of your proposal to Tracy Jacobs at [tracy@projectccs.com](mailto:tracy@projectccs.com) and Colleen Scott at [colleen@projectccs.com](mailto:colleen@projectccs.com) with a copy to Josh Wallish at [josh.wallish@dcgoodwill.org](mailto:josh.wallish@dcgoodwill.org) by 5pm on September 24, 2021. Hard copies are not required.

## VI. SELECTION PROCEDURE

The organization selected will represent the best value for GEC, combining price, qualifications and proposed scope of work. GEC may ask one or more bidders to provide an in-person presentation and/or to provide their best and final offer.

## VII. REJECTION OF PROPOSALS

The Project Team reserves the right to reject any and all proposals in response to this RFP that are deemed not to be in our best interest. CM further reserves the right to cancel or amend this RFP at any time and will notify all bidders accordingly. This RFP is not an offer to enter into a contract. GEC reserves the right to reject any and all responses resulting from this RFP. GEC is not responsible for any cost incurred in responding to this RFP.

## VIII. PROPOSAL DOCUMENTS

The documents included in this RFP are the following:

- Request for Proposal
- Bid Set
- Building Rules and Regulations
- List of breakout costs for pricing if needed

To request copies of these documents or with any questions related to this RFP please contact Tracy Jacobs at [tracy@projectccs.com](mailto:tracy@projectccs.com), or Colleen Scott at [colleen@projectccs.com](mailto:colleen@projectccs.com) with a copy, in either instance, to Josh Wallish at [josh.wallish@dcgoodwill.org](mailto:josh.wallish@dcgoodwill.org).

**We look forward to your response.**