



March 22, 2019

RE: RFP for General Contractor Services

INTRODUCTION

Attention Interested Parties:

Center City Public Charter Schools “Center City” would like to engage one or more firms for general contractor services. The RFP can be found on Center City’s website at <https://centercitypcs.org/contact/requests-for-proposal/>. Our buildings are generally 50-100 years old and have been serving as schools since inception. Our goal is to maintain these school buildings so that they are conducive to PK-8th grade instruction.

Background on Center City PCS

Center City operates six (6) charter school campuses in the District of Columbia. Each campus serves approximately 250 PK to 8th grade students. The school buildings are leased. Most buildings have a standard layout of 3-4 floors where the bottom floor is a finished basement space (see details below).

Campus/Site Information:

Campus	Address	Building
Brightwood Campus	6008 Georgia Avenue NW	37,000 SF building – Basement plus 3 floors
Capitol Hill Campus	1503 East Capitol Street SE	40,000 SF building – Basement plus 2 floors
Congress Heights Campus	220 Highview Place SE	27,000 SF building – Basement plus 3 floors
Petworth Campus	510 Webster Street NW	31,000 SF building – Basement plus 2 floors
Shaw Campus	711 N Street NW	29,000 SF building – Basement plus 4 floors
Trinidad Campus	1217 West Virginia Avenue NE	23,000 SF building – Basement plus 2 floors

SCOPE AND REQUIREMENTS

Center City is soliciting proposals for a renewable master agreement for general contracting services to perform as-directed construction services at Center City’s six (6) campuses. Most projects will be completed during the summer break, but projects may be scheduled during regular school breaks as needed. Center City seeks firms who will provide superior workforce supervision, quality assurance and customer service in the most efficient and cost-effective manner possible, while maintaining the highest levels of safety and reliability.

****Please note that Center City reserves the right to put out for bid any projects that Center City believes need a more formal bidding process. The firm awarded the agreement under this RFP may and will be encouraged to submit proposals for any projects not included within the scope of this agreement.*

Scope of Work:

The selected contractor(s) will be required to perform general construction on an as needed basis and, if needed, project management services. These construction projects may include building repairs, upgrades, etc. The following is a sample of possible construction projects:

- Tile and subfloor replacement
- Painting
- Lead paint and asbestos remediation
- Lighting upgrades
- Electrical repairs/upgrades
- Classroom/offices build out
- Kitchenette build
- Playground build/renovation

As projects are identified, the contractor(s) will be required to work with Center City's Facilities Manager. The selected contractor(s) will submit a detailed cost estimate for each identified project and shall not proceed with any work until such estimate is approved by Center City.

The following generally highlights the services that the selected contractor(s) may be required to perform:

1. Provide a project manager who will evaluate, analyze, make recommendations, provide cost and time estimates, and oversee the project from start to finish.
2. Prepare a cost estimate for proposed project.
3. Work with any subcontractors on an as needed basis.
4. Provide services to investigate problems and prepare recommendations for corrective action.
5. Provide professional service of a nature consistent with the intent of this RFP.

Requirements:

Bidders will be evaluated on the basis of responses as well as additional information collected as part of this RFP process. Bidder's financial stability, size, and relevant experience will be considered during the evaluation process.

Each proposal must detail the bidder's experience and expertise in order to allow Center City to properly and efficiently evaluate each proposal. Center City will select the proposal that it deems most qualified to serve the best interests of Center City, in its sole and absolute discretion.

PROJECT DOCUMENTS

Project documents for this RFP are available for download at Center City's website at <https://centercitypcs.org/contact/requests-for-proposal/> as follows:

- Sample of a construction project - "Exhibit A Sample RFP School Floor Installation"

PROPOSAL REQUIREMENTS

Firms or individuals are encouraged to contact Center City to gather information about our mission, values and culture. Additionally, firms are invited to contact the Facilities Manager to set-up in person informational meetings, request floor plans, and/or schedule site visits.

All proposals should be addressed to:

Natasha Harrison
Facilities Manager
900 2nd Street NE Suite 221
Washington, DC 20002
Via email to nharrison@centercitypcs.org

Please submit all proposals by **Tuesday, April 9th at 5:00 p.m., EST**. Proposals received after this time are subject to rejection. Proposals must consist of the following information:

1. Firm background and primary contact.
2. Copy of license to work in the District of Columbia.
3. Clause with a "Not to exceed \$900,000 in any given fiscal year" if awarded to one (1) firm or "Not to exceed TBD in any given fiscal year" if awarded to two (2) or more firms.
4. Organizational chart showing how your firm will staff and organize projects. Indicate the designated project manager and his/her involvement as well as how others would be involved.
5. List of PK-8 educational projects constructed in the last five (5) years where firm was the general contractor.
6. List of all current PK-8 construction projects being performed by your firm, including your firm's current workload projected over the next year and a half, and a written statement regarding staff availability to execute the proposed scope of work.
7. Statement of commitment to obtain building permits and necessary trade permits (preferably with expedition).
8. Copy of Certificate of Insurance.
9. Explanation as to why your firm should be chosen.
10. List of any subcontractors that may be hired by your firm. Include business name, address, brief description of trade, length of existing relationship, and possible names of representatives who would work on projects.
11. Sample proposal for the construction project RFP School Floor Installation that is included in the project documents. Such proposal should include an estimated cost. Further, any proposals should include a breakdown by category/trade with labor and materials listed as separate items. Center City will not accept proposals that have materials marked up, nor those in which a non-realistic estimate of labor hours and/or hourly or fixed rate is provided.



PROJECT TIMELINE

Proposals due: April 9, 2019

Contract begins: July 1, 2019

Contract ends: June 30, 2020

CENTER CITY RESERVATION OF RIGHTS AND PROJECT AWARD

Center City will award services to the contractor(s) which, in Center City's judgment, are in Center City's own best interest. Center City reserves the right to reject any and/or all proposals when such rejection is in the interest of Center City in its sole and absolute discretion.

Any proposal not providing the required information, or not conforming to the format specified in this RFP, may be disqualified on that basis.

Center City reserves the right, in its sole and absolute discretion (for this provision and all other provisions contained in this RFP), to accept or reject, in whole or in part, any or all proposals with or without cause.

Center City reserves the right to waive any irregularity or informality in the RFP process or any proposal.

Center City reserves the right to make corrections or amendments due to errors identified in proposals by Center City or the bidder.

Center City reserves the right to modify and/or amend the final contract in negotiation with the contractor.

Center City reserves the right to select one or more bidders to perform the service.