



Essic Robinson Headstart

Proposals are Due February 7, 2025

INQUIRIES SHOULD BE DIRECTED TO:

Matt East, Facilities & Vehicle Director
Riverbend Head Start & Family Services
550 Landmarks Blvd. Third Floor
Alton, Illinois 62002
(618) 975-2087

PROPOSALS SHOULD BE DIRECTED TO:

Judy Gann, Executive Secretary
Riverbend Head Start & Family Services
550 Landmarks Blvd. Third Floor
Alton, Illinois 62002
jgann@riverbendfamilies.org



RFP: Request for Proposal

New HQ Headquarters Renovations Riverbend Head Start Alton, Illinois 1848 East Broadway, Alton, IL. 62002

Project Bid Package Name:

Riverbend Head Start HQ Headquarters
Bid Set Dated: February 7, 2025.
Riverbend Head Start Alton, Il.
1848 E. Broadway, Alton, IL. 62002

AGENCY: Riverbend Head Start hereinafter referred to as (Owner) is soliciting for a set scope of work & request a **LUMP SUM** Bid Proposal for **CONSTRUCTION SERVICES** on the above-referenced project.

RFP: Request for Proposal (RFP) - Riverbend Head Start HQ Headquarters

This Project consists of an Existing +/- **32,725 SF**, 1960's era Retail Building: glass front, Concrete Block Enclosure Walls, and Steel Joist Roof Framing System and associated Sitework. The planned scope is Selective (wholesale) Removals, Interior Renovations and All New Mechanical and Electrical Systems per the Project Plans and Specs for the single Owner/ occupant. This Remodel Consolidates under one roof, Administration, Office(s) & HR functions as well as Educational and Multi-Purpose Spaces, Maintenance & Service Functions.

The Owner is looking for a Construction Manager at Risk or a General Contractor partner to organize and lead a Project team capable of providing all-inclusive construction services on a **LUMP SUM** AIA Contract.

The Project team may include national, regional and/ or local based construction: Prime and subcontractor contractors, vendors, consultants, etc. for management, civil, architectural, structural, mechanical, electrical and specialty systems including all other needs, as required, complete, Per **PLAN & SPEC** documents.

Proposals are due electronically by February 7, 2025, before 2:00 PM Central Time Zone

OUR MISSION:

Inquiries to: Owner's Representative for 1848 E:
Matt East (618) 223-9153 c meast@riverbendfamilies.org
550 Landmarks Blvd. 62002



RIVERBEND MISSION: To empower children and families to develop positive skills to meet life's challenges. Riverbend Head Start and Family Services is dedicated to our community and working to transform the lives of families and children in Madison County, Illinois for decades. Riverbend builds community when we prioritize quality early childhood education and resources for all children, regardless of their current situation or circumstances at birth. Riverbend is a non-profit organization that offers early childhood education and support services to families in need.

START DATE: For Bidding purposes figure a construction **start date of February 2025** for mobilization. An ACM report has been ordered and summary quantities actual or allowed should be available within the bid period.

PROJECT INFORMATION

We are growing. Riverbend has purchased the old retail strip center, Alton Plaza **32,725 SF** located at 1848 E. Broadway Ave. in Alton, IL. The existing Riverbend educational building is to the North at 1802 E. Broadway Ave. **Tax Exempt.** This Project is fully designed and engineered and ready for release to the local construction market upon the Real Estate closing date or sooner. Publicly Funded. **Prevailing Wage Labor (PW)** or Davis-Bacon Wages, similar to local Union Labor wage rates. Use *General Decision Number IL 2024007* latest date, for "Building" Type, Madison County, Illinois.

COMPLIANCE: The employees of Prospective Vendor must agree to adhere to the code of conduct out lined by RHSFS. Riverbend Head Start & Family Services is a non-profit agency funded by the U.S. Department of Health & Human Services and Illinois State Board of Education. The owner and responsible Health and Human Services official shall have access to the facility at all reasonable times during construction and inspection. As a grant recipient we are required to comply with provisions of the Davis-Bacon Act whenever a repair, renovation, or construction project is done at one of our facilities. Any repair, renovation, or construction project that has a total cost which exceeds \$2,000 and involves a Head Start facility or the grounds surrounding that facility is subject to the Davis-Bacon Act.

Any "laborer" assigned to that project must receive prevailing wages and fringe benefits established by the U.S. Department of Labor. "Laborers" include all individuals that work on the job excluding supervisory personnel that only perform supervisory duties. Prior to any work being done, we must obtain the current wage and benefit rate for the type of labor being performed from the Department of Labor at www.gpo.gov/davisbacon/, and the contractor must agree to pay those prevailing wages and benefits to all individuals assigned to that job.

Regulations require that the hours and wage/benefit rates be paid weekly and reported to us for each employee providing work on that project. The Department of Labor has provided form WH-247 for employers to report and certify wages and benefits paid. We are required to obtain all of this information before we can approve an invoice for payment on this project.

INCLUDE SITEWORK: The west and north parking lots, as well as the east alley will receive repairs and improvements. Engineering for the exterior civil scope of work continues in Design. At this time, we request that all costs associated with the sitework be kept as a separate bid item number. *See the Bid*



Form within for the Breakout, Alternates and Unit Prices requested. Our intent is to award both the Interior and Exterior scopes of work to a single Contractor, complete, pending post-bid discussions.

If Interested documents are available at most plan services; SIBA, etc or by contacting Matt East via e-mail meast@riverbendfamilies.org

The following documents are currently available for download via pdf:

- A - Architectural (13 EA) Plans: Dated 11.30.2023
- M - Mechanical (10 EA) Plans: Dated 12.01.2023 + 12.11.2023
- E – Electrical (10 EA) Plans: Dated 12.01.2023 + 12.11.2023
- P - Plumbing (13 EA) Plans: Dated 12.01.23 + 12.11.23 + 03.14.22 + 12.11.22
- Specifications (On-Plans) See Sheets A1 + A2: Dated 11.30.2023
- AIA Document A101- 2017 – Agreement Owner and Contractor
- AIA Document A101- 2017 Exhibit A Insurance
- AIA-Document A201- 2017- General Conditions
- ITB Invitation-to-Bid
- Advertisement for Bids
- AIA Document A701- 2018 Instructions To Bidders
- Bid Form, Single Prime Contract
- Alternates Form
- Unit Prices Form
- Pre-Bid Meeting (not a mandatory meeting)
- Soils Report, partial, old for Reference Only.

The documents provided above combined with the instructions within this RFP shall form the basis of design for this project. The selected project team will collaborate with the Owner to coordinate design approval and permitting with the City, State, and any other governing entities.

Coordination with Owner Designated Vendors

Following is a list of Owner-hired vendor types that will need to be coordinated with the architect’s scope of services.

- Signage vendor
- Security and Access Control vendor
- CCTV camera and North lot lighting vendor
- Data and Communications designer
- Furniture vendor
- Maintenance equipment vendors

PROJECT PHASING

The Owner’s project team will provide the above referenced scope of services within the following project phases:



Construction Document Preparation

- Document submittal to appropriate entities for permit approval.
- Develop a responsibility matrix for GC, Vendor, and Owner responsibilities.
- Permit Approval Process – Submit initial documents, respond to review comments, and make revisions as required (City, County, State, Fire Department, Utility Companies, EPA)

Bidding and Negotiations

- RFI Request for Information response(s) and answers to questions during bidding and post-bid talks.
- Issue addenda and additional information as needed, in writing.
- The Owner will not be bound by or for any oral statements.

The following tasks will be addressed by Owner:

- Contractor's Project Manager and Superintendent approval
- Contractor Selection

Proposed Project Schedule

01/13/25	RFP Issued
01/27/25	Site visit, pre-bid meeting, Friday, 10:00 AM (encouraged, not mandatory)
02/07/25	RFP / GC Bids Due into Owner's Rep. Electronically
02/10/25	Private Opening of Proposals/ Bid Form review(s)
02/10/25	Short List & Contractor Interview Scheduled
02/14/25	Interviews with short listed contractors.
02/17/25	General Contractor Award
02/18/24	Execute Construction Contract between the Owner and the Contractor

RFP – EVALUATION/ Selection Criteria

- 40.% Completeness & Price & Pricing
- 20.% Timing, Schedule & Methods
- 5.% Minority Owned and/ or Minority MBE Participation
- 5.% Experience with Relative Product
- 5.% Capacity / Workload / Backlog
- 25.% Full-Time Project Superintendent
- **100.% Total**

PROPOSAL REQUIREMENTS

Proposal Attachment: Notes, Clarifications, Inclusions, Exclusions, Qualified Proposals will be entertained and fully explored and researched.

Document Completeness: These CD documents are less than complete and may lack detail(s) in places. Be prepared to address the diligence taken to complete the scope(s) and address the open white spaces found and dollars filled.



Understanding of the Project:

The Bid Form asks for the number of calendar days required for Project Substantial completion. Address Project Phasing/ Strategy/ Labor environment, etc., with long lead times of concern.

Disadvantaged Business Enterprises (DBE):

*We are interested in participation by Disadvantaged Business Enterprises (DBE), Minority (MBE), Small Business (SBE), Veteran (VBE), and Women (WBE). Owner **DOES NOT** have any goals for DBE participation on the total contract price. It is the Owner's preference where economically reasonable for efficient performance of the work to select minority Contractor/ subs and vendors where appropriate.*

On-Site Supervision:

Provide Resume of your Full-Time Project Superintendent. (2-Page Limit)

Resume of your Project Manager (2-Page Limit)

Should your RFP response be shortlisted, make every effort to make your Superintendent available at a suitable time for an interview session.

Proposer's Duty to be Informed. Each proposer should carefully examine the RFP and corresponding Project documents. Failure or neglect to review any documentation referenced in the RFP will not relieve such proposer of any contractual obligation contained in the RFP. Such proposer shall have no claim for relief based upon a lack of knowledge of the content or legal effect of any such provision.

Questions: It is required that all bidding entities submit their proposals and any other required materials in writing, in an electronic format only, to the Owner's Rep. During the pre-bid period, phone calls and/ or e-mails can be made to the Owner's Rep directly. Contact information is in the RFP footer below.

Construction Contract Amount Agreement:

The Agency and the successful proposer will negotiate in good faith and use their best efforts to execute a mutually acceptable agreement within ten (10) days after the Owner delivers notice to the successful proposer. If Owner and the successful proposer cannot agree on a mutually acceptable agreement within the said ten (10) day period, then Owner may, in its sole discretion and without notice, begin negotiations with any other proposer who submitted a proposal or begin negotiations with any other firm or reissue the RFP. By submission of a proposal, the undersigned proposer acknowledges that both parties will negotiate and endeavor to enter into a definitive agreement within the period set forth above.

Insurance

The proposer to whom the award is made shall be required to furnish Owner with insurance coverages as set forth in Owner's rider.

- General Liability Insurance
- Builder's Risk Insurance



- Bid Bond is not required.
- Performance and Materials Payment Bond, *by Add Alternate*, see Bid Form.

RFP SELECTION

The Agency will notify the successful proposer within five (5) days after submission date of all proposals. The Agency reserves the right to accept or reject any or all proposals for any reason without liability to such proposer. The submission of a proposal does not in any way constitute a contractual obligation for the Agency.

Please contact Matt East, Owner's Facility Manager and Representative directly with any RFI requests for info. or questions. Thank you for your interest and we look forward to receiving your bid proposal.



CERTIFICATION

On behalf of the Contractor:

- A. The individual signing certifies that he/she is authorized to contract on behalf of the Contractor.
- B. The individual signing certifies that the Contractor is not involved in any agreement to pay money or other consideration for the execution of this agreement,
- C. The individual signing certifies that the price in this proposal has been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
- D. The individual signing certifies that the price quoted in this proposal has not been knowingly disclosed by the Contractor prior to an award to any other Contractor.
- E. The individual signing certifies that there has been no attempt by the Contractor to discourage any potential Contractor from submitting a proposal.
- F. The individual signing certifies that he/she has read and understands the following publications relative to the proposal:

- 1.41 CFR part 60 "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor" and by Executive order 11246 "Equal Employment Opportunity"
- 2. Executive Order 12549 and 12689 certifying that neither the Contractor nor any of its principal employees are listed on the General Services Administration's list of Parties Excluded from Federal Procurement.
- 3. Contract Work Hours and Safety Standards Act (40 USC 327-333) certifying that all contracts involving the employment of mechanics or laborers will include a provision requiring computing wages on the basis of a standard workweek of 40 hours. Work in excess of the standard workweek shall be compensated at no less than 1-1 /2 times the base rate of pay. The Act also requires that no laborer or mechanic be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous.
- 4. Applicable standards of the Clean Air Act (42 USC 7401) and the Federal Water Pollution Control Act (33 USC 1251).

G. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal.

Dated this _____ day of _____, 20 _____

(Contractor's Firm Name)

Signature of Contractor's Representative

(Printed Name and Title of Individual Signing)