



## **REQUEST FOR PROPOSALS (RFP)**

### **Interior Renovation of Office Space**

**Issue Date: Thursday, November 1, 2018**

**Due Date: Friday, November 30, 2018 at 5:00 PM EST**

#### **I. Introduction**

Us Helping Us, People Into Living, Inc. (Us Helping Us) & The DENIM Collection are soliciting proposals from qualified professional vendors for interior renovation and repair services. The qualified vendor will enable Us Helping Us & The DENIM Collection to significantly improve the quality of the interior activity-space and provide high quality services to our clients. We prefer all potential bidders to perform a walk through prior to the submission of a proposal.

#### **II. Background Information**

The DENIM Collection has occupied 2,400 SF of office space at 8240 Professional Place, Suite 207, Landover, Maryland 20785 since 2014. The DENIM Collection aims to update the look and feel of the space with an updated design, upgraded technology, and new paint and flooring throughout. The DENIM Collection seeks professional advice regarding whether a “stay-put” renovation is possible to limit impact to the delivery of client services. The DENIM Collection wishes to begin construction of on or around December 1, 2018. Please refer to the drawing in Attachment A to see the proposed renovation. The contractor shall provide all permits for construction.

#### **III. Services Required**

The following narrative outlines the services to be provided to The DENIM Collection in the area of interior renovation. Depending whether the "stay-put" renovation is possible, services are to be provided during office hours (M-F / 9:00am – 7:00pm).

##### **1. Demolition of Interior Walls**

- Demolition of interior walls that extend to the underside of an existing ACT ceiling (ceiling is continuous above the partition) at 8'-0" AFF. The walls include receptacles, light switches and other devices needing relocation.
- Demolition of existing kitchen millwork and preparation for new millwork. Please refer to the bid documents for more information.
- Demolition of existing bathrooms and preparation of new plumbing in a new layout. Please refer to Appendix A.

##### **2. New Painting & Wall Covering**

- Interior of new space to be painted per the bid set. Some spaces will need to be painted with specialty paint (e.g., chalk board paint).
- Cover some spaces with White Dry Erase for Walls, per the bid set.

### 3. New Flooring

- Install new carpet, VCT and tile, along with the base, in the new space, per the bid set.

### 4. Kitchen Millwork and Appliances

- Provide new kitchen millwork, per the bid set. The new space will require new refrigerator, sink, dishwasher, faucet, hot water heater, and microwave. New VCT flooring will be installed over existing flooring unless otherwise suggested by the proposing team to keep the existing flooring.

### 5. Miscellaneous Interior Renovations

- Repair and replace ceiling tile as required for demolition. Please refer to the bid documents for further information.
- Mechanical, electrical, and plumbing adjustments may be required to account for demolition and new construction.
- Contractor is required to move furniture as needed to complete the work for each phase.

## **IV. Submittal Requirements**

The following information shall be required in the RFP submittal:

1. Letter of Transmittal. The letter is not intended to be a summary of the proposal itself. The letter of transmittal must contain the following statements and information:

- a. Company name, address, and telephone number(s) of the firm submitting the proposal.
- b. Name, title, address, e-mail address, and telephone number of the person or persons to contact who are authorized to represent the firm and to whom correspondence should be directed.
- c. Federal and state taxpayer identification numbers of the firm.
- d. Briefly state your understanding of the services to be performed and commitment to provide the services as specified.
- e. The letter must be signed by a corporate officer or other individual who is legally authorized to bind the applicant to both its proposal and cost schedule.
- f. Statement that indicates the proposal and cost schedule shall be valid and binding for sixty (60) days following proposal due date and will become part of the contract that is negotiated with Us Helping Us.

2. General Vendor Information. Provide the following information:

- a. Length of time in business.

- b. Length of time in business of providing proposed services.
- c. Number of full-time personnel: consulting, installation, training, administrative support, etc.
- d. Location of office that would service this account (e.g., location of headquarters and any field offices that are not providing service to this project should also be listed).

3. Description of Services. Provide the following information:

- a. Describe how your firm is positioned to provide the services listed in this request for proposals and provide a history of experience on providing similar services.
- b. Describe your approach and methodology to providing these services.
- c. Provide insight on how your team will incorporate this project into your current activities. In addition, provide information on how your team will maintain employee safety and productivity during construction, especially if the "stay-put" renovation is applicable.
- d. Provide your proposed schedule for this project.

4. References. Provide the following information:

- a. Name, title, address, and telephone number of three references for clients whom you have provided similar services.
- b. Describe the actual services provided and the length of tenure providing services to each client referenced.

5. Staff Resources. Provide the following information:

- a. Identify names of principals and key personnel who, if your company is selected, will actually provide the interior renovation services.
- b. Summarize the experience and expertise of these staff.
- c. Describe the role and responsibilities that each of these individuals will have.

6. Default. If your company has had a contract terminated for default during the past five years, all such incidents must be described.

Termination for default is defined as notice to stop performance due to the vendor's non-performance or poor performance; and the issue was either (a) not litigated or (b) litigated, and such litigation determined the vendor to be in default. If default occurred, list complete name, address and telephone number of the party. If 'no' such terminations have been experienced in the past five years, declare that. The DENIM Collection will evaluate the facts and determine whether the known facts may jeopardize the selection of the contractor.

7. Summary. This section allows you to summarize your proposal and your firm's qualifications.

We want you to articulate why your firm is pursuing this work and how it is uniquely qualified to perform the services for The DENIM Collection. Include any other pertinent information that helps The DENIM Collection assess your overall qualifications. **The proposal summary section is not to exceed three pages.**

8. Cost of Services. Provide the following information:

- a. The proposal must contain a fee schedule that includes hourly rates for proposed services.
- b. Describe how your services are priced, and any specific pricing you are able to provide.
- c. Define any additional charges (e.g. travel expenses).
- d. Do you have any state contracts that the LVPC would qualify to utilize?

9. Insurance. Contractor shall furnish a certified copy of General Liability Insurance, as well as workman's compensation for company and employees prior to beginning any work.

10. Bid Form. Please fill out the attached bid form and include it with your proposal.

Deadline for Submissions of Proposals. Proposals are to be submitted via email or in-person by 5:00pm on **Friday, November 30, 2018 at 5:00 PM EST**

Two (2) copies should be submitted as a loosely-bound reproducible copy. All copies of the proposals must be under sealed cover and plainly marked as "Interior Renovation Services Proposal".

Proposals can be emailed to Darrell Cottingham: [dcottingham@uhupil.org](mailto:dcottingham@uhupil.org). Proposals can also be delivered or mailed to: 3636 Georgia Avenue NW, Washington DC 20010 or 8240 Professional Place, Suite 207, Landover, MD 20785.

Any questions regarding this proposal are to be submitted no later than Friday, November 23, 2018 to: DeMarc A. Hickson, PhD, Executive Director, Us Helping Us, People Into Living, Inc., Washington, DC 20010. Email: [dhickson@uhupil.org](mailto:dhickson@uhupil.org).

## VII. Miscellaneous

1. Us Helping Us & The DENIM Collection reserve the right to reject any and all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in Us Helping Us' & The DENIM Collection's sole judgment, best meet the requirements of the project.

2. The Request for Proposal creates no obligation on the part of Us Helping Us & The DENIM Collection to award a contract or to compensate the proposer for any costs incurred during proposal presentation, response, submission, presentation, or oral interviews (if held). Us Helping Us & The DENIM Collection reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.

3. Us Helping Us & The DENIM Collection further reserves the right to make such investigation as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this purpose as Us Helping Us & The DENIM Collection may request.

4. Proposers must specifically identify any portions of their submittals deemed to contain confidential or proprietary information, or trade secrets. Those portions must be readily separable from the balance of the proposal. Such designations will not necessarily be conclusive, and proposers may be required to justify why the LVPC should not, upon written request, disclose such materials.
5. This is a Request for Proposals and not a bid process. Therefore, Us Helping Us & The DENIM Collection has the discretion to evaluate the qualitative as well as the financial aspects of each proposal and make its selection based on what it considers to be in its best interest as a whole. The award and selection of the Vendor is solely within the discretion of Us Helping Us & The DENIM Collection. After the contract award has been announced, no unsuccessful Vendor should submit additional information for Us Helping Us' & The DENIM Collection's consideration or have any subsequent contact with Us Helping Us & The DENIM Collection employees or officials, other than to receive a debrief from an authorized individual.
6. Unless this proposal clearly states otherwise, prices quoted will be considered to include all charges for transportation, packaging, crates, containers, etc., necessary to complete delivery on an F.O.B. Destination basis.
7. Potential vendors are urged to make themselves fully aware of all job and facility requirements. Potential vendors shall be responsible to question discrepancies, errors, and/or omissions in the specification and totally familiarize itself with the full intent of this invitation for proposal. Failure to do so will not relieve Vendor of the responsibility to perform to the full scope and quality of work expected by Us Helping Us & The DENIM Collection.

**BID FORM**

**Interior Renovation of Office Space:**

**The DENIM Collection  
8240 Professional Place  
Suite 207  
Landover, Maryland 20785**

1. Submit bids in compliance with the Request for Proposals. Make sure to fill in all blanks. Us Helping Us reserves the right to reject all incomplete bid forms.

2. This Bidding document is not part of the Contract Documents, unless specifically referenced in the Owner/Contractor Agreement.

3. Name and Address of Proposed Company:

4. BASE BID: The Bidder proposes to perform all of the Work required by the Contract Documents for the amount of: (Fill in amount in words and numbers.)

\$ \_\_\_\_\_

\$ \_\_\_\_\_.

5. ALTERNATE PRICE #1: First unforeseen or noted cost observed during walk-thru:

\$ \_\_\_\_\_

\$ \_\_\_\_\_.

6. ALTERNATE PRICE #2: Second unforeseen or noted cost observed during walk-thru:

\$ \_\_\_\_\_

\$ \_\_\_\_\_.

7. Time: The Bidder proposes to the following dates (Fill in):

A. Proposed Starting Date after receipt of permits: \_\_\_\_\_

B. Proposed calendar days required for substantial completion: \_\_\_\_\_

8. By submitting this Bid Form, the Bidder certifies that he/she has visited the project site, is aware of existing conditions which affect the work, and has reviewed the Contract Documents, including the following Addenda: (List Addenda received):

9. Bid Qualifications: Submit bid qualifications and reasons for qualifications with this Bid Form. Include impact of bid qualifications on time, cost or quality. Bid qualifications may include: A list of proposed subcontractors, cash flow requirements, assumptions for access to the work, assumptions for staging the work, assumptions for protecting existing and abutting work, and proposed modifications to General and Supplementary Conditions.

10. Signed and sealed (Enter date, Bidder's signature and legal business address.)

Date:

Name:

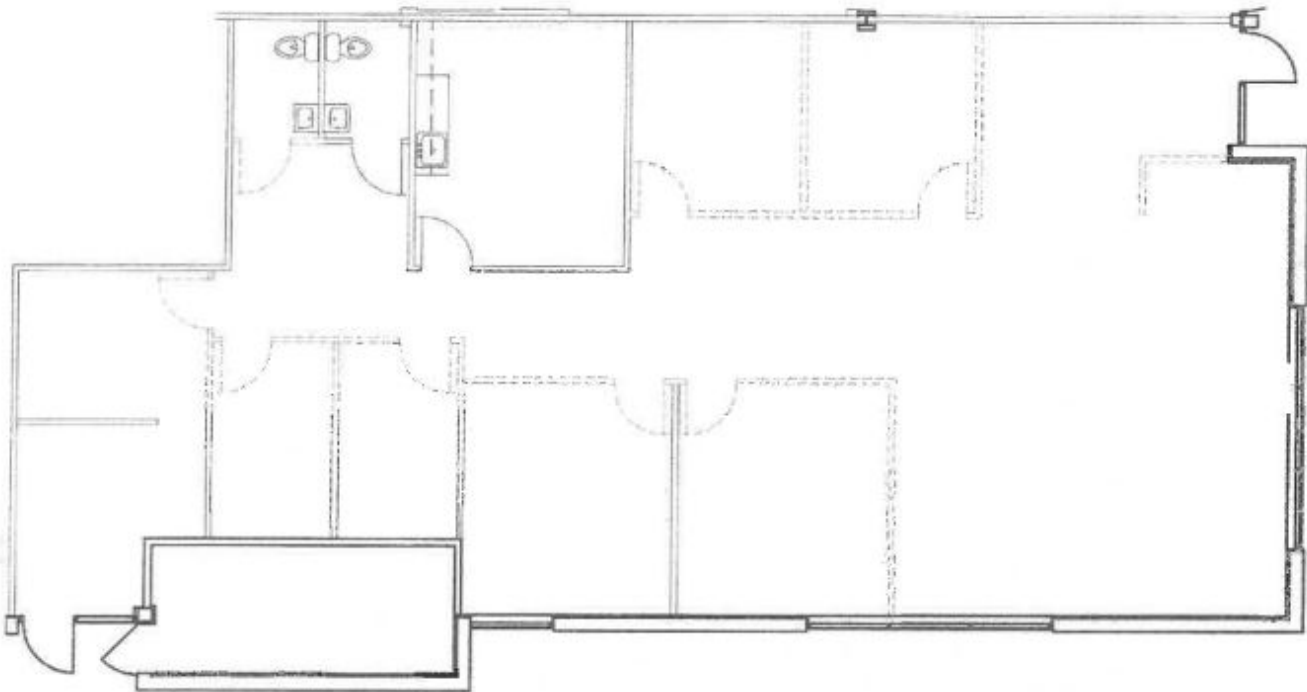
Business Address:

Contact information:

Signature:

List of Bid Qualifications by Bidder (if any) - Use additional sheets if required:

**ORIGINAL FLOOR PLAN**

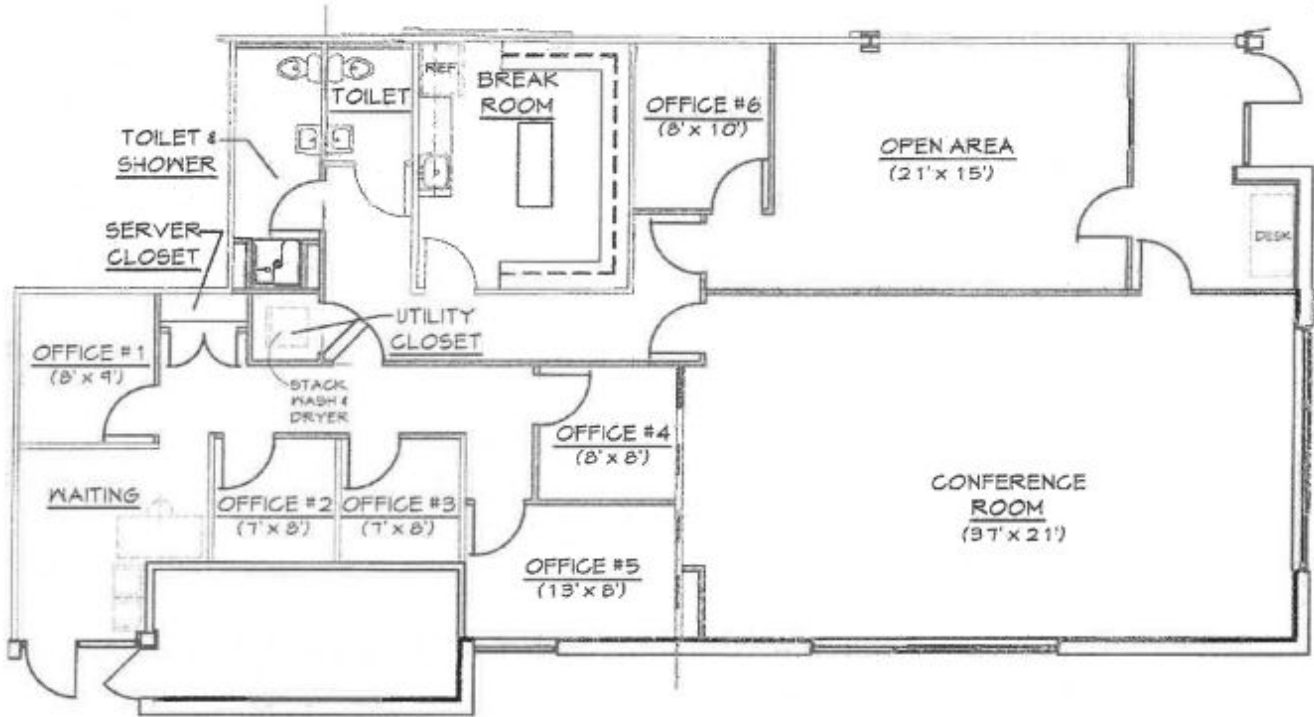


SUITE 207 - DEMOLITION PLAN

Scale: 1/8" = 1'-0"

**NEW FLOOR PLAN**





SUITE 207 - SPACE PLAN

Scale: 1/8" = 1'-0"