

REQUEST FOR PROPOSALS

PROPOSAL DUE DATE:

**May 29, 2018
1:30 p.m. (CST)**

DESCRIPTION:

Gary Community School Corporation
For Child Nutrition Department
Build Services for West Side Cafeteria

CONTACT PERSONS:

Gary Community School Corporation
Attn: Ron Gordon, Diane Schweitzer, PhD, Consultant
1988 Polk Street
Gary, IN

**RETURN ALL PROPOSALS CLEARLY MARKED:
“DO NOT OPEN- RFP DESIGN-BUILD PROJECT FOR CAFETERIA RENOVATON
WEST SIDE LEADERSHIP ACADEMY, 2018**

DELIVER/MAIL TO:

Gary Community School Corporation
Attn: Ron Gordon, Diane Schweitzer, PhD, Consultant
1988 Polk Street
Gary, IN

The Gary Community School Corporation reserves the right to reject any or all proposals and to waive any informality in the proposals received whenever such rejection or waiver is in the best interest of the Gary Community School Corporation.

SECTION I
General Information

A. Request for Proposal (RFP): The Gary Community School Corporation is hereby seeking prospective vendor(s) to submit qualifications, experiences and cost fee proposals to provide necessary Design Build Services to renovate an existing high school cafeteria as stated in Section II, Scope of Work. All interested Vendors are invited to submit a proposal in accordance with instructions herein.

B. Scope: This RFP contains proposal submittal instructions and requirements to be eligible for consideration.

C. Schedule of Activities:

1. NOTIFICATION PERIOD	May 21, 2018
2. RECEIPT of RFP	May 29, 2018 1:30 PM
3. EVALUATION OF PROPOSALS	June 1, 2018
4. ISSUE PURCHASE ORDER	June 4, 2018
5. PROJECT COMPLETION	AUGUST 13, 2018

D. Due Date for Written Questions Relating to this RFP. **The deadline for written questions is 3:00 P.M. Central Standard Time, May 24, 2018.** All questions must be submitted by email to Diane Schweitzer at: Diane1224@Comcast.net. Verbal inquiries will not be accepted. Written responses to questions and comments will not identify the submitter. All questions and the associated answers will be published to all Vendors.

E. Proposal Requirements. One (1) original and three (3) copies of the proposal shall be submitted in a sealed envelope via personal delivery, US Mail, or parcel, and clearly marked "Do Not Open RFP- DESIGN BUILD SERVICES FOR WEST SIDE CAFETERIA RENOVATION" by May 29, 2018 at 1:30 PM (Central Standard Time) and addressed to the contact person(s) named above.

The Vendors mailing their proposals should allow sufficient time for mail delivery to ensure receipt by the time specified. **No proposals will be accepted after the due date. No faxed or e-mailed proposals will be accepted.**

F. Amendment to the RFP. The Gary Community School Corporation reserves the right to amend the RFP at any time. In the event if it becomes necessary to revise any part of the RFP, a written amendment will be issued to all vendors who received the original RFP from the Business Department noting the revision and modifications. A Vendor's response must include acknowledgement of the addenda.

- G. Late Receipt of Proposals. **Late proposals will be rejected and returned to the vendor. It is the responsibility of the Vendor to ensure that the proposal arrives at the Business Department by the due date and time specified. Postmarking by the due date will not substitute for actual receipt of the proposal by the GARY COMMUNITY SCHOOL CORPORATION.**
- H. Rejection of Proposals. At any time prior to execution of the purchase order, the Gary Community School Corporation reserves the right to reject any or all proposals, in whole or in part, to advertise for new proposals, to abandon the need for such services, to waive all informalities in the proposals received whenever such rejection or waiver is in the best interest of the GARY COMMUNITY SCHOOL CORPORATION, and to cancel this RFP if it is in the best interest of the GARY COMMUNITY SCHOOL CORPORATION.
- I. Proprietary Information. Any restrictions on the use of data contained within any proposal must be clearly stated in the proposal itself. Each page of the proprietary material may be labeled or identified "Proprietary".
- J. Response Material Ownership. All material submitted regarding this RFP shall become the property of the GARY COMMUNITY SCHOOL CORPORATION and will not be returned to the Vendor. Responses received will be retained in a file. The GARY COMMUNITY SCHOOL CORPORATION has the right to use any or all ideas presented in reply to this RFP, subject to "Proprietary Information". Disqualification or non-selection of a Vendor or proposal does not eliminate this right.
- K. Incurring Costs/Costs of Preparing the Proposal. The costs of preparing the proposal are the sole responsibility of the Vendor. The GARY COMMUNITY SCHOOL CORPORATION is not liable for any costs incurred by the Vendors prior to issuance of an agreement, contract and/or purchase order.
- L. Acceptance of Proposal Content. The contents of the RFP of the selected Vendor will enter into contractual obligations if acquisition action ensues. Failure of the successful Vendor to accept these obligations may result in cancellation of the award and the Vendor may be removed from future solicitation.
- M. Acceptance Time. The GARY COMMUNITY SCHOOL CORPORATION intends to select a vendor within six (6) calendar days after the closing date of receipt of proposals. No inquiries will be accepted during the evaluation period. The evaluation period will begin on the specified time and may last up to six (6) calendar days thereafter.
- N. Evaluation Procedures and Criteria.
1. Proposals **will not** be opened publicly.
 2. A review team will evaluate the proposals received in accordance with the general criteria used herein. The Vendor should be prepared to provide any additional information the team deems necessary to the fair evaluation of proposals. Failure of the Vendor to provide any information requested in this RFP may result in disqualification of the proposal.

3. Evaluation Criteria. Responsive proposals shall be evaluated based on the following point system where 100 points are possible to select the proposal that is most advantageous to the GARY COMMUNITY SCHOOL CORPORATION.

A.	Company Profile, Resources, and References	10 Points
B.	Relevant Services Design Build Experiences With K-12 School Districts.	15 Points
C.	Design Build Staffing Plan (Completion Date by Start of 2018-2019 School Year)	25 Points
D.	Conceptual Sketch	30 Points
E.	Cost	20 Points
	Total:	100 Points

O. Selection of Respondent. A professional service agreement may be negotiated with the Vendor whose proposal is determined to be most advantageous to the GARY COMMUNITY SCHOOL CORPORATION. The Vendor proposal shall meet or exceed the established criteria including DESIGN BUILD service capabilities and past work experiences in providing DESIGN BUILD SERVICES from Design to Construction.

Interviews may be scheduled if determined necessary, however, selection may be without discussion after proposals are received. Proposals therefore should be submitted on the most favorable terms, from both technical standpoints and price. The GARY COMMUNITY SCHOOL CORPORATION reserves the right to reject any or all proposals and to waive any and all formalities if deemed in the best interests of the GARY COMMUNITY SCHOOL CORPORATION.

P. Release of Claims. By submitting a proposal, each Vendor agrees that it will not bring any claim or have any cause of action against the GARY COMMUNITY SCHOOL CORPORATION on any misunderstanding concerning the information provided in this RFP.

Section II SCOPE OF WORK

- **Objectives of the Project**

The objective of this RFP is to seek qualified and experienced Vendors to plan, design, construct and remodel the existing West Side Leadership Academy cafeteria dining area as a fast track project. The Vendor shall provide all materials, labor, equipment, and supplies needed to complete the project and shall be completed before the 1st instructional day of the 2018-2019 school year (August 13, 2018).

The project is located at West Side Leadership Academy, 9th & Gerry Street in Gary, Indiana. The school serves approximately 1200 students in grades 9-12 including special education students. Meals are provided to students and staff twice per day, breakfast and lunch.

Additionally, West Side Leadership Academy will house the Gary Community School Corporation Administrative offices comprising approximately 40 adults.

The dining space is a multi-function space for many school and community events. Furnishings must be pleasant, durable, and adaptable to multi functions.

- **Project Criteria and Requirements.**

The Vendor shall perform all Design Build services for the project located at West Side Leadership Academy. The Vendor shall be responsible for identifying the necessary logistical, architectural, structural, mechanical, and electrical work elements to install and renovate the operational space.

Renovation activities are to include: Submit a plan to redesign the current cafeteria dining space, including but not limited to a variety of seating styles (tall tables, booths, square and rectangular tables and chairs), wall and window décor, refuse disposal receptacles, digital display (TV) equipment, etc.

Vendor may include with proposal AS SEPARATE LINE ITEMS:

- Painting of serving area, dining room, and faculty dining room
- Removal of VCT tile and installation of new flooring
- Vendor suggestions to additional furnishings, equipment, lighting
- Signage décor in dining room- with suggestions including school mascot- West Side Cougars, school colors blue and orange, athletics, academics, motivational messaging, etc.
- Signage décor in serving area- Same as above, nutrition, serving station names

The finished area must comply with all regulations within the American's With Disabilities Act (ADA) and any other applicable statutes and regulations.

- **Design Codes and References**

The design and construction shall comply with the latest editions of the following criteria, standards, construction codes, and guides listed below:

- Indiana Building Codes
- National Fire Protection Association (NFPA)
- National Electric Code (NEC)
- Any other Indiana regulatory codes as related to the project

Specific Requirements:

- Design to accommodate water, sewer, electrical, HVAC and other utilities that may be currently present in the construction area.
- The Gary Community School Corporation will remove all current tables and chairs from student and faculty dining rooms at the start of the project.
- If awarded flooring project, vendor will be responsible for safe removal and disposal of floor tile and base cove, if present.
- Design shall include drawings, renderings, and product quality specifications with pictures and colors for the project.

Physical Locations.

Due to the location and exposure of the project site, vendor will develop a construction plan prior to start of work. Plan will include implementation means and methods for providing materials, equipment and personnel to the project site to safely and accurately perform the work in a timely manner. The Gary Community School Corporation will fully cooperate with the installation contractor to meet deadline of project completion by start of school, August 13, 2018.

Warranty and Maintenance Plan

Vendor shall provide warranty for the newly installed building components and equipment. Warranty shall be based on manufacturer's specifications.

Design-Construction

- The GARY COMMUNITY SCHOOL CORPORATION reserves the right, at no additional cost, to evaluate, critique and make changes necessary to meet the intent of the Statement of Work and requirements during the initial design up to the 100% final submittal.
- The Vendor is expected to visit the areas of work and verify all conditions and dimensions. Appointments may be made by contacting Diane Schweitzer, PhD at Diane1224@Comcast.net or 219-712-4220 Cell Phone. Blueprints are available for review.

Data.

The Vendor shall be responsible for the professional quality, technical accuracy, and coordination of all drawings, specifications, code compliance, and other documents or publications upon which construction is based.

Performance Time. The performance time for this project shall be agreed-upon during project negotiations between the Vendor and the GARY COMMUNITY SCHOOL CORPORATION. The expected project completion time is start of 2018-2019 school year (August 13, 2018)

Vendor Responsibility and Requirements

- The Vendor and his/her personnel must obey and comply with all school corporation policies and procedures to enter/leave/occupy the work area.
- It may become necessary from time to time for GARY COMMUNITY SCHOOL CORPORATION to stop the Vendor from working due to high priority or sensitive missions. The Vendor will cease work as directed by the Project Manager. For each calendar day and/or portion of a calendar day the Contractor is removed from the job site, the contract schedule will be adjusted accordingly.
- Contractor is responsible for supplying and emptying their own waste receptacle for construction debris.
- The vendor shall refrain from interaction with GARY COMMUNITY SCHOOL CORPORATION students and staff and shall remain at the job site during work hours.

Points of Contact. Personnel responsible for the project are:

Gary Community School Corporation Emergency Manager (Superintendent): Dr. Peggy Hinckley
Chief Financial Officer- Leonard Moody
Facilities Director: Ron Gordon
Project Manager- Diane Schweitzer, PhD

**Section III
RFP Proposal Requirements**

A. Proposal Submission Requirements. Design/Build proposal must contain the following:

1. Specifications. Vendor shall include with their proposal documented proof that the Vendor meets or exceeds the minimum specifications shown in Section IV contained herein. All Equipment shall be New Original Equipment Manufactured. Reconditioned, Refurbished, or Used Equipment **will not** be accepted. Failure to provide new/original equipment shall deem the proposal non-responsive and result in rejection of such proposal.
2. Cost/Pricing. Vendor shall include with their proposal the cost/price being proposed. Cost/Price shall include all delivery fees, applicable taxes, permit fees, any license fees, and extended warranty fees.
3. Warranty. The Vendor shall include product warranties including parts, labor, and extended warranties.
4. Proposal Copies. The Vendor must submit one (1) original and three (3) copies of the proposal for receipt by the due date at the address provided under "contact persons."

B. Proposal Review Process.

Proposals will not be opened publicly on the due date specified. The GARY COMMUNITY SCHOOL CORPORATION will screen written proposals received in accordance with the criteria contained in this RFP for compliance with the specified requirements stated and completeness of the information requested in this RFP. Proposals which fail screening will be rejected and returned to the Vendor unrated.

1. Proposal received after specified due date and time will be considered non-responsive, rejected, and unrated.
2. All proposals that meet or exceed the minimum specifications and criteria will be reviewed by an Evaluation Team.
3. Vendors shall not contact the GARY COMMUNITY SCHOOL CORPORATION during the proposal review process.

C. Proposal Evaluation.

1. The proposals shall be evaluated and rated in accordance with how responsive the Vendor is to the requirements stated in the RFP, the criteria outlined in Section IV., Proposal Content and Evaluation Criteria.

2. The Vendor shall provide additional information to the Evaluation Team if deemed necessary by the Evaluation Team to complete the evaluation. Failure to comply may result in disqualification of the proposal.
3. Selection of the Vendor. The GARY COMMUNITY SCHOOL CORPORATION will rank the proposals based on total points awarded. The Vendor deemed most qualified and responsive will be considered for project award. ***This RFP is not based solely on cost/price.***

D. Award of the Project

1. The GARY COMMUNITY SCHOOL CORPORATION shall inform the selected Vendor in writing, of the project award, and provide related information and instructions for completing the offer. If the selected Vendor fails to accept the award within three (3) calendar days, the GARY COMMUNITY SCHOOL CORPORATION will then offer the contract to the next responsive Vendor.
2. The GARY COMMUNITY SCHOOL CORPORATION will issue the Notice to Proceed to the selected Vendor upon execution of the purchase order.

E. Primary Contacts. Vendor will provide Sales, Accounts Receivable, Support Services (Maintenance), and Customer Service contact information of contractors and sub-contractors.

1. Supplier.
 - a. Lead Personnel.
 - b. Name:
 - c. Address:
 - d. Telephone (Office and Cell Phone):
 - e. Fax:
 - f. Email:

Section IV

Proposal Content and Evaluation Criteria

- A. Company Profile, Resources, and References
1. Describe each contractor and sub-contractor being utilized by the Vendor, including its leadership, annual business volume, staffing, business lines, and any special certifications, recognitions, awards or capabilities which make the company a particularly good fit for your Design Team.
 2. Expertise in food services planning, design, renovation, and construction.
 3. Knowledge of building codes. Permitting and licensing requirements as they relate to food services remodel and their operational requirements.
 4. Claim and Litigation History- Provide detail listing of all current and pending claims and litigations.
 5. Each Vendor shall provide references from three (3) previous clients knowledgeable of the Vendor's performance of provided services similar to the services provided in this RFP and a contact person's telephone number of each such reference.
- B. Relevant Renovation Design Build Experience including Technical Knowledge and Best Practices.
1. List no more than five previous New/Renovation Project engagements performed by the Vendor within the past five (5) years.
 2. For two of the listed services projects engagements:
 - A. Describe in detail the total scope of services provided to the owner of the engagement;
 - B. Describe in detail the composition and extent of the organization provided in the engagement;
 - C. Describe any benefits that accrued to the owner by virtue of the engagement;
 - D. Provide owner references, including contact name, their role on the project, current phone numbers and current email address.
- C. Design Build Staffing Plan for this Project
1. Describe in graphic and written form, the proposed project assignments and lines of authority and communication for principals and key professional members of each consultant that will be involved in the project.
 2. Schedule: Submit a detailed project schedule understanding this project is to be fast-tracked.
 3. The renovation will need to be functional, as well as being aesthetic pleasing. Your responses to each section are integral to the submitted proposal.

D. The proposal contains substantially all components specified in SECTION III-RFP PROPOSAL REQUIREMENTS.

1. The Vendor must submit one (1) original and three (3) copies of the proposal.

E. 1. Vendors must submit a complete response to the RFP in order to be considered. All proposals received in response to this RFP will be retained by the GARY COMMUNITY SCHOOL CORPORATION. Proposals should be prepared simply yet comprehensively, providing complete details of the Vendors' abilities to provide Design Build services.

F. Proposals must include the following:

1. Proposed scope of work to be performed to assure the following activities are performed and completed within the timeline established for each deliverable:

a. **Training Plan** and onsite training session for staff care of furniture, fixtures, and equipment as part of project.

2. Proposed cost to carry out the scope of work, providing cost breakdown by:

a. Total cost for cafeteria and staff dining furniture (tables, chairs, waste receptacles) including delivery, installation, training

b. Flooring Replacement

c. Dining Room Signage

d. Serving Area Signage

e. Painting- Dining Room, Staff Dining Room, Serving Area

f. Other Optional Furniture, Fixtures, and Equipment (FFE)

3. Description of Vendor's previous experience in supplying Design Build Services for such renovations including a list of references.

4. Qualifications of key personnel to be assigned to this project.