
REQUEST FOR PROPOSALS

FOR A

GENERAL CONTRACTOR

TO CONSTRUCT

McNabb Women's Congregate Living

391 Straight Creek Road
Claiborne County, Tennessee

Owner:

McNabb Center

April 1, 2024

PROJECT INFORMATION

McNabb Center, as Owner, is requesting qualifications and bids from qualified general contractors to serve as general contractor for the construction of a 12 be congregate living facility located at 391 Straight Creek Road, Claiborne County, Tennessee. The general contractor for the project will be required to complete the work in compliance with the construction contract, the plans and specifications, and the applicable governmental and financing requirements, in accordance with a firm time schedule, for a lump sum cost (the "Work").

PROJECT INFORMATION

The Project consists of the new construction of a two story apartment style building and various site amenities.

SITE INFORMATION

The site is located at 391 Straight Creek Road, Claiborne County, Tennessee. The site is approximately 0.65 acres.

PROJECT TIMELINE

The Architect, Allan Associates Architects, PLLC, has created construction plans. Based on these plans, the project will move forward with a required construction completion date prior to April 1, 2025. The financing sources require on-time completion, without exception.

SCOPE OF SERVICES

The scope of work to be provided by the Contractor shall consist of providing all services required for the construction and delivery of the McNabb Women's Congregate Living Facility in accordance with the Drawings and Specifications. PDF's are available upon request for General Contracts, Contact Angie Hatcher at Allan Associates Architects 865-689-1302 or ahatcher@allanarch.com. Hard copies may be purchased for cost of reproduction at Knoxville Blue Print, 622 Leroy Avenue, NW, Knoxville, Tennessee, 37921.

REQUIREMENTS OF LENDERS, STATE AGENCY, HUD, AND OTHER GOVERNMENTAL BODIES

The financing of the project will involve the following sources:

- A. Tennessee Department of Mental Health and Substance Use Services (TDMHSAS)
- B. Claiborne County

The financing sources impose the following special requirements that affect the construction requirements applicable to the work:

- A. The participation of the Contractor as a member of the Owner's development team is subject to approval by McNabb Center Selection Committee.

B. The Contractor must provide equal opportunity for employment, and is encouraged to engage minority and women owned subcontractors but is not required to do so outside of general equal opportunity requirements.

C. **General Policy Statement**

It is the policy of McNabb Center to require its contractors to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin, disability, veteran's or marital status, or economic status and to take affirmative action to ensure that both job applicants and existing employees are given fair and equal treatment. McNabb Center implements this policy in part through the awarding of contracts to contractors that create employment and business opportunities for qualified low- and very low-income persons residing in the Claiborne County area.

D. Bid Bonds and Payment and performance bonds will be required in a form in favor of owner.

E. Owner's lender may require the Contractor to sign certifications addressing matters such as, without limitation, compliance with laws, TDMHSAS requirements, subordination of liens, and consent to assignment of the construction contract.

F. Owner's lender may require the Contractor to supply copies: (i) certified/audited financial statements (together with confirmation of no material changes); (ii) licenses; (iii) lists of other projects currently under construction; and (iv) confirmation of the capacity of the contractor's bonding company.

G. The Contractor must supply items reasonably required by TDMHSAS, Owner's lender and as a condition for funding each periodic payment request.

H. Upon completion of construction, funding sources may require the Contractor to complete and provide an audit and/or certification of the construction costs. The contractor will be required to submit and receive approval of such certification as a condition to final payment.

Without limiting the foregoing, the Owner reserves the right to communicate, and the Contractor shall be required to comply with, additional requirement of the agency, TDMHSAS, Owner's lender(s), and/or Claiborne County.

BID INSTRUCTIONS

GENERAL INFORMATION

Attached is the following information:

- Bid Form
- Required Form of construction Contract (AIA)

It is understood that in receiving this proposal, the Owner assumes no obligation to enter into a contract for the Work covered by this proposal. Owner reserves the right to evaluate each and every proposal in their absolute discretion and to accept any particular proposal, which in their opinion appears to be in the best interest of the Owner. All costs incurred in preparing and submitting a proposal for this Work is to be borne by the bidders without cost to the Owner. Proposals will be opened privately and the successful bidder will be notified. Owner reserves the right to reject any and all bids. Receipt and review of this Request for Proposal constitutes an agreement of confidentiality between Owner and each of the general contracting firms preparing their Proposal. The Owner reserves the right to change the form of this Request for Proposal, or make clarifications thereto, before the date of submission of Proposals.

TIME, PLACE, AND PROPOSAL DISTRIBUTION

SUBMISSION DATE

Proposals will be due in electronic format by 4:00 pm (Eastern Time) on May 23, 2024 at the following email address of the Architect: markallan@allanarch.com

SELECTION PROCESS

A selection committee comprised of representatives from the Owner and Architect will review the proposals and recommend that the two highest-scoring firms be interviewed. Final selection will be based on a combined evaluation of written proposal and interview, and such other factors as deemed appropriate by the Owner.

SELECTION PROCESS TIMELINE

- RFP advertisement: April 5, 2024
- RFPs available: April 5, 2024
- Mandatory Pre Bid Conference: May 1, 2024 @11:00 a.m. Eastern Time
- Final Clarifications due: May 17, 2024 @ 4:00 p.m. Eastern Time
- RFP Responses due: May 23, 2024 @ 4:00 p.m. Eastern Time
- Interviews: TBD if required
- Selection: May 31, 2024

MANDATORY PRE BID CONFERENCE DATE/LOCATION

McNabb Center (Board Room)
200 Tech Center Drive
Knoxville, Tennessee 37912

May 1, 2024 @11:00 a.m. Eastern Time

All bidders are required to submit written comments/questions (via email to markallan@allanarch.com) regarding the pre-bid meeting by 5:00 p.m. on April 25, 2024.

Only Bidders attending the meeting will be allowed to submit a Proposal.

CLARIFICATIONS

All questions or clarifications concerning this RFP must be submitted in writing, during normal business hours, via e-mail, to Mark Allan at markallan@allanarch.com on or before May 17, 2024 @ 4:00 p.m. Eastern Time

RFP RESPONSES DUE

Proposals for the “McNabb Women’s Congregate Living Facility” located at 391 Straight Creek Road, Claiborne County, Tn. Will be received by Allan Associates Architects, PLLLC, located at 5516 Wallwood Road, Knoxville, Tn. by Email to markallan@allanarch.com Until 4:00 pm EDT, Thursday, May 23, 2024.

WRITTEN COMPARATIVE EVALUATION CRITERIA

Points (max 100)

- 1-15 Thoroughness and quality of the submission.
- 1-15 Experience of the respondent in providing construction services and constructing housing.
- 1-15 Experience and success in meeting goals and working with the McNabb Center and local governmental municipalities (Claiborne County).
- 1-15 Proposed staff experience on similar projects.
- 1-40 Competitiveness of fee proposal.

INTERVIEW EVALUATION CRITERIA

Points (max 100)

- 1-50 The overall desirability and compatibility of the individual or firm.
- 1-30 Approach and ability of the contractor and staff to effectively and efficiently manage construction workflow, provide cost effective solutions and manage the project schedule.
- 1-20 Experience complying with TDMHSAS, and/or comparable financing requirements.

GENERAL REQUIREMENTS

Proposals will not be accepted unless submitted as described in the section entitled Format of Proposals, on the forms provided, and in accordance with the specified time frames and instructions. Owner intends to select a General Contractor immediately. If you are the successful bidder, you will be expected to execute the construction contract in the forms included with this package. Your agreement will be with the Owner.

SCOPE OF SERVICES

The selected contractor shall become a key member of the project team and contribute their expertise throughout construction. In general, the scope of work to be provided by the contractor shall consist of providing all services required for the construction of McNabb Women's Congregate Living Facility. These services include all construction, supervisory, administration and coordination, labor, materials, equipment, supplies, fabrication, transportation, insurance, bonds, permits, licenses and other items that are necessary and appropriate for the construction of the project.

The Work is to be performed in accordance with the Drawings and Specifications.

CONTRACT

Form of Contract

The contract to be entered into by the successful Contractor and Owner will be a stipulated sum covering all of the Work and all services to be provided by the Contractor. The form of contract will be the AIA A101 Construction Contract subject to revisions that may be required by Owner.

By submitting a proposal, each Contractor acknowledges and understands that it is agreeing, if it is the successful Contractor, to enter into a contract with Owner to construct the McNabb Women's Congregate Living Facility project for a lump sum cost.

PROJECT REPORTING

Throughout the project, the Contractor will be responsible for detailed reporting to Owner regarding the status of the project. Reports will include project budget and costs incurred to date, schedule, progress of construction, quality assurance, and others as required to keep the Owner and financing sources, as applicable, fully advised of the overall project status. Sample reports should be included with the contractor's proposal.

FORMAT OF PROPOSALS

Proposals must respond to each of the following sections and items, in the same order, with each section tabbed identifying the section name. Whenever appropriate, please discuss innovative methods or approaches used by your company that separates you from your competitors.

QUALIFICATIONS & EXPERIENCE

Company History

Give a brief description of your company's history and its capabilities. Include a description of what you consider to be your company's area of expertise related to the McNabb Women's Congregate Living Facility project.

Project References

Provide a list of at least four (4) projects recently completed by your firm that are similar in size, type, and complexity to the project. Identify your firm's specific role in the projects and the type of contract (i.e. fixed price bid, GMP, other). Provide locations, descriptions, original construction cost (prior to change orders), number and amount of change orders, final construction cost, scheduled completion date, actual completion date and name of the firm's Project Manager and Superintendent for each representative project. In addition, please provide the name, address, telephone, and fax number of the Architect and Owner's representative for each project.

Project Staffing

Provide an organization chart showing your proposed staff for construction of the project. Include a brief resume and experience profile for key members of your proposed staff including but not limited to the Project Manager, Superintendent, Project Engineers, etc. By listing these individuals, you are certifying that they are available and will be assigned to this project if your firm is selected. Specify what role(s), if any, members of the proposed staff had with any of the projects listed under Project References.

Operating Information

Provide the following information about your company:

- Union status.
- Bonding capacity and current amount available.
- Insurance limits, deductibles, and any outstanding claims that could affect insurance coverage available.
- Identify and explain outstanding claims, suits, judgments or anticipated or current litigation and arbitration in which your firm is involved and whether you are currently involved in any litigation that could have an impact on your ability to complete this project in a timely manner.

COST CONTROL AND MANAGEMENT

Discuss your methods and approach to managing the construction costs on a project. Identify the Cost Control system(s) you use and how you would use this system to determine, monitor and controls costs. (Please provide an example of your system reports.) In addition, identify how you would intend to provide the Owner and the Project Team with clear, accurate and up to date accounting for the subcontracted costs, committed costs, and actual costs to date, expected costs to complete and expected final costs. Provide sample subcontract agreements, lien waiver/release forms and other key documentation you propose to use on the Project. Please also explain how you identify potential areas of concern, potential areas of cost and schedule and costs risks.

SCHEDULING

Discuss your experience and approach to planning, phasing, and scheduling a project of this type and how you would coordinate construction activities. Identify the scheduling system(s) you use and how you would schedule and monitor this project. Include samples of forms/reports.

QUALITY CONTROL

Discuss your approach as to how you will handle quality control and the expectation for quality/craftsmanship on this project.

PROJECT SAFETY

Describe on-going safety programs within your company and your company's safety record. Discuss how you will implement your company's safety program on this project, identifying any significant issues and how they will be resolved. Provide your current Experience Modification Factor.

PROCUREMENT

The Contractor is encouraged to engage minority and women owned subcontractors, provided that Section 3 requirements.

FINANCIAL REFERENCES

Provide a minimum of three (3) banking and financial references.

PROJECT FEES & EXPENSES

Include the attached Proposal form with your proposal to list detailed project costs, including the following project fees and expenses.

Bonds

Indicate the cost of payment and performance bonds as a percentage of the construction cost. Also provide confirmation from your surety that the bonds would be provided at the expressed rate.

Insurance

Provide the insurance limits and costs that you typically provide on a project of this size and nature.

Overhead, Profit and Fee

Indicate the overhead and profit as a percentage of the total cost of work performed by Contractor's own forces, subcontractors and specialty suppliers. Describe what is included and excluded within the Overhead Profit and Fee.

Contingency

Indicate the percentage of contingency that you typically include within the Lump Sum for contractor's use and for Owner's use. Explain your philosophy on the access, approval and use of the contractor's contingency.

McNabb Women's Congregate Living Facility

PROPOSAL FORM

Date: _____

To: Mark Allan
5516 Wallwood Road
Knoxville, TN 37912

Ladies and Gentlemen:

Having familiarized ourselves with the job, site conditions, and the Work as described in the RFP, the undersigned hereby submits the following proposal for construction of McNabb Women's Congregate Living Facility, 391 Straight Creek Road, Claiborne County, TN, in accordance with the RFP dated April 1, 2024, and all attachments thereto.

1. Proposal Amount \$ _____
 - a. Bond Percentage _____% (included in #1 above)
 - b. General Requirements _____% (included in #1 above)
-As a percentage of direct cost (not including overhead, profit or general requirements)
 - c. Overhead _____% (included in #1 above)
-As a percentage of direct cost (not including overhead, profit or general requirements)
 - d. Profit _____% (included in #1 above)
-As a percentage of direct cost (not including overhead, profit or general requirements)
 - e. Contingencies: Contractor: _____% (included in #1 above)

2. ALLOWANCE AND UNIT PRICES

A. The grading of this site is to be bid classified to the extent indicated within the provided soils report. Contractor shall include in (#1 above) an allowance for **Unsuitable Soil** (1000 cubic yards), **Site Rock** (300 cubic yards) and **Trench Rock** (50 cubic yards) to remove and haul off unsuitable materials and replace with hauled in suitable Fill in the amount of

\$_____.

B. The Owners Geotechnical Engineer shall calculate the quantities during grading operations. The allowance will be drawn down and/or added to per the following unit prices which include all costs, overhead and profit. The Owner reserves the right to reject unit prices and to negotiate for performance of the work. All unsuitable materials must be removed from site and fill materials hauled in.

a. Remove unsuitable material, haul off and replace with suitable fill hauled in.

\$_____ cubic yard

b. Removal and haul off of mass site rock and replace with suitable fill hauled in.

\$_____ cubic yard

c. Removal and haul off of trench rock and replace with suitable fill hauled in.

\$_____ cubic yard

C. Contractor shall include in Lump Sum Bid (#1 above) an material allowance of \$600 per 1000 brick.

3. The undersigned's proposed Schedule of Values G703 is attached hereto and incorporated herein.
5. The undersigned agrees to assume all increases in labor rates, and/or material prices, taxes, cost indexes or any other rates that may develop through the final completion of the Work.
6. The undersigned agrees that this proposal shall remain in effect for a period of sixty (60) days from the date of receipt of bids. The undersigned further agrees to execute and deliver the Construction Contract AIA A101 upon request from Owner, in the form attached to the RFP subject to modifications, together with other documents required by the Lender, Claiborne County or other financial partner.
7. The undersigned acknowledges that the price reflects the work contained in the plans, specifications, and drawings included with and attached to the RFP.
8. The undersigned represents that it is qualified to serve as the general contractor on the project, meets all of the requirements of the Funding Sources, including without limitation HUD, Claiborne County, and the undersigned agrees it will submit the certifications and documents necessary to receive any required approvals from the Funding Sources. Similarly, the undersigned agrees to comply with any other requirements of the Funding Sources.
9. Further, the undersigned agrees that the work shall be completed by (_____) calendar days from Owners Notice to Proceed and that the Owner may occupy the building on that date.

SUBMITTED BY:

(Name of Contractor)

(Authorized Signature and Title)

(Address of Contractor)

(Phone Number of Contractor)

(TN Contractors License Number) (Expiration Date)

(License Classifications/Dollar Limit)

BIDDER ACKNOWLEDGES RECEIPT OF THE FOLLING ADDENDA:

Addendum No. _____ Dated _____	Addendum No. _____ Dated _____
Addendum No. _____ Dated _____	Addendum No. _____ Dated _____
Addendum No. _____ Dated _____	Addendum No. _____ Dated _____

SUBCONTRACTORS TO BE USED ON THIS PROJECT:

MASONRY	_____	LICENSE #	_____
Classification	_____	Exp Date	_____
PLUMBING	_____	LICENSE #	_____
Classification	_____	Exp Date	_____
HVAC	_____	LICENSE #	_____
Classification	_____	Exp Date	_____
ELECTRICAL	_____	LICENSE #	_____
Classification	_____	Exp Date	_____