

**REQUEST FOR PROPSALS:
Comprehensive
Facilities Assessment**



**Children's
FRIEND**

Children's Friend is an Affirmative Action/Equal Opportunity Employer

May 28, 2024

**CHILDREN'S FRIEND
153 Summer Street
Providence, RI 02903
T. 401-276-4300**

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ABOUT CHILDREN’S FRIEND

A non-profit organization founded in 1834, Children’s Friend is a leading provider of child welfare, family support, mental health, and child development services. We believe that providing comprehensive and effective services to vulnerable young children is not only a moral obligation, but also a prudent financial investment for society to make.

Children’s Friend provides early care and education and family support services in 14 locations in Central Falls, Pawtucket, and Providence.

SECTION I

OVERVIEW

Children’s Friend invites you to respond to this Request for Proposal (RFP) to undertake a existing condition building assessment on nine buildings, owned by Children’s Friend or leased with responsibility for the building’s maintenance. The intent of this RFP is to solicit responses and formal proposals from qualified contractors and select a vendor to undertake and complete the facilities assessment by.

With this RFP, Children’s Friend is requesting information about your company and your experience in conducting the project outlined in the Scope of Work section. This information will be gathered from several different contractors and used to evaluate vendor options for Children’s Friend.

This RFP is issued solely for information and planning purposes, and Children’s Friend reserves the right to reject any and all bids without further obligation to any bidder. This document does not commit Children’s Friend to contract for any service, supply, or any purchase whatsoever. Children’s Friend will not reimburse any information or administrative costs incurred as a result of participation in response to the RFP. All costs associated with response will be solely the responsibility of the responding party.

Schedule of Contractor Selection Process

Below is a general timeline outlining the process steps with estimated dates for each step of the process.

Task	Completion Date
RFP Distributed to Potential Vendors	May 28, 2024
Intent to Respond Due	June 11, 2024
Questions Due from Bidder	June 20, 2024
Respond to Bidders Questions	June 28, 2024
Proposals Due	July 8, 2024
Award Contract	July 15, 2024

All correspondence pertaining to this Request for Proposal shall be submitted via email to:

Shelli Schofield, Purchasing Manager
Children's Friend
153 Summer Street
Providence, RI -2903
sschofield@cfsri.org

Questions regarding this RFP will only be accepted via email. Any questions regarding this RFP must be submitted to bids@cfsri.org by 5:00 pm EST on June 20, 2024. Any answers provided to questions will be in writing and will be made available via email to all known interested parties in a timely manner. Questions received after the deadline will not be addressed.

Submission of Proposal & Required Documents

Proposals and required documents will only be accepted via email. Emailed proposals must be submitted to bids@cfsri.org by 5:00 PM EST on July 8, 2024. Proposals received after the due date will be rejected. The proposal offer acknowledges the right of Children's Friend to accept or reject any or all proposals.

SECTION 2:

SCOPE OF WORK

Children's Friend is seeking proposals for a qualified vendor to conduct a Facility Assessment of existing building conditions, to review of any code deficiencies, and to provide recommendations for corrective work on any building systems or components that are either failing or have reached the end of their useful life cycle or may not be code compliant. This Facility Assessment will be limited to the following buildings owned by Children's Friend or for which Children's Friend has significant responsibility for maintenance:

- Althea Center (childcare), 70 Union Avenue, Providence (2-story and basement, approx.. 22,000 sf, built 1925; rebuilt 2019)
- Berkshire Center (childcare and family support services), 99 Berkshire Street, Providence (2-story and basement, approx.. 22,695 sf, built 1900)
- Dean Center (childcare), 13 Legion Drive, Pawtucket (1-story and basement, approx.. 9,000 sf, built 1925)
- Dexter Center (childcare and family support services), 621 Dexter Street, Central Falls (2-story and basement, approx. 19,300 sf, built 2000)
- Friendship Center (childcare and family support services), 350PointStreet, Providence (1-story, approx.. 18,100 sf, built 2001)

- Children's Friend administrative office, 153 Summer Street, Providence (2-story and basement, approx. 21,300 sf, built 1991)
- Warehouse Building #1, 124 Summer Street, Providence (1-story, approx.. 6,000 sf, built 1995)
- Warehouse Building #2, 123 Stewart Street, Providence (1-story and basement, approx. 33,200 sf, built 1957)

The Facility Assessment will include a review of the existing mechanical, electrical, plumbing, and fire protection systems (MEP and FP), building envelope (exterior walls and windows), and interior finishes. The condition of the roofs of these buildings will be assessed by a separate contractor. Reports will be shared with the Facility Assessment vendor to be incorporated into the final report.

The Facility Assessment will be based on visual observations that will be performed during a walk-through of each building by the Vendor's team, a review of the current list of deficiencies, and a review of available building drawings.

If necessary, Children's Friend will provide visual access to any in-wall or concealed conditions.

Children's Friend will provide the Vendor with any available assessments of existing conditions.

The objective of the Facility Assessment is to clarify deferred maintenance issues, general code deficiencies (if any), and building performance deficiencies of the existing HVAC and makeup air systems. The result report will include recommendations for facility upgrades and corrective work, including an opinion of probable construction or repair costs, and level of priority of the work. Children's Friend will use the Facilities Assessment report to support its current and future capital planning requirements.

The Vendor will:

- Perform and visual observation of each building's existing conditions based on the preliminary list of building deficiencies prepared by Children's Friend.
- Review available drawings to supplement the field observations.
- Prepare existing condition drawings of the base building layout based on the field observations and the provided building drawings. These drawings will be used only to cross-reference work area locations.
- The review of code deficiencies will be limited to noting deficiencies observed during the walk-through.
- Prepare a written report on the existing MEP and FP system conditions including the age of the equipment, general condition, ratings and sizes, and any code deficiencies.
- Prepare a written report including schematic narratives of recommendations for MEP and FP systems to support required corrective work and system improvements.

- Prepare a written report compiling a list of proposed upgrades and recommendations for corrective work and assist Children's Friend to prioritize this work.
- Prepare scope-of-work descriptions for each item, along with an opinion on the probable construction costs of each item.
- Present these reports to Children's Friend representatives and discuss the findings.

Children's Friend is open to proposals from combinations of work to be conducted by engineers and architects. If a collaborative effort is proposed, the proposal should indicate the lead organization. Children's Friend will enter into a contract with the lead organization and that organization will be responsible for any subcontracting. Work cannot be subcontracted to organizations not described in the proposal.

SECTION 3:

MINIMUM QUALIFICATIONS

The successful Vendor must possess the following minimum qualifications:

- Vendors must maintain a permanent place of business.
- Vendors must hold professional licenses appropriate to the proposed work.
- Vendors must have adequate capacity to perform the services in an adequate and timely manner.
- Vendors must have satisfactorily completed projects of similar scope in the last 12 months.
- Vendors must comply with all federal, state, and local ordinances, rules, and regulations as they relate to these services.

SUBMISSION REQUIREMENTS

Proposals should provide straightforward, concise information that satisfies the requirements noted in the RFP. Emphasis should be placed on brevity, conformity to Children's Friend instructions and completeness and clarity of content.

A complete RFP response must include the following:

Introduction

- A complete description of capability and history of the contractor.
- A list of three similar projects completed within the last five years. List shall include names of project representatives and their contact information.
- A detailed description of the proposed schedule including how the project will be organized.
- A list of sub-contractors to be used on the project, including RI license number and type of licenses held (if applicable).

Copy of W-9

Certificate of Insurance

The following policies shall name Children's Friend as an Additional Insured: Comprehensive and General Liability, Excess Liability/Umbrella, Comprehensive Automobile Liability.

- Comprehensive and general liability coverage in the amount of \$2,000,000 in the aggregate and \$1,000,000 per occurrence; this coverage must be written on an occurrence form.
- Excess liability coverage in the amount of \$1,000,000
- Workers Compensation Coverage, as Statutory by the State of Rhode Island for all employees. Employer's liability coverage on the Workers' Compensation policy shall be written in the minimal amount of \$500,000.
- Comprehensive Automobile Liability Coverage, in an amount of not less than \$1,000,000, shall be maintained.
- Insurance against Loss and/or Damage to fixtures, furnishings, equipment and other personal and business property of contractor and the owner upon the premises by fire or other such casualty as may be generally included in the usual form of extended coverage in an amount equal to the replacement costs of such property.

Fixed Priced Proposal

The contractor must submit a fixed price proposal with a **detailed** breakdown of cost for each component of the work.

SECTION 4:

SELECTION CRITERIA

In response to this RFP, Children's Friend will evaluate the responses based on multiple criteria and will select the best overall solution to fit its needs. Children's Friend is not obligated to select the lowest price bidder and the bidder acknowledges and agrees that Children's Friend retains the right to reject any and all bids without obligation to enter into a binding contractual relationship with any bidder. Further, Children's Friend reserves the right to enter into a competitive negotiation process between one or more bidders. All responses will be evaluated in the following areas:

- Adequacy of the proposed methodology of the vendor.
- Skill and experience of key personnel.
- Demonstrated company experience.
- Compliance with administrative requirements of the request for proposal format, due date etc.
- Vendor's financial stability.
- Vendor's demonstrated commitment to the nonprofit sector.
- Results of communications with references supplied by vendor.
- Ability/commitment to meeting time deadlines.

- Minority – or women-owned business status of vendor.

GENERAL PROVISIONS

Children’s Friend reserves the right to accept or reject any and all proposals and to waive any minor discrepancies or technicalities in the proposal or specifications, which are required to complete this project, or when deemed to be in the best interest of Children’s Friend.

Children’s Friend also reserves the right to request additional data or material at any time. All proposal packages shall be submitted at no cost to Children’s Friend and shall become the property of Children’s Friend.

Children’s Friend reserves the right to contact submitting Vendor(s) subsequent to proposal submittal to seek clarification to proposed terms, to waive informalities, and to cancel the procurement process under this RFP if deemed in the best interest of Children’s Friend.

All information presented in this RFP, including information subsequently disclosed by Children’s Friend during the proposal process, shall be considered confidential and should not be released to third parties. The issuance of a proposal by prospective firms does not constitute in any way the issuance of a contract or intent to enter into a contract.

Children’s Friend is committed to a policy of providing equal job opportunities and prohibiting discrimination against any employee, applicant or subcontractor because of age, color, creed, handicap condition, marital or parental status, national original, race, sex, veteran status, or political opinion or affiliation. The Respondent shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation. Such action shall include, although not limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

SECTION 5:

ATTACHMENTS

Attachment A: Certification of Respondent

Attachment B: Equal Opportunity and Non-Discrimination

Thank You

Children’s Friend looks forward to reviewing your response and would like to thank you in advance for your participation. We appreciate and value your input, expertise, and feedback.

ATTACHMENT A: CERTIFICATION OF RESPONDENT

I, the undersigned, submit this quote/bid and have read the specifications, which are a part of this solicitation. My signature also certifies that I am authorized to submit this quote/bid. Sign as a representative for the firm, and carry out services solicited in this solicitation:

Signature of Authorized Agent: _____

Printed Name and Title of Agent: _____

Name of Firm: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Contact Person: _____

Email Address: _____

Web Site Address (if applicable): _____

Federal ID #: _____

ATTACHMENT B: EQUAL OPPORTUNITY AND NON-DISCRIMINATION

This contractor and subcontractor shall abide by the requirements of **41 CFR 60-1.4(a)**, **41 CFR 60-300.5(a)** and **41 CFR 60-741.5(a)**. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

_____ is committed to promoting equal employment opportunity through progressive program designed to provide equal opportunity without regard to race, color, sex, religion, national origin, age, disability, or political affiliation or belief. (Name) takes positive steps to eliminate any systematic discrimination from personnel practices.

_____ recruits, hires, trains, and promotes into all job levels the most qualified persons without regard to race, color, religion, sex, national origin, age, or disability status. Staff at all levels is responsible for active program support and personal leadership in establishing, maintaining, and carrying out an effective equal employment opportunity program.

Name of Organization

Signature of Authorized Representative

Date

Print Name and Title of Authorized Representative