

Livingstone College
Request for Proposal

For

HVAC and Electrical
Design and Consulting Services
Andrew Carnegie Library
701 W. Monroe St.
Salisbury, NC 28144

Proposal

October 6, 2020

General Information

QUESTIONS: All inquiries for information regarding this solicitation should be directed to: Tasha Macklin, Director of Purchasing, tmacklin@livingstone.edu, Ph.: 704.216.6079.

DUE DATE: Sealed Proposals will be received until Monday, **November 1, 2020 at 2:00 PM**. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

ADDRESS: Proposals should be mailed or hand delivered to: Livingstone College, Purchasing Office, 2nd Floor, Price Bld., and 701 West Monroe St. Salisbury, NC 28144. Reference “Proposal for “Andrew Carnegie Library” in the lower left corner of the return envelope or package.

In compliance with this Request for Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

FULL LEGAL NAME (PRINT) <small>(Company name as it appears with your Federal Taxpayer Number)</small>		FEDERAL TAXPAYER NUMBER (ID#)	
BUSINESS NAME/DBA NAME/TA NAME <small>(If different than the Full Legal Name)</small>		FEDERAL TAXPAYER NUMBER <small>(If different than ID# above)</small>	
BILLING NAME <small>(Company name as it appears on your invoice)</small>		FEDERAL TAXPAYER NUMBER <small>(If different than ID# above)</small>	
PURCHASE ORDER ADDRESS		PAYMENT ADDRESS	
CONTACT NAME/TITLE (PRINT)		SIGNATURE (IN INK)	DATE
E-MAIL ADDRESS	TELEPHONE NUMBER	TOLL FREE TELEPHONE NUMBER	FAX NUMBER TO RECEIVE PURCHASE ORDERS

**Bid Bonds or Certified Funds are required and
Performance Bonds or Certified Funds will be required of selected vendor**

See section “Specific Requirements”

PROJECT OVERVIEW

This Proposal are to provide a written scope regarding HVAC and Electrical broken into phases to accommodate the funding sources and the phases based on the most efficient and effective after visiting the site to access the existing conditions.

SCHEDULE OF EVENTS

(Approximate)

- October 6, 20 - Request for Proposals (RFP) issued
- November 1, 20 -Date - Deadline for receipt of proposals
- November 10, 20 - Approval of selected proposal and
Issuance of Purchase Order to selected vendor
- November 20, 20 - 12:00 Noon Start of Project
- February 1, 21 - Completion of Project (Must meet this deadline)

BACKGROUND

The Andrew Carnegie Library on the campus of Livingstone College is listed on the National Register of Historic Places and located in the Livingstone College Historic District of Salisbury, NC, in the 8th Congressional District, NC code 037, County of Rowan code 159. The Andrew Carnegie Library is in the 700 block of West Monroe Street, situated between Institute Street and South West Street. In line with the Department of the Interior (DOI) priorities, this historic resource is located on the campus of an accredited HBCU.

Built in the three-year period from 1905-1908, Andrew Carnegie Library is a three story brick building with classical portico and four tall, elegant columns ornamenting the front steps. Library patrons enter through double doors overhung with an arched window to arrive in the great room where our collection, classrooms, offices, media room, main reading room, small viewing room, and computer labs are located. The second floor, accessible by steps located to the right of the entrance foyer, houses the archive room, a large classroom, and toilets. Additional toilets are directly to the right upon entering the building. Authentic moldings add character to the tall ceilings and decorate the joining of the walls to the floors.

This is a grant-funded project that will help preserve and stabilize deterioration of the Andrew Carnegie Library on the campus of Livingstone College.

SPECIFICATIONS

Once the Site Visit and assessment is completed, the next scope of services will be for the Design Fee for all the phases.

Below is the description of the phases recommended?

1. Phase 1-HVAC renovation of open 2 Story high computer lab area (to right side upon entry into central area) and any electrical service/electrical power work.
2. Phase 1A- HVAC renovation of upper level historical area/offices. This is referred to as Phase 1A because the budget may allow this area to be completed along with Phase 1.
3. Phase 2-HVAC renovation of open 2-story high central area
4. Phase-3 HVAC renovation of front entrance corridor, restroom right side conference area, left side conference area, data room, and left side office

Proposed Design Fee includes design for new HVAC system throughout Carnegie Library, Electrical Service evaluation/revisions, and design associated Electrical needs for HVAC Renovation equipment. All phases will need to be designed at one time. Design Development drawings will be reviewed by owner prior to proceeding with construction documents.

Breakdown Design Fee based on following classifications:

1. Design Development Fee: 45% of Total Fee _____
2. Construction Documents Fee 55% of Total Fee _____
3. Fee= _____

Separate Fee:

Construction Administration Fee \$ _____

This agreement shall be governed by the laws of the location of this project. The client and the Design Firm _____ respectively bind themselves, their partners, successors, assigns, and legal representatives to this agreement.

Neither the employees of _____ nor any consultants retained by _____ shall have any responsibility for the identification, discovery, presence, removal or disposal of, or exposure, of persons to, hazardous materials in any form at the project site. The Client bears responsibility to provide an Environmental Phase I Survey of the Project site before any demolition or construction begins at this project site.

_____ shall have any responsibility for the identification, discovery, presence, removal or disposal of, or exposure, of persons to, hazardous materials in any form at the project site. The Client bears responsibility to provide an Environmental Phase I Survey of the Project site before any demolition or construction begins at this project site.

Design Services not covered by this Agreement among others, revisions due to changes in the scope of work on this project. Name of Firm _____

_____ shall be paid additional fees as Detailed in Exhibit B Rate Schedule is entered into on this Date: _____.

VENDOR QUALIFICATIONS

The offeror MUST provide at least two references, of similar interior-work, in which their company completed using their own contractor or the same sub-contractor you are planning to use for this project. Please provide us company/institution name, contact name, phone number and email address. This is a grant-funded project and firms/contractors/consultants that have experience with historic preservation and using the Secretary of the Interior's Standards are preferred.

PRICING

Please provide pricing for your recommended interior-work. Total price (please list) should be all-inclusive.

PREPARATION AND SUBMISSION

A. General Requirements

RFP Response: In order to be considered for selection, Offerors must submit a complete response to this RFP. One (1) original copy of your proposal must be submitted to:

Livingstone College
Purchasing Office
2nd Floor, Price Bld.
701 West Monroe St.
Salisbury, NC 28144

Andrew Carnegie Library-HVAC design” in the lower left corner of the return envelope or package.

No other distribution of the proposals shall be made by the Offeror.

1. Proposal Preparation

- a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Livingstone College requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Livingstone College at its discretion.
- b. Proposals should be prepared simply and economically providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.

- c. Proposals should be organized in the order in which the requirements are presented in the RFP. Each paragraph in the proposal should reference the description of the corresponding section of the RFP. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
- d. Livingstone College reserves the right to reject any proposal, part of a proposal, or all proposals.

Specific Requirements

Proposals should be as thorough and detailed as possible so that Livingstone College may properly evaluate your capabilities to provide the required goods. Offerors are required to submit the following information/items as a complete proposal:

- 1. The return of the General Information Form and addenda, if any, signed and filled out as required.
- 2. The vendor, to whom the contract is awarded, shall within ten (10) days after notice of award thereof furnish a bond to guarantee the performance of the contract. Such bond shall be with sufficient surety and in the amount of at least fifty percent (50%) of the amount of the contract. Failure on the part of the contractor to furnish such bond shall void previous award.
- 3. The vendor should provide, upon request, a certificate of insurance naming Livingstone College as Certificate Holder.

I. SELECTION CRITERIA AND AWARD:

A. Selection Criteria

Proposals will be evaluated by Livingstone College using the following:

<u>Criteria</u>	<u>Maximum Point Value</u>
Total Project Cost	60%
Specifications and Quality of Recommended Product	20%
Installation Experience	15%
Vendor Qualifications	5%

Total 100%

B. Award

Selection shall be made of one offeror deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the RFP. Livingstone College shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. Livingstone College may cancel this Request for Proposal or reject proposals at any time prior to an award for any reason. The award document will be a Purchase Order incorporating by reference all the requirements of this solicitation and the Vendor's proposal.

Terms of Payment are the following: Payment will be made by Livingstone College to the selected vendor within 30 days from full completion of the project and approval of the work.