

Livingstone College
Request for Proposal

For

Waterproofing
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 01, 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

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals for the Waterproofing of Andrew Carnegie Library.

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

I. Work

- a. The term "Work" includes all labor, materials, equipment, and services required of the CONTRACTOR, as shown, described, or inferred in the SCOPE OF WORK. The CONTRACTOR is only to use its own forces and/or Institution approved sub-trades to undertake the Work. The CONTRACTOR may not sub out further work without the prior written consent of the INSTITUTION, such consent to be granted at the discretion of the College.

II. General Site Maintenance

- a. Clean all the old residue off the walls by scraping, grinding, and/or sandblasting.
- b. The CONTRACTOR shall clean up, remove, and dispose of all debris associated with this work to maintain the cleanliness of the property.
- c. The CONTRACTOR is responsible for protecting the work of other tradesmen from any damage caused by his own workforces.
- d. The CONTRACTOR shall be responsible for the repair and/or replacement of any protected trees damaged by his own workforces.
- e. The CONTRACTOR will locate all utility lines.

III. Contractor Responsibilities

- a. The CONTRACTOR is responsible to familiarize himself with the site and point out any potential problems before starting the job.
- b. The awarding of this Contract shall be based on the assurance that adequate, qualified manpower will be provided to carry out this scope of work, and work will be commenced and completed as per the Project Schedule.
- c. The CONTRACTOR must provide coverage against workmanship or installation errors. The warranty will cover the completion of work and gives the CONTRACTOR the right to fix any defective work.
- d. Cooperate with other tradesmen to ensure a smooth and safe flow of work.
- e. Provide a plan detailing the sequencing of work.
- f. The CONTRACTOR agrees to do all work per the plans, specifications, and performance standards and following good building practice, all civic, municipal, provincial, and federal laws and codes pertaining thereto and to the satisfaction of the INSTITUTION.
- g. The CONTRACTOR further agrees to obtain all licenses required in connection with his work.
- h. The CONTRACTOR agrees that the INSTITUTION is not responsible for fire, theft, loss, and/or vandalism of any of the

CONTRACTOR's tools, equipment, materials, supplies, and/or work in progress.

- i. Remove all the shrubs and small trees from around the building and restore to original condition upon completion of waterproofing. Along with the submission of a landscape design for post-waterproofing completion.

IV. Waterproofing Requirements

- a. The work shall include, but shall not necessarily be limited to, the following:
 - i. To supply all labor, materials, supervision, and equipment for the suspended slab waterproofing application.
 - ii. All work shall be performed following the submitted contract documents, specifications, and all relevant codes.
 - iii. The CONTRACTOR shall install the waterproofing membrane per all building codes and the manufacturer's recommended specifications.
 - iv. Apply the waterproofing elastomeric membrane and drainboard.
 - v. Foundation drains consisting of schedule 40 slotted pipe wrapped in geotextile fabric must be installed around the foundations just below the top of the footings and emptied into one of the two dosing tanks.
 - vi. Install a drain that would encapsulate the footprint of the building, excluding the backside.
 - vii. Install a 4" schedule 40 slotted pipe wrapped in geotextile must be installed and #67 washed stone from the bottom of the ditch up to around 2 ft. to 2.5' from the surface and, empty into one of the two dosing tanks, 3 ft. x 3 ft. x 6-8 feet deep that is equipped with an alarm system that will sound off to prevent flooding.
 - viii. Provide and install necessary sump pump.
 - ix. Repair all the downspout drains with Schedule 40 PVC.
 - x. Backfill and grade the finish elevation with as much positive slope possible away from the building as possible.

V. Areas to be Sandblasted at a cost of _____ per sq. ft for an estimated 2,237
It is possible that none has to be Sandblasted

Add \$

2. Figure 2,237 sq. ft. to receive Moisture-Loc Foundation Coating at _____ per Sq. Ft.

Soil that cannot be removed with a JCB 213-S or JD 410-B Backhoe with a Rock Tooth will be removed by other methods from the site and suitable backfill brought in from off-site at cost + 15%. A certificate of insurance must be provided to the owner.

Warranty

Exterior Waterproofing: Exterior waterproofing materials and workmanship must be warranted for a period of five (5) years, where applied, to eliminate water intrusion and prevent standing or ponding water.

All work is in accordance with North Carolina building codes. Compromises in the structure such as but not limited to foundation cracks, or changes, in drainage or landscaping can affect the warranty if altered from the original installation of same. The Waterproofing membrane is guaranteed for the life of the structure regardless of ownership by the manufacturer.

General This warranty is valid only after balance of payment is made in full. Our work includes work associated with water and moisture control. No guarantee that the work will prevent, stop or kill mold. The warranty covers the elimination of foundation water and moisture intrusion, but does not include all possible sources for intrusion such as but not limited to plumbing or HVAC failures, a compromise to the original installation, owner behavior or landscaping alterations.

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 at least five years' 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-waterproofing” 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%
	<hr/>
	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.