Date: 1.14.22

To: Architectural/Engineering Contractors

From: Mark Rives; Facilities Director
YWCA Head Start
1770 Beltway Dr.
St. Louis, MO 63114
Phone: 314.427.4940 EXT: 1073
Fax: 314.389.5139
E-Mail: mrives@headstart.ywca.stlouis.org

This is a request for Architectural / Engineering Company to provide schematic through construction documents plus architectural and engineering oversight of the construction process for the below address.

Miriam School
Location: 1138 N. Warson Rd.
St. Louis MO. 63132

SEND PROPOSAL SUBMISSION TO: Mark Rives
PROPOSAL SUBMISSION DATE: February 11, 2022
CONTRACTOR COMMENCEMENT DATE: TBD

Proposals may be emailed, faxed or delivered via USPS.
BIDDERS CONFERENCE – A YWCA representative will be available to meet all interested Contractors and to answer questions upon request.

PLACE: Miriam School
DATE: 1.19.22
TIME: 11:00 AM

Minority-Owned Businesses will be given special consideration in the evaluation process but are not guaranteed the contract award.
Award will be made to the lowest, best and most responsible bidder. Award notification will be made within 5 to 7 business days after receipt. Evaluation interview meetings with finalists may be necessary. Submissions should be on the most favorable terms possible. The YWCA retains the right to reject any and all proposals received in response to this RFP.

Confidentiality – The contractor and the YWCA agree to keep the information related to all contracts in strict confidence. All information is to be treated on a “need to know basis.”
BID FORMAT

All bids must be submitted on 8 ½” x 11’ papers and categorized as stated in the bid sections.

Bid Sections

- Contractor Information Form
- Bid Quotations
- References
- Insurance and Indemnity
- Contractor’s Certifications Form
- Miscellaneous
Project Description

Project: Building is a 19,150 square foot, two-story building. This facility would be converted into a Early Head Start/ Head Start Center to serve 0 to 3 year old children and 3-5 year old children and families. Providing educational and program services to the community. Anticipated changes to the building include:

- Update existing building to comply with ADA and Building Code ordinances for 0–5-year-olds.
- MEP and FP will be design build and not part of architectural but will work beside our design build team.
- Provide electrical/Data to classrooms and offices with wireless router access points throughout building.
- Provide approximately 3 EHS Classrooms with storage rooms, restrooms, hand washing area, 2-HS Classrooms lower level with restrooms, 7- HS Classroom upper level, 1 conference/ Training room 1 Multi-purpose room, Data Room, 1 Breast feeding room Lower level. Parent waiting area. Storm shelter lower level in conjunction with the multi-purpose room. Staff lounge.
- Kitchen for food prep only with dishwasher, 3 compartment sink, hand washing station, and ample electrical for food warmers.
- Repaint interior of facility
- Miscellaneous kitchen electrical appliances such as toaster, dishwasher etc.
- Provide plumbing and electrical for washer/ dryer.
- Provide interior view windows and doors in all classrooms.
- Show playground facility, including traffic control measures on site plan. Note: equipment design for playground to be provided by YWCA.
- Lower-level renovations will be a priority.
- Elevator

- Provide fee “not to exceed” that you would propose for this project.
- Provide list of team members and relevant experience.
Time is of the essence on this project. The YWCA is negotiating the lease and seeking necessary approvals from state and federal agencies to proceed. We anticipate starting design work within two weeks in anticipation of a November 2022 construction completion of the lower level. What resources does your company have to accomplish this quick turn around?
- Please provide three job references where your company has performed similar work.
Contractor Insurance - The YWCA shall be an additional insured for all the required coverage. Successful bidder must provide certificate.
- Qualified Missouri Company
- Worker's Compensations
- Comprehensive General Liability
- Comprehensive Automobile Liability
- Property insurance
- Employees to be bonded
YWCA Bid Specifications

We stress that our interest is in QUALITY WORKMANSHIP and SERVICE. YWCA properties are maintained in a first-class manner.

The following items should be carefully read and acted upon accordingly:

1. Contractor must remain within the budgetary amount. Not to Exceed.

2. Job site is to be always kept clean and safe. The contractor shall comply with all provisions and requirements of the Occupational Safety and Health Act of 1970. The Contractor is fully responsible for the safety and health of all persons engaged in said work and acknowledges that, with respect to such persons, the YWCA shall not be construed as nor be held liable for any obligations as an employer within the meaning of the Act. Failure to comply with this provision will allow the YWCA to terminate the agreement immediately without notice.

3. All bids and proposals rendered by the Contractor to the YWCA shall be quoted in prices good for 90 days.

1. Some work to be performed after hours or on weekends which ever schedule provides the least disruption to YWCA daily operations.

2. Davis Bacon Act is required for this bid package. (Certified payroll will be required when requested).

3. Release of lien Waiver will be required at end of project before full payment can be made.

4. Contractor must meet all bid requirements before last payment is made.

5. Damage to YWCA property will be fully reimbursable to YWCA and be the responsibility of the contractor.

6. Contractor and YWCA representative will discuss and review project specifications before the start of the project to eliminate any confusion or misunderstandings of work expectations to be performed.

7. Contractor is to provide schedules for all services.

8. No work called for in this proposal is to be subcontracted to another company, Contractor without prior approval of the YWCA.

9. This is not an invitation or offer to contract and creates no obligations on the part of the YWCA and no rights on the part of the participant. YWCA reserves the right to reject or accept proposals in whole or in part, or to discuss different or additional terms to those contemplated by this RFP. YWCA may modify, amend, terminate or
extend the RFP process for any or all participants, as YWCA shall deem appropriate.

10. The participant will be solely responsible for any costs it may incur in connection with this RFP. YWCA is not liable for any of participant's costs or expenses, and will not reimburse participant for any of its costs or expenses under any circumstance, including rejection of any or all proposals or cancellation of the RFP.

11. YWCA reserves the right to waive deficiencies, informalities or irregularities in any proposal received and to accept the proposal which, in the YWCA's own judgment is in the YWCA's own best interests. YWCA reserves the right to request new or additional information at any time prior to the submission of a proposal or in response to a proposal.

12. YWCA has the right to negotiate with any participant during and following the RFP process, and as part of that negotiation, to negotiate changes, amendments or modifications to the proposal without disclosure to other participants and without offering other participants the opportunity to amend their proposals.

13. The YWCA reserves the right to accept or reject any proposal without explanation.

14. All personnel are to be employees of the Contractor, but will be subject at all times to approval of the YWCA. In addition, at the start of the contract, and continuing for as long as deemed necessary by the YWCA, at its sole election.

15. Nothing herein contained shall be deemed nor construed by the YWCA or Contractor as creating the relationship of principal or agent or of a partnership or joint venture. It is understood that the Contractor is an independent contractor, supplying services to the YWCA. All work performed by the Contractor and its personnel will at all times be subject to review and acceptance by the YWCA. The YWCA reserves the right to modify these specifications at any time during the term of this agreement and negotiate added costs, if any.

16. The Contractor shall comply with all applicable laws, regulations and ordinances in its business conduct at the YWCA and shall furnish the YWCA with copies of any and all permits, inspections and licenses required. Contractor to provide all necessary permits, inspections to complete the work.
Conditions for Contractors’ Bids

1. References

List several of your current accounts of schools or office buildings in your bid and include the following information: account name, address, type, start date, contact name, title and telephone number.

2. Staffing

a. The Contractor shall consider as **HIGH PRIORITY** the **IMAGE** of the employees assigned to the YWCA. We insist on cleanliness and well grooming.

b. Staffing shall be as required to perform the necessary work to maintain the appearance of the YWCA facilities. We depend on the Contractor to know what it takes to do the job.

c. Contractor staffing will be required to wear shirts identifying them as contractor staffing.

d. The Contractor shall provide competent, **high-caliber** employees. The YWCA has the right to insist, in writing, that the staff be changed for any reason.

e. In addition to normal service, the Contractor will be responsible for, at least, the following:
   i. Contractor supervisory and management staff shall be available on request by the YWCA staff at **any time**.
   ii. The Contractor executive management staff shall be available to meet with the YWCA at any time in order to review levels of service.

Requirements for Contractor’s Bid

a. State your firm’s qualifications to prove you are professionally qualified for this job should your firm be awarded the contract.

b. Should your firm be awarded the contract, state who your project manager, supervisors, lead persons will be and their qualifications for the job and position with your company.

c. We are aware that it is difficult to obtain employees who are dependable, do quality work, and project an acceptable image to our YWCA buildings.

d. The Contractor must submit a list of at least two (2) local emergency numbers of management level supervisory personnel who are authorized to dispatch backup working crews in the event of a request by the YWCA for such services.
Contractor Information

Name: ________________________________________________________________

Address: __________________________________________________________________________

City, State, Zip: ______________________________________________________________________

Telephone #: _______________________ Emergency #: _________________________

Contact Person: _________________________ Title: _____________________________

Owner of Company: _____________________________________________________________________

Do you operate as a corporation, in what state are you incorporated? _________________

List names of officers:

________________________________________________________________________

________________________________________________________________________

Number of employees in St. Louis operation: _____________

Total number of employees in company: _________________

_____________________________________________  ________________________________

Signature of principle or officer                                             Date
Contractor’s Certifications

A. The individual signing certifies that he/she is authorized to contract on behalf of the Proposer.

B. The individual signing certifies that the Proposer is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Proposer.

C. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation or agreement, for the purpose of restricting competition.

D. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Proposer prior to an award to any other Proposer.

E. The individual signing certifies that there has been no attempt by the Proposer to discourage any potential Proposer from submitting a proposal.

F. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal.

G. The individual signing certifies that the Proposer does not have financial or other interest in the YWCA, which could be deemed as a conflict of interest.

H. The individual signing certifies that the Proposer or any individual to be assigned to the contract does not have a record of conviction of child abuse or neglect or use of illegal drugs.

I. The individual signing certifies that the Proposer is a minority vendor.  (YES) (NO)

Dated this ___________ day of ________________________________, 2022.

Proposer’s Firm Name

Signature of Proposer’s Representative

Printed Name and Title of Individual Signing