



*Empowering People  
Changing Lives*

200 Dent Street, Rocky Mount, VA 24151  
Phone: 540-483-5142  
www.stepincva.com

## **REQUEST FOR PROPOSAL**

Solutions That Empower People, Inc. ("STEP") is accepting proposals from Licensed General Contractors for the installation of a new roofing system, sidewalks, drainage system and related site work, floor and subflooring repair/replacement, and a new HVAC duct system.

Interested and qualified licensed general contractors are invited to submit proposals no later than 4:30 p.m. on November 15, 2018.

Proposals should be addressed to:

Angela Werner  
STEP, Inc.  
200 Dent Street  
Rocky Mount, VA 24151  
Angela.werner@stepincva.com

### **Background of STEP Inc.**

STEP is a 501(c)(3) non-profit corporation in the Commonwealth of Virginia and has been operating as a Community Action Partnership agency in Rocky Mount, Virginia since 1966. Our mission is to provide exceptional services for people seeking to improve their quality of life through community, economic, personal and family development.

STEP has an annual operating budget of \$4.7 million, funded by a combination of grants, both public and private and client fees. Our major program is Head Start that is funded by the Department of Health and Human Services.

### **Scope of Services**

Your proposal is expected to address the following services:

1. Demolition and removal of existing roof systems as required for manufacture and installation of a new roofing system per provided construction drawings.
2. Installation of a new roofing drainage system per provided construction drawings that will accommodate the drainage needs of the new roof.

### **Our Mission**

*STEP, and our partners, facilitate solutions that empower people to overcome their barriers to economic, educational and developmental success within the communities we serve*

3. Demolition and removal of old sidewalks then design, fabricate and install new sidewalks as needed around the facility.
4. Perform the appropriate site work needed to divert/control moisture in building crawlspace.
5. Demolition and removal of damaged/obsolete HVAC duct work in crawl space then the design, fabrication and installation of a new HVAC duct system.
6. Repair or replacement of deteriorated flooring, subflooring and flooring joists.
7. Re-sealing or overlay, as needed, of existing parking areas (including re-stripping).

**Key Contacts**

Following are key contacts for information you may seek in preparing your proposal:

Bobby Welch	Director of Finance	Office: 540-483-5142 Ext. 3006 Cell: 540-354-3739 Bobby.welch@stepincva.com
Marc Crouse	Executive Director	Office: 540-483-5142 Ext. 3004 Marc.crouse@stepincva.com

Contact Bobby Welch at the above phone number and/or email if interested and he will provide you with a copy of the roof blueprints, answer related questions and schedule a time to perform any on-site evaluations that will assist in preparing your RFP.

**Other Information**

1. STEP currently has a flat rubber membrane roof system and will replace it with a conventional metal roofing system.
2. Currently we have drainage issues as excess moisture accumulates in crawlspace.
3. Ductwork and units are located in the crawlspace
4. We have complete engineered blueprints of the new roofing system.
5. This contract will be completed with funds provided by the Department of Health and Human Services and the general contractor will be responsible for complying with the Davis-Bacon Act (this includes all subcontractors). This includes all related filing and recordkeeping.

## Questionnaire

### *Your Company*

1. Briefly describe your firm's history and background.
2. A strong local presence is important to STEP. Please elaborate on the size and location of your nearest office.
3. Provide details of your firm's financial status and stability.
4. Discuss any impending changes in your organization that could impact the delivery of services.
5. Provide proof that your company carries Liability and Errors and Omissions insurance coverage.
6. Provide a copy of your General Contractors License.
7. Describe the proposed team that would work with STEP and provide information about the qualifications and expertise of each key team member.
8. How often does your team meet with your clients and for what purposes?
9. Describe what makes your firm uniquely qualified for this project.
10. What size projects does your firm generally participate in?
11. What percentage of your projects over the last two years were delivered on-time and on budget?  
Please provide an explanation for any projects that were not completed on-time or on budget.

### *Your Expertise*

12. In your opinion, what are the two major challenges projects like ours face and how will your firm help us overcome these challenges?
13. A detailed explanation of your firm's experience with similar projects.
14. Describe how you might employ subcontractors, if any, to perform some of this work.
15. The subject building is a 40+ year old elementary school and we currently operate two schools with approximately 90 children at this location. Please describe the safety precaution measures you will take to safeguard our students and staff during construction.
16. Describe how any on-site materials will be stored and protected.
17. An estimated date for the commencement and completion of this project.
18. Describe any additional services offered by your company that may be of interest to STEP.

19. How do you support your clients in ensuring their projects remain compliant with all federal and state laws including the Davis Bacon Act?
20. Please present your budget proposal on an ala-carte basis by category (roof, grading, paving, etc.).

*References*

21. Provide three references from current clients for which you completed similar projects. For each reference please include the name of the organization, a brief overview of the project and a contact (name, title, phone number and email).