

REQUEST FOR PROPOSALS
FOR
FIRE DEPARTMENT
OUTBUILDING CONSTRUCTION



Bids Due by 4:00 pm Wednesday, April 27, 2022

J. Carlton Cole, Fire Chief
Village of Pinehurst
Mailing Address: 395 Magnolia Road
Pinehurst, NC 28374
Physical Address: 405 Magnolia Road
Pinehurst, NC 28374

910-295-5575
jccole@vopnc.org

Village of Pinehurst, North Carolina
DESCRIPTION OF REQUIREMENTS AND
SPECIFICATIONS

Fire Department
Outbuilding Construction

I. Introduction

The Village of Pinehurst, North Carolina, herein after referred to as “Village”, is seeking the services of a properly licensed individual or firm to construct a 1,500sf Outbuilding behind the main fire station, located at 405 Magnolia Road, Pinehurst, NC. The intent of the Village is to execute a contract with the successful firm with experience in projects of this nature for municipal and or other governmental entities to construct the outbuilding according to the building plans and this document.

II. Project Overview / General Scope

The Outbuilding will be constructed behind Fire Station 91, 405 Magnolia Road parallel to and facing the concrete drive accessing the apparatus bay. Bidders may schedule an appointment to visit the site to become familiar with the existing conditions before placing their bid.

Please find attached the following items necessary to develop and submit your proposal:

1. Set of plans suitable for printing as full size. The scope of the project includes that:
 - a) All work shall be in accordance with the attached plans and shall comply with the North Carolina Building Codes and any other state requirements.
 - b) The contractor shall be properly licensed in the State of North Carolina and provide a turn-key project including any and all materials, equipment, labor, insurance, bonds, temporary services and/or other general requirements necessary for project completion.
 - c) The contractor is responsible for securing necessary permits and scheduling required inspections.
 - d) The contractor adheres to all Village requirements regarding plan submittals including erosion control, storm water management and staff approvals.
 - e) The contractor shall make good faith efforts to include Historically Underutilized Businesses (HUB) as sub-contractors. The Village has a goal, but not a requirement, of 5% participation of HUBS in each building construction project. (A Historically Underutilized Business (HUB) is a corporation, sole proprietorship, partnership or a joint venture formed for the purpose of making a profit in which at least 51 percent ownership of the business is by a woman, minority and/or service-disabled veteran)
 - f) The scope of the project includes only the outbuilding. Other “Alternates” indicated on Sheet C2.61 of the plans are not to be included in the proposal.
2. Proposal submittal form.

III. Proposal Content

The proposal should provide a straightforward, concise description of the firm’s capabilities to complete the project. The following is the requested format.

- A. Firm Name, Business Address, and Telephone Number including a point of contact for additional information.
- B. Type of organization (individual, partnership or corporation), year the firm was

established and the North Carolina General Contractor's License number.

- C. Profile of the firms experience, qualifications, and technical capabilities in conducting similar projects. Firms should list contact references for representative projects.
- D. Project team members including their vitae and listing of licensed sub-contractors providing services to the project. Please note sub-contractors that qualify as HUBs.
- E. The firm's estimated project schedule including starting date and total number of days estimated to complete construction.
- F. The firm's bid to complete the project. The cost should be a lump sum for a completed project to include all materials, equipment, labor, insurance, and/or other general requirements necessary to complete the project. The enclosed Bid Submittal Form should be used for this purpose.
- G. The proposal and Bid Form shall be signed by an authorized representative of the firm.

IV. **Submittal**

Information concerning this Request for Proposals may be directed to:

Carlton Cole, Fire Chief
Phone: (910) 295-5575 ext. 1155
Email: jccole@vopnc.org

- A. All submittals must be received prior to **4:00 p.m. local time on Wednesday, April 27, 2022 at which time they will be publicly opened**. One (1) original and two (2) copies of the proposal shall be enclosed in a sealed envelope and clearly marked "**Fire Dept Outbuilding Sealed Bid Submission**". All submittals must be delivered to the Village of Pinehurst to the attention of Mr. Carlton Cole.

Mailing Address

Village of Pinehurst
Fire Department
395 Magnolia Road
Pinehurst, NC 28374

Physical Address for Project and Bid Opening

Village of Pinehurst
Fire Station 91
405 Magnolia Road
Pinehurst, NC 28374

After completion of the evaluation of proposals, all submitted materials will constitute public records which are subject to public inspection.

- B. The Village reserves the right to reject any or all proposals, to waive technicalities or informalities and to accept any proposal deemed to be in the best interest of the Village.
- C. This Request for Proposals does not commit the Village of Pinehurst to execute an agreement, to pay any costs incurred in the preparation of a proposal, or to contract for services.

V. **Selection Procedures**

- A. Phase I - Evaluation of Proposal

Initial review and screening of firms submitting proposals will be performed by a Selection Committee. Selection criteria will be based on the following items:

1. Quality and completeness of bid submittal. (20 points)
2. Proven experience with similar projects of this size based on scope and references (25 points)
3. Construction schedule most favorable to the Village (20 points)
4. Demonstration of good faith effort to use HUBs (10 points)
5. Cost (25 points)

B. Contract Negotiation

Each proposal will be submitted with the understanding that the acceptance to furnish any or all of the items described requires the execution of a contract between the Village and the firm.

Based on the selection criteria, the highest qualified firm providing the greatest value will be invited to submit a construction contract. The prospective firm and the Village must come to a mutual agreement on the project scope, technical requirements, and the proposed compensation. Thereafter, the Selection Committee will make its recommendation regarding contract award to the Village Manager who would execute the contract.

Village of Pinehurst, North Carolina
BID SUBMITTAL FORM (Page 1 of 2)
Fire Department Outbuilding Construction

Total Price: \$ _____ (Price in Numbers)
_____ (Price in Words)

The Bidder agrees that this Bid shall be good and may not be withdrawn for a period of 60 calendar days after the scheduled closed time for receiving bids. The undersigned declares that the person signing this proposal is fully authorized to sign the proposal on behalf of the firm listed and to fully bind the firm listed to all the conditions and provisions thereof. It is agreed that no person or persons or company other than the firm listed below or as otherwise indicated hereinafter has any interest whatsoever in this proposal or the contract that may be entered into as a result thereof, and that in all respects the proposal is legal and fair, submitted in good faith, without collusion or fraud.

Signature of Authorized Official

Name and Title (Printed)

Legal Name of Business

NC Contractor's License Number

Physical Address

Mailing Address

Telephone Number

Fax Number

Email

Date

Village of Pinehurst, North Carolina
BID SUBMITTAL FORM (Page 2 of 2)
Fire Department Outbuilding Construction

Complete the information below for all sub-contractors currently selected to perform services.

1. _____
Sub-contractor Name _____ Trade _____
HUB Check One: Yes No

2. _____
Sub-contractor Name _____ Trade _____
HUB Check One: Yes No

3. _____
Sub-contractor Name _____ Trade _____
HUB Check One: Yes No

4. _____
Sub-contractor Name _____ Trade _____
HUB Check One: Yes No

5. _____
Sub-contractor Name _____ Trade _____
HUB Check One: Yes No

6. _____
Sub-contractor Name _____ Trade _____
HUB Check One: Yes No