

REQUEST FOR QUALIFICATIONS # 14-12

Strategic Technology Design and Commissioning
Head Start Operation Center,
1433 Bacharach Blvd. Atlantic City, NJ
Client: Gateway Community Action Partnership

I. PROPOSAL PARAMATERS AND GUIDELINES

- A. **Submission Requirements.** All proposals must be presented in accordance with the requirements, format, and guidelines described in this Request for Qualifications (RFQ) document.
- B. **Submission Deadline.** Interested entities must submit (3) copies of proposals no later than **4:30 p.m., Wednesday, December 17th, 2014.** Submittals should be addressed and delivered to:

Edward Bethea, Sr. Vice President/Chief Operating Officer
Gateway Community Action Partnership
110 Cohansey Street 08302
(856) 451-6330, Ext. 6655

- C. **Interpretation and Addenda.** All questions, requests for interpretation, and comments shall be prepared in writing and submitted to Daniel Muller (dtmuller@gatewaycap.org) via email by December 12th, 2014. Question and clarification responses will be sent to all parties having submitted questions. All responses will be binding. If a respondent has no questions please state so via email so that responses will be forwarded. Oral and other interpretations will be without legal effect.

II. OVERVIEW

Gateway Community Action Partnership's interest is in the vacant building located at 1433 Bacharach Blvd., Atlantic City, NJ Block 293/Lot 1, currently owned by Atlantic County. Gateway believes this site can be turned into an Early Head Start/Head Start center for Atlantic City families. Because this site is situated between AtlantiCare, the library, county and city governmental offices, churches, and a community college, as well as the only supermarket in town, it is an ideal location for our Head Start Program.

III. REQUEST FOR QUALIFICATIONS

This RFQ is issued by Gateway Community Action Partnership (GCAP), a 501 (c) (3) tax exempt nonprofit corporation.

IV. ROLE OF THE SELECTED CONSULTANT

The selected consultant will work closely with GCAP staff to provide services for strategic technology design planning and commissioning. The selected consultant must coordinate and work with GCAP staff and other entities in the project team, including, but not limited to, general contractor, construction manager, architect, and electrical contractor. Upon selection, the consultant will conduct a feasibility study with GCAP staff and selected members of the project team. Upon completion of the study, the consultant will be required to prepare a project budget and Gantt chart.

V. RFQ SUBMISSION REQUIREMENTS

- A. Respondent's submissions must include the following core components, in order to be considered responsive to this solicitation:
- A current client list for related projects
 - A fee schedule(s) showing billing rates and indication of number of project hours projected/allowed. Cost proposals are required at this time. This includes all fixed sum costs, reimbursable costs, and time and material costs.
 - A listing of project deliverables.
 - A preliminary cost worksheet that outlines projected/estimated installation costs of systems designed.
 - The consultant's Business Registration & Insurance Certificate.

VI. CONDITIONS FOR SUBMISSION OF PROPOSAL

- A. All proposals in response to this request must meet the following conditions to be considered:
- Any proposal exceeding \$150,000, is required to have a bid guarantee equal to 5% of the bid price, included with the proposal, in the form of a certified check or bid bond. **If a bid guarantee is not included with proposals over \$150,000, the proposal will be disqualified.**
 - Any preceding contract exceeding \$150,000, needs to be bonded with both a Performance Bond & Payment Bond. It must be made out to Gateway Community Action Partnership for 100% of the work to be completed once an agreement is signed.
 - Breakdown the proposal by the steps of work necessary
 - Proposals must be received by the date and time specified; **late proposals will be disqualified.**
 - In order to be considered for selection, applicants must submit a complete proposal. **Incomplete proposals may not be considered.**
 - Proposals must include a Cover Sheet or Letter clearly stating the name of the applicant, address and telephone number of the applicant representative.
- B. The funding award for these services and project shall be made at the sole discretion of the Gateway Community Action Partnership Board of Directors. Gateway Community Action Partnership is under no obligation to select any presented proposals. Funding is subject to all necessary approvals by Federal, State and local agencies and their representatives. GCAP reserves the right to request additional information from all applicants. GCAP reserves the right and anticipates inviting top respondents to engage in an interview process to obtain additional information that will be used during the selection process. GCAP reserves the right to reject any and all proposals submitted, and to negotiate portions thereof.

VII. APPLICATION RANKING CRITERIA.

- A. All submissions shall be initially reviewed to determine if they are responsive to the submission requirements. Those not meeting the minimum requirements set forth herein will be deemed non-responsive, and will not be subject to further review.
- B. The responsive submissions shall be evaluated and ranked in accordance with the scoring criteria, based upon a 10-point system.

2 points – Previous history, working with non-profits and government agencies and your direct experience with Head Start, childcare and commercial projects.

2 points – Overall professional Proposal, experience, proven capacity of the organization and its key personnel and staff

6 points – Timeliness of projected completed date and overall cost estimate

CERTIFICATION FORM NOTE

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the "Respondent"), that the information provided in this RFQ submittal to ISSUER is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFQ in its entirety and accepts its terms and conditions.

(Name of Respondent)

(Signature of Authorized Representative)

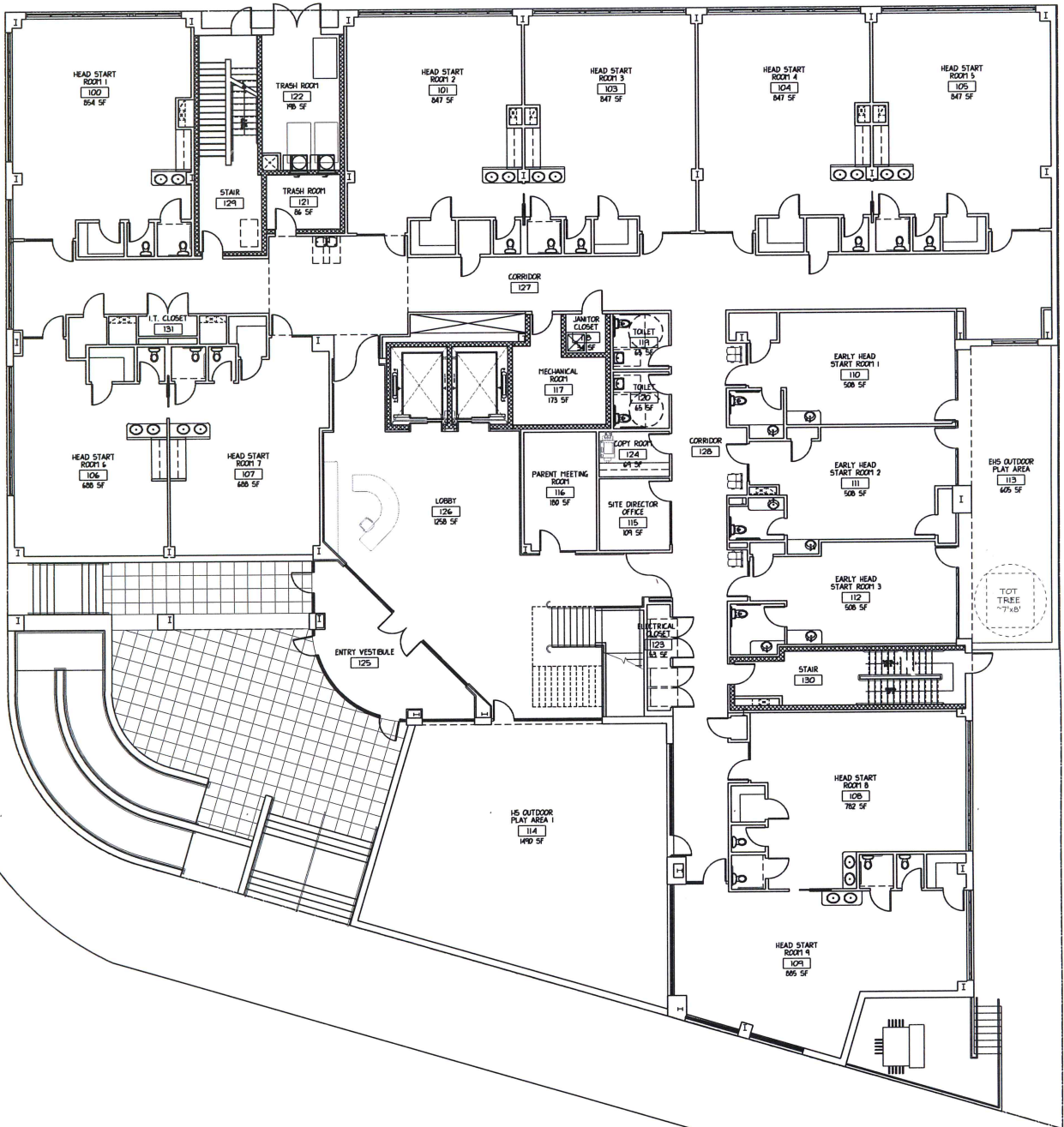
(Typed Name of Authorized Representative)

(Title)

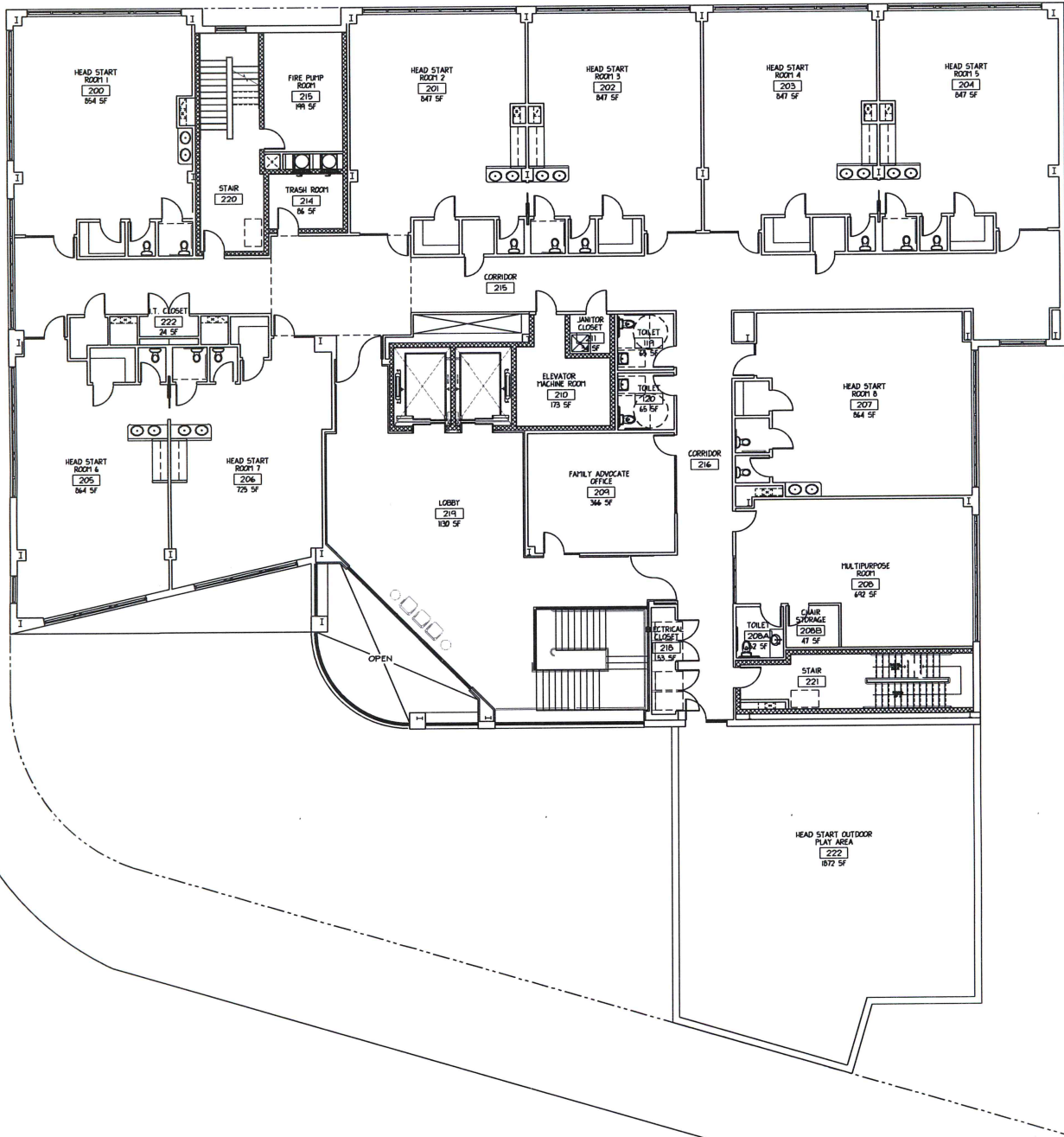
(Date)

APPENDIX A: FLOOR PLAN LAYOUT

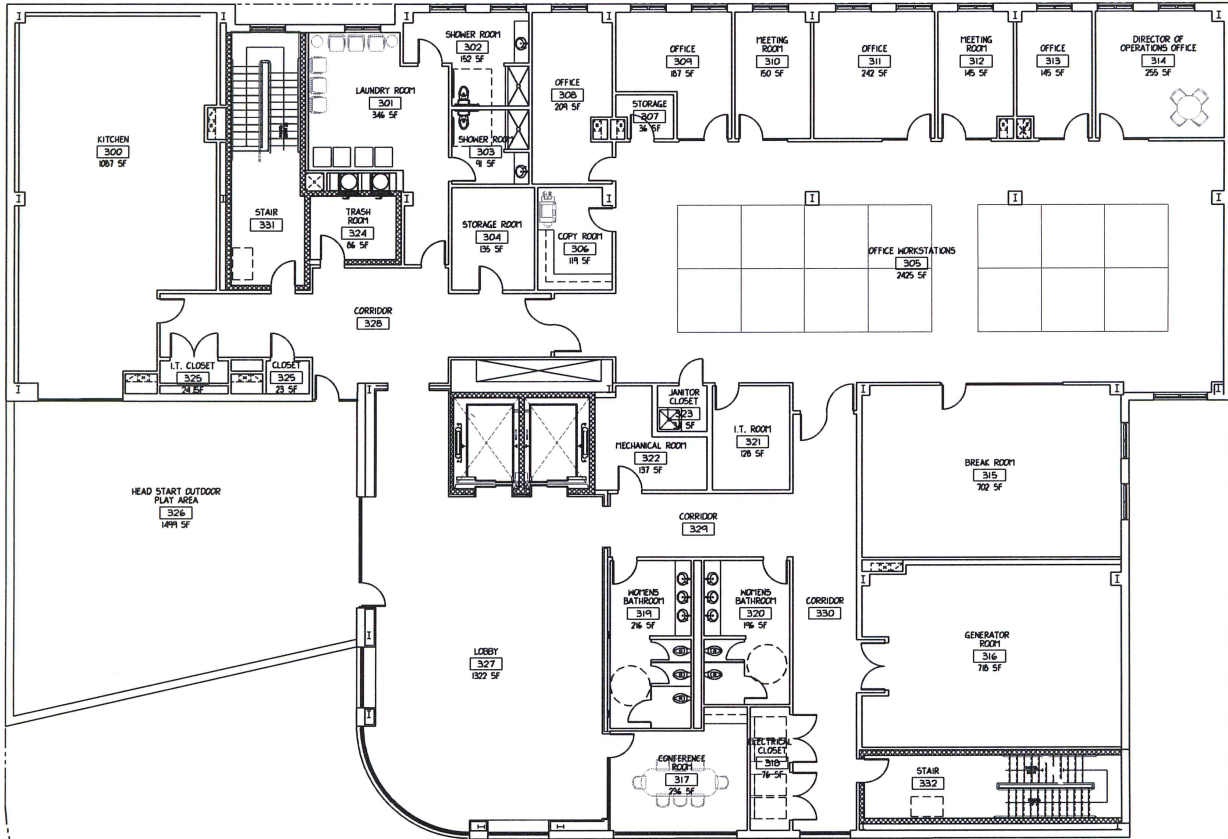
The following plans are for information purposes only and are subject to minor changes. The selected consultant will have the shared final plans, once completed.



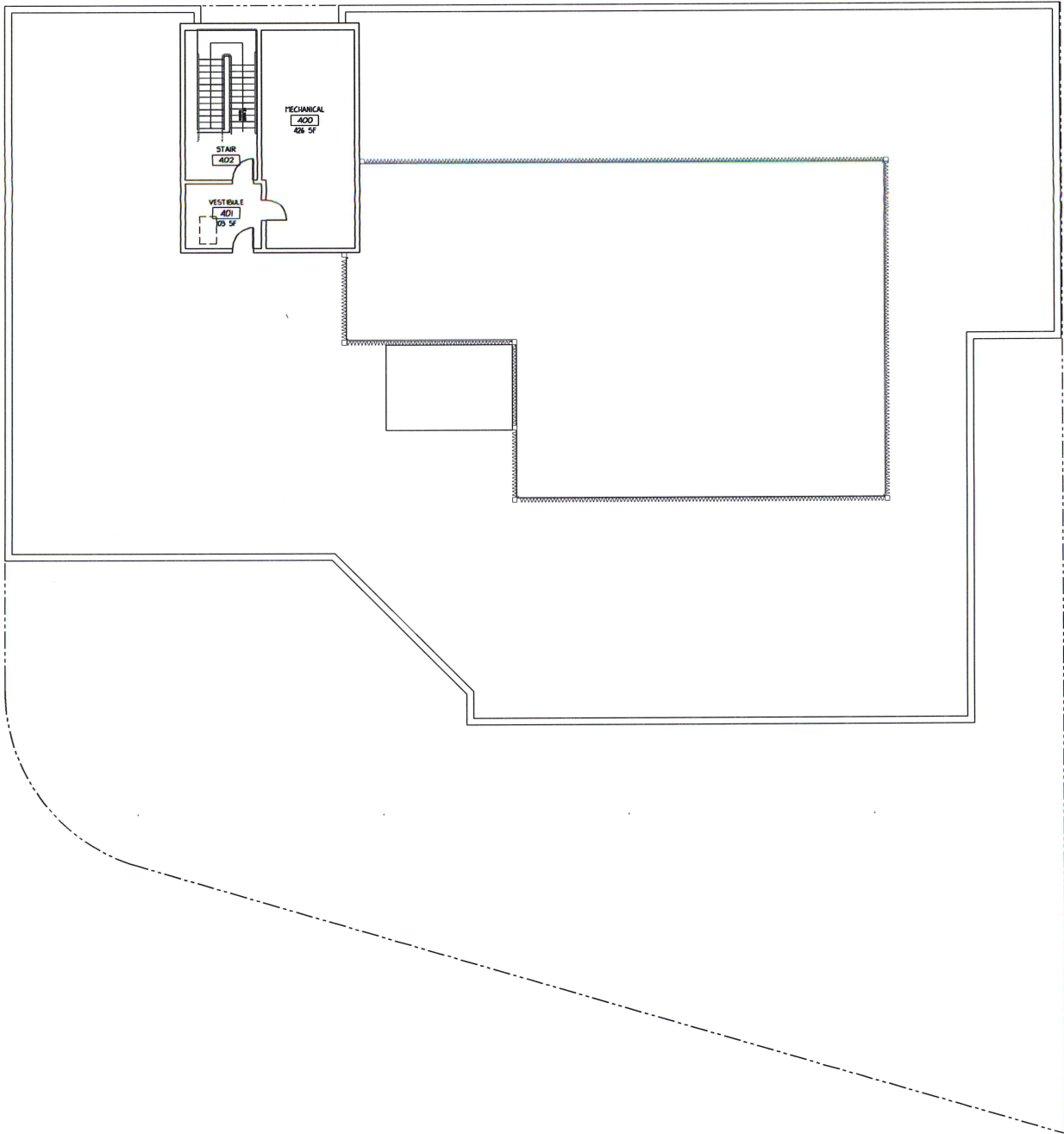
1 FIRST FLOOR PLAN
 A2.1 Scale: 1/8" = 1'-0"



1 SECOND FLOOR PLAN
 A2.2 Scale: 1/8" = 1'-0"



1 THIRD FLOOR PLAN
 A2.3 Scale: 1/8" = 1'-0"



1 ROOF PLAN
A2.R Scale: 1/8" = 1'-0"

APPENDIX B: SCOPE OF WORK

Gateway CAP is engaging the expertise of a technical strategic consultant to assist in designing and implementing new technologies for the new Head Start Facility. This should include technologies that meet the operational requirements of the facility. Design drawings, specifications, and assistance in bidding processes will be required for all systems. These systems should include the following:

- Voice and Data Network Infrastructure – A network shall be designed to provide the required communications infrastructure to support communication systems, including, but not limited to, computer data, voice communication, video/audio surveillance, maximum wireless coverage, and physical access control.
- Telephone System – Voice Endpoints and Voice-Over-IP (VOIP) Communication are requested throughout the building.
- Physical Access Control – Card/Pin access technology to protect those within facility and only grant access to authorized individuals.
- Intrusion Detection – Fully integrated burglar alarm system for 24-hour monitoring and protection.
- Video/Audio Surveillance – Interior and Exterior HD Video/Audio Surveillance system to cover entrances/exits and halls, classrooms, and other important areas. Access to multiple monitoring areas is requested.
- Public Announcement System – Coverage of all three floors, to be utilized for general announcements and lockdown/emergency situations.
- Digital Signage System – Flat panel monitor systems shall be installed in the lobby of the first and second floors. The system should be accessible from the network with proper authentication.

Gateway CAP will welcome and consider any suggestions the consultant may have as to additional systems, as well as necessity of the systems requested.