

REQUEST FOR PROPOSAL

Quality Assurance/Quality Control
Head Start Operation Center,
1433 Bacharach Blvd. Atlantic City, NJ
Client: Gateway Community Action Partnership

I. PROPOSAL PARAMETERS AND GUIDELINES

- A. **Submission Requirements.** All proposals must be presented in accordance with the requirements, format, and guidelines described in this Request for Proposal (RFP) document.
- B. **Submission Deadline.** Interested entities must submit (3) copies of proposals no later than **4:30 p.m., Thursday, July 2nd, 2015.** 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 June 26th, 2015. 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. Floor plans for playground areas will need to be emailed to prospective bidder.

II. OVERVIEW

Gateway Community Action Partnership is constructing a 44,000 SF 2-story Early Learning Center with a 3rd story Administrative Suite at 1433 Bacharach Boulevard, Atlantic City, NJ. For the purposes of this RFP, Gateway is requesting designs and pricing for three different playgrounds. Please see resulting Appendices for further clarification.

III. REQUEST FOR PROPOSALS

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

IV. ROLE OF THE SELECTED CONTRACTOR

The selected contractor will work closely with GCAP staff to provide services for quality assurance/quality control. The selected contractor 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 any resulting sub-contractors. The contractor is expected to submit pricing on the proposed services with this RFP.

V. RFP 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. This includes all fixed sum costs, reimbursable costs, and time and material costs. Prevailing wages apply to this project.
 - A listing of project deliverables.
 - The consultant's Business Registration & Insurance Certificate.
 - Contractor must be International Play Equipment Manufacturers Association (IPEMA) Certified.

VI. CONDITIONS FOR SUBMISSION OF PROPOSAL

- A. All proposals in response to this request must meet the following conditions to be considered:
- 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, overall cost estimate, and comprehension of expected design elements.

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 RFP submittal to ISSUER is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

(Name of Respondent)

(Signature of Authorized Representative)

(Typed Name of Authorized Representative)

(Title)

(Date)

APPENDIX: SCOPE OF WORK

The work category and core area in the spec sections are highlighted below (to accompany the full set of construction drawings and documents):

1. Concrete: Division 3 - generally to include sections 033000 & 321313
2. Steel: Division 5 - generally to include sections 051200, 053100, 054000, 055113, 055119, 057300, 057400 & 057500
3. Soils: Division 31 - generally to include sections 311000, 312000 & 312316, as well as the specification section 003132 "Geotechnical Data"
4. Masonry: Division 4 - generally to include 042200, 042613 & 047200
5. HVAC: Division 23 - generally to include 212113.33, 230593, 237413, 238126 & 238146.13

The full set of construction drawings and documents are downloadable. Please email Daniel Muller (email on cover) for link to download.

1. Access to the Work.
 2. Incidental labor and facilities necessary to facilitate tests and inspections.
 3. Adequate quantities of representative samples of materials that require testing and inspecting. Assist agency in obtaining samples.
 4. Facilities for storage and field curing of test samples.
 5. Delivery of samples to testing agencies.
 6. Preliminary design mix proposed for use for material mixes that require control by testing agency.
 7. Security and protection for samples and for testing and inspecting equipment at Project site.
- G. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and -control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting.
1. Schedule times for tests, inspections, obtaining samples, and similar activities.

1.8 SPECIAL TESTS AND INSPECTIONS

- A. Special Tests and Inspections: Owner will engage a qualified testing agency to conduct special tests and inspections required by authorities having jurisdiction as the responsibility of Owner, and as follows:
1. Concrete
 2. Steel
 3. Soils
 4. Masonry
 5. HVAC systems testing and balancing
- B. Special Tests and Inspections: Engage qualified testing agency as required by authorities having jurisdiction, other than those listed above and as indicated in individual Specification Sections, and as follows:
1. Verifying that manufacturer maintains detailed fabrication and quality-control procedures and reviews the completeness and adequacy of those procedures to perform the Work.
 2. Notifying Architect and Contractor promptly of irregularities and deficiencies observed in the Work during performance of its services.
 3. Submitting a certified written report of each test, inspection, and similar quality-control service to Architect with copy to Contractor and to authorities having jurisdiction.
 4. Submitting a final report of special tests and inspections at Substantial Completion, which includes a list of unresolved deficiencies.
 5. Interpreting tests and inspections and stating in each report whether tested and inspected work complies with or deviates from the Contract Documents.
 6. Retesting and reinspecting corrected work.