



YWCA of Southern Arizona
Microbusiness Advancement Center (MAC)
243 W. 33rd Street,
Tucson, Arizona, 85713
Phone: 520-884-7810

House of Neighborly Service Incubator Kitchen Project

July 5, 2018

Request for Proposal

PROJECT

A Request for Proposals (“RFP”) is being issued by The YWCA of Southern Arizona in its capacity as owner of the House of Neighborly Service (also known as the YWCA South Tucson Campus or HNS). The purpose of this RFP is to invite proposals from general contractors who can complete demolition and construction of a commercial commissary kitchen space located at the HNS campus 243 W. 33rd St, Tucson Arizona, 85713. This is a federally funded project through a Community Development Block Grant (CDBG) from Pima County Community Development and Neighborhood Conservation (CDNC).

The House of Neighborly Service/HNS is the primary operation site for the Microbusiness Advancement Center (MAC) is releasing a request for proposal (RFP) for general contractors (also referred to as “proposers”) to construct a commercial kitchen space. This project will be an extensive remodel of a previously constructed residential space on the HNS campus. Once completed, the HNS commercial kitchen space will house an incubator food program which will help launch the food businesses of local entrepreneurs in the South Tucson community. We are seeking general contractors with both demonstrated ability to implement this complex project and who share our commitment to enriching the community of South Tucson.

Companies with demonstrated experience are invited to respond to this RFP, those with experience working with non-profits are highly encouraged to apply. “Respondents” means the companies or individuals that submit proposals in response to this RFP. It is understood that the selected Respondent acting as an individual, partnership, corporation or other legal entity, is state licensed and certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.) and capable of

providing the specified services. The Respondent shall be financially solvent and each of its members if a joint venture, its employees, agents or sub consultants of any tier shall be competent to perform the services required under this RFP document.

- Nothing in this RFP shall be construed to create any legal obligation on the part of YWCA of Southern Arizona or any respondents. YWCA of Southern Arizona reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall YWCA of Southern Arizona be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from YWCA of Southern Arizona for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of YWCA of Southern Arizona. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known.

1. PROPOSAL TO BE SUBMITTED:

One "Lump Sum" proposal for the project shall be submitted for all work, including, but not limited to: general construction, management fees, and all allowances and assignment as may be indicated in the contract documents.

2. EXAMINATION OF PREMISES:

- A mandatory pre-proposal site visit/meeting will take place on Friday July 13, 2018. HNS campus 243 W. 33rd St, Tucson Arizona, 85713 at 9:00 A.M. PST
- If information of a material matter is provided in response to any correspondence or question or if a clarification is issued by the architect or YWCA, a copy of the question and answer will be provided to all prospective bidders who attended the pre-proposal meeting. The response shall serve as an addendum to the advertised call for proposals and become part of YWCA's approved plans.
- Correspondence, questions or clarifications concerning the bidding procedures, plans or specifications should be directed to: Jon Wirtis, YWCA House of Neighborly Service 525 N Bonita Ave. Tucson, AZ. 85745

3. PREPARATION OF THE PROPOSAL PACKET:

4 copies of the proposal (1 original signed in blue ink and 3 copies) must be submitted in a sealed envelope labeled **HNS Kitchen Incubator, Attn: Jon Wirtis**

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- YWCA of Southern Arizona, Francis McClelland Community Ctr., 525 N Bonita Ave. Tucson, AZ 85745 No **Later than August 3, 2018 4:00 P.M. PST**
- \$1,000 bid bond will be required at the time of proposal submittal and will be returned to all non-selected proposers.

- Proposers will demonstrate relevant previous experience with constructing commercial kitchen spaces and any previous experience working with non-profit organizations
- All submissions must include a construction/labor cost breakdown, or they will be disqualified
- Project plans are available with the proposal package or online via link at www.ywcatucson.org
- The proposer must submit with his/her proposal the names, addresses of the major subcontractors they intend to use for general work, landscape, concrete, masonry, electrical, plumbing, painting, drywall, etc.
- YWCA reserves the right to accept the lowest, responsible bid; to consider alternatives; to reject any or all bids; and to waive irregularities or information in any bid. Bids received after the specified time of closing will be returned unopened.

4. MINIMUM PROPOSER REQUIREMENTS:

- Proposers cannot be debarred from contracting and receiving payments from federal monies
- All proposers must provide DUNS number, and/or CAGE Code with their proposals
- Proposers must be licensed in the State of Arizona/ Registrar of Contractors, and in current status- proof of this must be included in proposals
- Proposers must provide Arizona Registrar of Contractors license number
- Proposers must comply with the requirements of Pima County's CDBG Contractors packet including applicable federal Labor Standards/Davis-Bacon and other requirements of CDNC (attached to proposal instructions)
- The HNS Incubator Kitchen is a federally-funded project, therefore, all bidders must implement Federal Labor Standards requirements, including Davis-Bacon prevailing wages. These standards must be taken into account when creating project cost construct.

6. AWARD SCHEDULE:

The YWCA intends to announce the selection of a contractor within 10 business days (August 17, 2018) after the deadline of the proposal due date of August 3, 2018.

7. Supplemental Documents

- A) Supplemental Contract Conditions (Federal)
- B) Certificate of Conditional Approval (Pima County)
- C) Architect/Engineering project packet