

**CELESTIAL CHURCH OF CHRIST (CCC Metro Parish)**

***REQUEST FOR PROPOSALS***  
***For***  
***RENOVATION OF EXISTING BUILDING***  
Release Date: September 1, 2016

**I. PROJECT OVERVIEW**

Celestial Church of Christ (CCC) Metro Parish also referred to as “CCC Metro Parish” is requesting proposals for the renovation of its existing building situated at 6200 Chillum Place, NW, Washington, DC. 20011. CCC Metro Parish intends to use this proposal process to identify General Contractor to undertake the renovation of its Church.

Questions regarding this Request for Proposals should be directed to:

Name: PIUS ADEBOWALE (*Project Coordinator*)  
CCC Metro Parish  
6200 Chillum Place, NW  
Washington, DC 20011  
Tele: 240-602-1968  
Email: [adeadebowale@hotmail.com](mailto:adeadebowale@hotmail.com)

**II. PROPOSALS**

General Contractors wishing to be considered for CCC Metro Parish must submit proposals which conform to the following requirements:

**A. Cover Sheet** – Proposals must include a completed and signed Proposal Cover Sheet, included herewith.

**B. Experience** – Proposals must contain a written narrative no more than one (1) page in length outlining experience in church renovation work in urban neighborhoods and work in partnership with community non-profits. Brochures or other company promotional materials or literature may be attached, not to exceed six sheets.

Proposals must also include at least three (3) client references, and a list of all the churches renovated from 2010 through 2015, including specific addresses, square footages, completion dates, and construction prices. Up to twelve supporting photos may be attached, if desired.

**C. Capacity** - Indicate the construction time for a church renovation from permitting to Certificate of Occupancy, what your production capacity is (how many projects under construction at one time), and how the build time is impacted if multiple projects are under construction at once. Provide a construction schedule for the completion of this project with construction beginning in mid-October 2016 and completing in late April 2017.

Also provide corporate financial statements, letters of credit and/or other evidence of financial capacity to participate in this Project and undertake construction of finance construction one or more projects at a given time.

**D. Pricing & Payment** - Proposing General Contractors must provide a firm fixed-price for the this project, a line-item list of all options and option pricing, and a written commitment that prices submitted will remain in effect through 12/31/17. Also, provide a schedule of values for draws or progress payments over the course of the construction period.

**E. Section 3 Compliance** – Explain how you will, on this project, and have in the past, met requirements of providing job training, employment and contract opportunities for low- or very-low income residents in connection with projects and activities in their neighborhood.

**F. Additional Documentation** - All submissions must include:

- Copy of General Contractor's DC license;
- Proof of General Liability, Risk, and Workers Compensation insurance coverage;
- Proof of Bonding as required by Washington, DC Municipal government.
- Name of company from which 2-10 general contractor warranties are obtained, along with an individual contact name and telephone number for verification purposes.
- Evidence of MBE/WBE status (is applicable), and any professional certifications or training you wish to have considered as part of this selection process.

### III. REVIEW & SELECTION

**A. Submission** – Two (2) full copies of a Proposal, one with an original cover sheet, and one (1) scanned electronic copy of the signed and typed proposal on a flash drive must be submitted no later than 4:00 p.m., September 30, 2016

Name: PIUS ADEBOWALE (*Project Coordinator*)  
CCC Metro Parish  
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Tele: 240-602-1968  
Email: [adeadebowale@hotmail.com](mailto:adeadebowale@hotmail.com)

**IMPORTANT:** Late or incomplete proposals will not be accepted.

**B. Review** - All accepted proposals will be thoroughly reviewed by CCC Metro Parish. Proposing general contractors may be contacted for additional information, and may be invited to meet with, or make formal presentations to, CCC Metro Parish representatives as part of the

review process. Proposals will be reviewed and considered on a range of factors, including, but not limited to, the:

- Experience and track record, both overall and specifically with church renovation work;
- Financial strength;
- Commitment and past successes
- Capacity to undertake this type of construction, deliver a quality product, on time, and within budget; and
- Professional certifications (as applicable).

**C. Selection** - Selection of the General Contractor is anticipated on or about September 30, 2016. All general contractors submitting Proposals will be notified in writing of selection.

CCC Metro Parish reserves the right to engage in discussions or negotiations with none, any, or all proposing general contractors as part of the selection process. It reserves the right select or reject any or all proposals, and if deemed necessary, to engage in subsequent builder proposal rounds.

After selection, CCC Metro Parish and the General Contractor will finalize all outstanding matters and execute a contract for renovation of the church. The general contract will be amended on a case by case basis. CCC Metro Parish anticipates that construction activity will be ready to proceed immediately.

Celestial Church of Christ, Washington Metro Parish  
***BUILDER'S PROPOSAL COVER SHEET***

NOTE: This form must be completed, signed, and submitted with General Contrator's proposal.

\_\_\_\_\_  
Builder (Company Name)

\_\_\_\_\_  
SSN, EID, or Federal ID

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

**Documents Submitted Herewith:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_

Each document must be given distinct identifying names or numbers for ease of reference and all plan documents must be clearly labeled.

**Submission Checklist:**

- o Cover Sheet (this document)
- o Narrative of Experience
- o References
- o 2010 – 2015 Building Construction Activity
- o Base and Line-Item Option Pricing
- o Written Commitment that prices submitted will remain in effect through 12/31/17
- o Schedule of Draws / Progress Payments
- o Evidence of Financial Capacity
- o Copy of Builder's License
- o Bond
- o Proof of Builder's Risk & Workman's Compensation Insurance
- o 2-10 Warranty Information
- o Copies of WBE/MBE and Other Certifications (if applicable)

The undersigned acknowledges and agrees that:

1. He/She is authorized to submit the attached proposal on behalf of the General Contractor entity, and is fully informed as to the preparation and contents of the attached proposal and all pertinent circumstances respecting such proposal;
2. The terms of the proposal are fair and proper and not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the proposing entity, or any of its agents, representatives, owners, employees, or parties in interest;
3. If selected, General Contractor and its representative(s) will negotiate in good faith to enter into a Contract for participation in the Project and that the proposal, along with all supplemental materials submitted and modifications mutually agreed through the course of the selection process, will form the basis for said Contract; and
4. CCC Metro Parish reserves the right to reject and/or table any or all proposals received, to enter into negotiations with more than one prospective Project participants prior to selection, and to engage in subsequent written proposal rounds with fewer than all submitted proposals considered.

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Signature

Title

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Printed

Date

## **CONSTRUCTION REQUIREMENTS & STANDARDS**

General contractor is responsible for all construction and physical development of the church building as specified in this document and in conformance with all plans and specifications submitted by owner as part of a Proposal/Bid process. Submission of a proposal/bid for renovation of existing church construction services shall constitute agreement in total by Builder to the firm requirements and standards contained herein.

### 1.0 PROJECT INTRODUCTION

**Project Name:** **Celestial Church of Christ Washington Metro Parish**

**Project Number:** **001**

#### **1.1 Scope**

In accordance with the terms and conditions of the Contract, the Contractor shall perform the work of this Request for Proposal (RFP) for the **Celestial Church of Christ Washington Metro Parish**

In case of conflict between this RFP and the drawings, this RFP will take precedence over and will be used in lieu of such conflicting portions.

#### **1.6 Schedule**

Work is to commence within 15 days after the notice to proceed from the Owner.

The work in this RFP shall be completed in accordance with the following schedule:

Construction: Construction shall be completed no later than 180 calendar days after award of the contract.

#### **1.7 Information**

Points of Contact:

#### **1.8 Materials to be provided by the Owner**

The following materials will be provided by Owner to be installed by the Contractor:

N/A

## **2.0 PROJECT REQUIREMENTS**

### **2.1 General Requirements**

#### **2.1.1 Scope of Work and Project Summary/Requirements**

The work of this RFP shall be performed in accordance with the local codes and regulation. The project will include, but not be limited to, the following:

The scope includes, new interior partition, new framing for new mezzanine, new platform/ stage, wood panels & trims, structural support, new mechanical room, new restrooms, new windows, new HVAC System, new plumbing and new electrical work.

- Selective site demolition
- Excavation & grading for new parking lot
- Asphalt parking lot
- Temporary support as required.
- Prepare all existing substrate for new finish
- Selective interior demolition
- Concrete cutting , patch and repair for this contract work
- New interior partition
- Reinforce existing flooring structure
- New framing support for new mezzanine
- New wood platform/ stage
- Decorative wood panels & trims
- new kitchen room
- Kitchen appliance
- Kitchen cabinets & top
- new restrooms
- New storage room
- New offices
- new mechanical room
- New door, frames & hardware
- New carpet
- Wood floor at stage & stair
- New ceramic wall & floor tiles in restrooms
- New VCT at kitchen
- Bathroom accessories
- Toilet partitions
- New plumbing rough in and connect to existing main line
- New bathroom fixtures & water heater
- New HVAC system as shown on the plan
- Complete electrical work
- Complete fire alarm & security system



- Secure work area and provide for continued access to the facility
- Construct project

### **2.1.2 Definition of Contract Line Items**

The intent of this section is to explain, in general, what is included in each contract line item, limits or cut-off points where one item ends and another begins. If no item exists for a portion of the work, include the costs in a related line item.

### **2.1.3 Progress Payments**

**Construction Phase** - Progress payments during construction will be based on the percentage of work completed on items listed on the approved schedule of values. Actual construction completed and in place will form the basis for payment. Verification of the % complete shall be initiated by the Contractor under the direction of a representative of the Church Treasurer, unless the Church Treasurer waives this requirement in a specific instance. The Contractor shall make the computations for payment based on the Architect's verification of work completed and in place for any periods for which progress payments are requested.

The Contractor shall furnish the originals of all field notes and all other records relating to the basis for payment, to the Architect, who shall use them as necessary to determine the final amount of progress payments. The Contractor shall retain copies of all such material furnished to the Architect.

### **2.1.4 Project Meetings**

#### **Preconstruction Meeting**

The following deliverables shall be submitted a minimum of one week prior to the Preconstruction Meeting.

- Project Schedule with construction portion fully developed.
- Safety plan & procedures
- A list of major subcontractors for this project
- Lines of Authority
- Progress Payments schedule of values
- Submittal process

**Changes, Delays, and Contractor Requests Requirements:** When contract modifications or changes are initiated, delays are experienced, or the Contractor desires to revise the project schedule, the Contractor shall submit to CCC Metro Parish a written time impact analysis with detail cost break down for the proposed change order.

### **Erosion control**

The following mitigation measures shall be implemented to minimize the impacts of construction activities:

#### **Soil Erosion**

Protect against erosion and topsoil depletion. Before start of any site work install the necessary erosion control devices per DC Code and regulation.

### **2.3.2 Schedule of Values**

After contract award and before the Preconstruction Meeting, submit a schedule of dollar values based on the Contract Price Schedule. Breakdown each lump-sum item into component parts of design deliverables or construction work for which progress payments may be requested. The total costs for the component parts of work shall equal the contract line item amount for that lump-sum item. CCC Metro Parish may request data to verify accuracy of dollar values. Include mobilization, general condition costs, overhead and profit in the total dollar value of unit price items and in the component parts of work for each lump-sum item, as described below. Do not include mobilization, general condition costs, overhead or profit as a separate item.

Do not break down unit price items. Use only the contract line item amount for unit price items.

The total cost of all items shall equal the contract sum. The Schedule of Values will form the basis for progress payments.

An acceptable Schedule of Values shall be agreed upon by CCC Metro Parish before the first progress payment is processed.

### **2.3.3 Construction Support**

#### **Staging Areas**

Construction sites will be limited to the smallest feasible area. Ground disturbance and site management will be carefully controlled to prevent undue damage to Church properties and to minimize air, water, soil, and noise pollution.

Staging is limited in or near the construction area for a construction office or trailer.

Construction equipment and material storage shall be located in designated area as agreed to

between the general contractor and CCC Metro Parish near the construction site. All staging areas shall be returned to pre-construction conditions once construction is complete.

**Storage Sheds:** If used, provide weather tight sheds or other covered facilities for storage of materials subject to weather damage.

If used, all temporary water, sewer, sanitary facilities and electric utilities, shall be completely removed upon project completion. Remove temporary utility connections.

### **Construction Zones**

Construction zones shall be fenced with CCC Metro Parish approved construction barrier fencing, plastic or portable fencing, before any construction activity. The fencing shall define the construction zone and confine activity to the minimum area required for construction. All protection measures shall be clearly stated and workers will be instructed to avoid conducting activities beyond the construction zone as defined by the construction zone fencing.

**Protection of Public:** Fence, barricade, or otherwise block off the immediate work area to prevent unauthorized entry. Erect and maintain fencing, barricades, lights, signals, and warning signs in accordance with local regulation.

The Contractor shall protect tree trunks and root systems of trees in or adjacent to work areas.

### **Parking of Construction Vehicles**

Parking of vehicles shall be limited to existing roads, in legally designated areas, and within approved staging area(s).

### **2.3.4 Submittals during Construction**

The following submittals will require government approval prior to procurement or performance of the work:

- All submittals pertaining to Interior finishes
- All submittals pertaining to Exterior finishes

### **CCC Metro Parish or Architect's Review**

Any work done or orders for materials or services placed before approval shall be at the Contractor's own risk.

After reviewing submittals, CCC Metro Parish will return the response in one week.

**Samples:** Samples shall be large enough to illustrate clearly the functional characteristics and full range of color, texture, or pattern. **Manufacturers' Catalog Sheets:** Submit only pertinent pages; mark each copy of standard printed data to identify specific products proposed for use.

The returned submittal will be marked in one of three ways as defined below:

**APPROVED:** Acceptable with no corrections.

**APPROVED WITH NOTATIONS:** Minor corrections or clarifications are required. All comments are clear and no further review is required. The Contractor shall address all review comments when proceeding with the work.

**DISAPPROVED - RESUBMIT:** Rejected as not in accordance with the contract or as requiring major corrections or clarifications. The Architect will identify the reasons for disapproval. The Contractor shall revise and resubmit with changes clearly identified.

### **2.3.7 Quality Control**

#### **General**

The quality of all work shall be the responsibility of the Contractor. Inspect and test all work as needed to ensure that the quality of materials, workmanship, construction, finish, and functional performance is in compliance with applicable specifications and drawings.

The Owner will pay for Third Party Inspection.

**Daily Reports:** Submit showing all inspections and tests on the first workday following the date covered by the report.

**On-Site Control:** Notify the Architect or CCC Metro Parish at least 48 hours in advance of any upcoming inspections.

#### **Documentation**

Maintain all Test Report of quality control activities and tests.

The Contractor shall stop work on any item or feature pending satisfactory correction of any deficiency noted by the Architect or CCC Metro Parish.

### **2.3.8 Working Hour Restrictions**

Will be Mondays through Fridays from 7:00am to 5:00pm. Work on Saturdays will have to be requested a week ahead of time. **NO WORK SHALL BE PERFORMED ON SUNDAYS.**

### **2.3.9 Temporary Services**

Temporary materials may be new or used, but must be adequate in capacity for the required usage, must not create unsafe conditions, and must not violate requirements of applicable codes and standards.

**Fire Protection Equipment:** Observe and enforce standards of fire prevention. No open fires shall be allowed.

**Vehicles and Equipment:** Provide fire extinguishers on project site. The responsibilities shall include locating and maintaining fire protective equipment and establishing and maintaining safe torch cutting and welding procedures.

**Hazard Control:** Take all necessary precautions to prevent fire during construction. Do not store flammable or combustible liquids in existing structures. Provide adequate ventilation during use of volatile or noxious substances.

**Smoking:** Smoking within buildings or temporary storage sheds is prohibited.

**Welding:** Cutting by torch or welding shall be performed only when adequate fire protection is provided.

**Electricity and Lighting:** Make arrangements with utility company for metered connection to existing utility and pay all costs. Temporary electrical work shall meet requirements of the current version of NFPA 70 (NEC) Article 590. When temporary connections are removed, restore existing utility services to their original condition.

**Sanitary Facilities:** Provide and maintain temporary toilet facilities in accordance with Local Codes and regulations. Enclosures shall be weatherproof, sight proof and of sturdy construction. Completely remove sanitary facilities on completion of work.

### **2.3.10 Access**

Provide construction entrance.

### **2.3.11 Preservation of Adjacent Features**

Confine all operations to work limits of the project. Prevent damage to natural surroundings. Restore damaged areas outside the work limits, repairing or replacing damaged trees and plants, at no additional expense to CCC Metro Parish.

### **2.3.12 Existing Utilities**

Disruptions of services shall be kept to a minimum. The contractor shall coordinate with the local utility companies. Construction procedures will prevent accidental disruptions to facilities outside the project limits by investigation of existing utilities and protection during construction: accidental disruptions shall be remedied at no cost to the CCC Metro Parish.

### **2.3.13 Hauling Restrictions**

Comply with all legal and local load restrictions in the hauling of materials.

### 2.3.14 Accident Prevention

**Accident Reporting:** Reportable accidents, defined as death, occupational disease, traumatic injury to contractor's personnel, property damage of any accident in excess of \$100 and fires, must be reported within seven days.

**Quality Assurance:** Ensure that all employees are physically qualified to perform their assigned duties in a safe manner. Do not allow employees to work if their abilities are impaired. Operators of all equipment shall be able to understand signs, signals and operating instructions, and be capable of operating such equipment.

#### **Accident Prevention Products: Provide the following:**

- First aid facilities.
- Emergency instructions, including telephone numbers and reporting instruction for ambulance, physician, hospital, fire department and park police. Place in conspicuous locations at the worksite.
- Adequate egress at all times in accordance with the Life Safety Code
- Hard hats for all employees and visitors.
- Designate and post signs in all hardhat areas.

### 2.3.15 Temporary Controls

Housekeeping: Keep project neat, orderly, and in a safe condition at all times.

Weather Protection: When inclement weather is expected, provide temporary protection, for areas where roofing, siding, windows, doors or other enclosing elements have been removed or have not been installed. Inspect protective coverings frequently to ensure that they are functioning properly.

**Project Record Drawings:** Maintain one complete full-size set of contract drawings and clearly mark changes, deletions, and additions to show actual constructed conditions. Keep record drawings current. On completion of the total project, submit complete record drawings.

**Posted Operating Instructions:** Furnish operating instruction attached to or posted adjacent to equipment. Include wiring diagrams, control diagrams, control sequence, start-up adjustment, operation, lubrication, shutdown, safety precautions, procedures in case of equipment failure and other items of instruction recommended by manufacturer.

**Cleaning:** Before scheduling the final inspection, remove all tools, equipment, surplus materials, and rubbish. Restore or refinish surfaces that are damaged due to work of this contract to original condition. Remove grease, dirt, stains, foreign materials, and labels from finished surfaces. Thoroughly clean building interiors. Pick up and remove all construction debris from the site. At time of final inspection, project shall be thoroughly clean and ready for use.

Before submitting a request for final inspection, submit the following:

- Project Record Drawings and As-Constructed Drawings:
- Operation and Maintenance Data:
- Keys and Keying Schedule:
- System Demonstration and Training:

**Operation and Maintenance Data :** Provide manufacturer's standard literature, equipment data sheets, vendor-furnished as-built drawings; custom written data not included in manufacturer's standard literature; schedules, warranties, parts lists, test results, and subcontractor list.

### **2.3.18 Substantial Completion and Final Inspection**

Submit written certification that project, or designated portion of project, is substantially complete, and request in writing a final inspection. Upon receipt of written request that project is substantially complete, the Architect or CCC Metro Parish will proceed with inspection within 10 days of receipt of request or will advise the Contractor of items that prevent the project from being designated as substantially complete. .

**Acceptance of the work:** After all deficiencies have been corrected, the Owner (CCC Metro Parish) will issue a Letter of Acceptance.