

## REQUEST FOR PROPOSALS (RFP)

Interior Renovation of Office Space

Request released September 3<sup>th</sup> 2020

Requests due October 12, 2020 at 4PM

### I. Introduction

The Fairfield County Airport Authority (FCAA) is soliciting proposals from qualified professional vendors for Interior Renovation services. The qualified vendor will enable the FCAA to significantly improve the quality of the interior workspace and provide construction services. The “stay-put” renovation will allow the work of the FCAA and Airport terminal operations to continue throughout the duration of the project with minimal scheduled interruptions.

### II. Background Information

The terminal is located at the Fairfield County Airport. The FCAA wishes to update the look and feel of the space with an upgrade to the kitchenette area and new paint and flooring throughout.

The FCAA will occupy and remain in business during the renovation. The FCAA wishes to begin construction on or around October 31<sup>st</sup>, 2020.

The contractor shall provide all permits required for construction.

Visit to the site must be coordinated with Jon Kochis, Airport Board member. To set up appointment email [jon.kochis@fairfieldcountyohio.gov](mailto:jon.kochis@fairfieldcountyohio.gov).

### III. Services Required

The following narrative outlines the services to be provided to the FCAA in the area of interior renovation. Services are to be provided during office hours (M-F / 8:00 am – 5:00pm).

#### Construction of server closet

The construction of a server closet to enclose existing electronic equipment. The closet will use 2 existing walls to partition equipment off from main space. Door access will be created on the new wall.

#### New Painting

Interior of existing space to be painted including 2 offices and new server closet. Wall surfaces will require varying levels of preparation before painting, we recommend a walkthrough to determine the scope. Some spaces will require coordination with the client to prepare (move/protect) the furnishings so that the space can be painted.

FCAA to select final color and style from proposals.

### New flooring

Remove and abate floor tile. Floor tile mastic is known to contain asbestos. Removal and abatement must be completed by a licensed asbestos abatement contractor and records of disposal provided.

New Luxury Vinyl Tile or Plank (LVT or LVP) flooring in common area and two offices totaling 2000 sqft. FCAA to select final color and style from proposals.

### Kitchen Millwork

Reconfigure existing base cabinetry to delete "minifridge" space and install new laminate countertop and stainless-steel sink with hardware.

New upper cabinets to match base, 12-foot length.

FCAA to select final color and style from proposals.

### Misc. Interior Renovations

Replace acoustic tile ceiling panels throughout, approximately 2000sqft (2x4 grid). Product must be solid acoustic tile. Reuse existing insulation and provide new where needed.

FCAA to select final color and style from proposals.

## IV. Submittal Requirements

The following information shall be required in the RFP submittal:

1. **Letter of Transmittal** –The letter is not intended to be a summary of the proposal itself. The letter of transmittal must contain the following statements and information:

### **FCAA Request for Proposals**

#### INTERIOR RENOVATION SERVICES

- a. Company name, address, and telephone number(s) of the firm submitting the proposal.
- b. Name, title, address, e-mail address, and telephone number of the person or persons to contact who are authorized to represent the firm and to whom correspondence should be directed.
- c. Federal and state taxpayer identification numbers of the firm
- d. Briefly state your understanding of the services to be performed and commitment to provide the services as specified.
- e. The letter must be signed by a corporate officer or other individual who is legally authorized to bind the applicant to both its proposal and cost schedule.
- f. Statement which indicates “proposal and cost schedule shall be valid and binding for ninety (90) days following proposal due date and will become part of the contract that is negotiated with the FCAA.”

2. **General Vendor Information** – Provide the following information:

- a. Length of time in business.
- b. Length of time in business of providing proposed services.
- c. Detail and scope of similar projects completed in the last 12 months.

3. **References** - Provide the following information:

- a. Name, title, address, and telephone number of three references for clients whom you have provided similar services.
- b. Describe the actual services provided and the length of tenure providing services to each client referenced.

4. **Staff Resources** – Provide the following information:

a. Identify names of principals and key personnel who, if your company is selected, will actually provide the interior renovation services. This will include a list of subcontractors.

5. **Cost of Services** - Provide the following information:

Total cost

Cost per identified services in section III.

6. **Insurance** – Contractor shall furnish a certified copy of General Liability Insurance, as well as workman’s compensation for company and employees prior to beginning any work.

7. **Bid Form** – Please fill out the attached bid form and include it with your proposal.

## V. Evaluation Criteria and Process

A selection committee will conduct an evaluation of qualifications and will rate each submittal based upon the following criteria:

1. Experience
2. References
3. Understanding of services to be provided
4. Ability to provide requested services
5. Cost

Scores will be tabulated on the scoring matrix:

<b>Requirements</b>	<b>N</b>	<b>Y</b>
Response to Performance Criteria		
Bid Form completion		
<b>Evaluation</b>	<b>Possible 20 Points for Each Category</b>	<b>Comments</b>
Experience		
References		
Understanding of services to be provided		
Ability to provide requested services		
Cost		
Total Points out of 100		

## VI. Deadline for Submissions of Proposals

Proposal must be received by the FCAA prior to Monday October 12<sup>th</sup> 4:00 PM

Proposal can be submitted in person or by mail at:

210 East Main Street, Room 300

Lancaster, OH 43130

Addressed to:

Staci Knisley, Airport Clerk

Or by email at:

[Staci.knisley@fairfieldcountyohio.gov](mailto:Staci.knisley@fairfieldcountyohio.gov)

## VII. Miscellaneous

1. The Fairfield County Airport Authority reserves the right to reject any and all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in the FCAA's sole judgment, best meets the requirements of the project.
2. The Request for Proposal creates no obligation on the part of the FCAA to award a contract or to compensate the proposer for any costs incurred during proposal presentation, response, submission, presentation, or oral interviews (if held). The FCAA reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.
3. The FCAA further reserves the right to make such investigation as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this purpose as the FCAA may request.
4. Proposers must specifically identify any portions of their submittals deemed to contain confidential or proprietary information, or trade secrets. Those portions must be readily separable from the balance of the proposal. Such designations will not necessarily be conclusive, and proposers may be required to justify why the FCAA should not, upon written request, disclose such materials.
5. Evaluation and Award – This is a Request for Proposals and not a bid process. Therefore, the FCAA has the discretion to evaluate the qualitative as well as the financial aspects of each proposal and make its selection based on what it considers to be in its best interest as a whole. The award and selection of the Vendor is solely within the discretion of the FCAA. After the contract award has been announced, no unsuccessful Vendor should submit additional information for the FCAA's consideration or have any subsequent contact with FCAA employees or officials, other than to receive a debrief from an authorized individual.
6. Transportation Charges – Unless proposal clearly states otherwise, prices quoted will be considered to include all charges for transportation, packaging, crates, containers,

ect., necessary to complete delivery on an F.O.B. Destination basis.

7. Job Familiarization – Vendor is urged to make itself fully aware of all job and facility requirements. Vendor shall be responsible to question any discrepancies, errors, and/or omissions in the specification and totally familiarize itself with the full intent of this invitation for proposal. Failure to do so will not relieve Vendor of the responsibility to perform to the full scope and quality of work expected by the FCAA.

## BID FORM

Interior Renovation of Office Space:  
Fairfield County Airport Authority  
3430 Old Columbus Road NW  
Carroll, Ohio 43112

Fill in blanks. The Owner reserves the right to reject incomplete bid forms. This Bidding document is not part of the Contract Documents, unless specifically referenced in the Owner/Contractor Agreement.

### 1. Name and Address of Bidder:

\_\_\_\_\_

### 2. BASE BID: The Bidder proposes to perform all of the Work required by the Contract Documents for the amount of: (Fill in amount in words and numbers.)

\$ \_\_\_\_\_

### 3. Breakdown of bid by Services requires (section III.)

Construction of Server Closet: \$ \_\_\_\_\_

New Painting: \$ \_\_\_\_\_

New Flooring: \$ \_\_\_\_\_

Kitchen Millwork: \$ \_\_\_\_\_

Misc. Interior Renovation: \$ \_\_\_\_\_

### 4. Time: The Bidder proposes to the following dates (Fill in):

A. Proposed Starting Date after receipt of permits(if required): \_\_\_\_\_

B. Proposed calendar days required for substantial completion: \_\_\_\_\_

By submitting this Bid Form, the Bidder certifies that they have visited the project site, is aware of existing conditions which affect the work, and has reviewed the Contract Documents.

### 10. Signed and sealed (Enter date, Bidder's signature and legal business address.)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact information \_\_\_\_\_

Signature: \_\_\_\_\_