

Request for Proposal and Design-Build Sealed Bids

Blue Valley Community Action Partnership is soliciting bids and invites you to submit a
Proposal with corresponding written sealed bid for:

Demolition/New Construction Project for Geneva Preschool Building Located at 1600 I Street, Geneva NE

see Addendum A for additional information and specifications

See also Instructions to Bidders

Bid Close Date: February 12, 2025 2:00 PM (CST)

Sealed bids will be received by Blue Valley Community Action Partnership (BVCA) on or before Friday, February 12, 2025 at 2:00 p.m. (CST). Original written and signed proposal and bids may be mailed or delivered to the business address. Late bids will not be accepted. BVCA's Chief Executive Officer and Fiscal Director will review bids and make recommendations to the BVCA Board of Directors during the February 18, 2025 Board of Directors Meeting. Bids should be directed to the attention of:

Jamie Swartz, Fiscal Director
Blue Valley Community Action Partnership
620 5th Street, PO Box 273
Fairbury, NE 68352

Faxed or e-mail bid responses are not acceptable. Bids must possess an original signature and be in a sealed envelope. Please mark the outside of bid envelope "Geneva Preschool Project".

Inquiries concerning the invitation or specifications should be directed to Shari Weber, Chief Executive Officer. To view the location, contact Shari Weber or Kelly Davis at 402-729-2278.

Addendum A

Speciation's for: **Demolition/New Construction Project for Geneva Preschool Building – 1600 I Street, Geneva, NE**

1. Background and Scope of Project

In September 2024, BVCA was awarded grant funds to construct a new preschool building in the community of Geneva NE.

BVCA is seeking a Design-Build Construction Contractor who will be responsible for the design and construction of a new building for educational purposes for a Head Start program serving children ages 6 months to 5 years of age. The construction will include demolition of existing facility and playground, site preparation, site surfacing and all utility connections. The contractor will be responsible for hiring all subcontractors needed for the project. Bids must include all costs of the project.

The Design-Build project will be a new wood framed, slab on grade, wood truss construction of approximately a 5,500 sq. ft. building, which will include a reception area, 5 offices, a meeting/shelter room, kitchen, 3 preschool classrooms, ADA restrooms, laundry room, storage rooms, mechanical room, fenced in outside playground area, and off street parking.

The building will be constructed on agency property located on 1600 I Street in Geneva, NE.

This project is subject to the Davis-Bacon Act.

Small businesses, minority-owned businesses, women's business enterprises, and veteran-owned businesses will have an equal opportunity to compete for and perform contracts. The contract shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of the contracts.

2. Contractor Requirements

- a. Contractor is responsible for working with BVCA's Building Committee to design the building.
- b. Contractor is responsible for having a licensed architect develop the building blueprints for all trades.
- c. Contractor should state the estimated start and completion time for the project.
- d. Contractor is responsible for maintaining appropriate insurance on building until completion. A performance bond is required for 100% of the contract value. A copy of the bond shall be submitted to BVCA prior to the project start date and before any payment for the project is made.
- e. Contractor shall obtain, maintain and pay for all required building permits.
- f. Contractor must state payment terms with bid. Partial payments are permitted to begin project and as work is completed.

- g. This project is subject to the Davis-Bacon Act and all applicable prevailing wage determinations, requiring the contractor to pay all laborers and mechanics employed on the project not less than the locally prevailing wages and fringe benefits for similar construction work as determined by the U.S. Department of Labor. The contractor must comply with all requirements outlined in the applicable wage determination, including submitting certified payroll records, and ensuring all subcontractors adhere to these standards. The Davis-Bacon payroll forms shall be submitted weekly. Payment for the project will be held until required payroll records have been received by BVCA.
- h. Monitoring and reporting of the project will meet or exceed the Office of Head Start requirements.
1. Certification by a licensed engineer or architect that the facility is, or will be upon completion, structurally sound and safe for use as a Head Start facility and that the facility complies, or will comply upon completion, with local building codes, applicable child care licensing requirements, the accessibility requirements of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Flood Disaster Protection Act of 1973, and the National Historic Preservation Act of 1966; [45 CFR §1303.44(a)(4)]
 2. System for Award Management. The firm must not be debarred or suspended from the Excluded Parties List System (EPLS) in the System for Award Management (SAM).

Arrangements to view the property and inquiries regarding the specifications shall be directed to:

Shari Weber, Chief Executive Officer
Blue Valley Community Action
Phone: 402-729-2278 ext. 162
E-mail: sweber@bvca.net

3. Description of Project: *include recommendations for materials to be used with bid costs*

3.1. Demolition of Existing Building and Playground

- Remove one-story building, pad and haul-off.
- Remove concrete sidewalks.
- Remove playground equipment (salvaged to owner) and chain link fence.
- Remove concrete transformer pad.
- Remove concrete curb and gutter.
- Remove trees and landscaping as necessary.
- Remove air conditioner units and gas meter.
- Remove light poles, lights and electrical lines.

3.2. Exterior of the Building:

- Wood framed, slab on grade, wood truss construction approximately 5,500 sq. ft. building with asphalt shingles and siding that is durable, low maintenance, and energy efficient.
- Building will have a minimum of five exits.
 - The exterior doors will be insulated hollow metal doors with clear tempered glass and panic hardware.
 - The entrance to the building will have a small roof or awning.
 - Each classroom will have an exit directly to the playground area.
- Outside lighting at entrance and all exits to the building.
- Building must be fully handicap accessible and include proper signage.
- Design outside green space to meet all current City regulations as required for new construction.
- Contractor shall preserve all property corner monuments or re-establish them if they are disturbed during construction.
- Erosion control measures shall be the responsibility of the contractor.
- Install in-ground automatic sprinkler system.
- Grass seed shall be free of crop, weed, and inert matter. Seed that has become wet, moldy or otherwise damaged in transit or storage will not be accepted. Seed should be free of stones and debris over 1" in any dimension. All seeded areas shall have 6" topsoil tilled into subgrade prior to seed installation. Contractor shall ensure seeding is well established.
- Install concrete sidewalks that are ADA compliant including an ADA ramp leading up to concrete sidewalk.
- Concrete pavement for parking lot. 18-20 stalls (two of the stalls should be handicap accessible) for staff and client parking.
- A fenced in playground area shall be established. The fenced in playground will have one 4' wide exit gate with child safe auto latches. The playground shall be attached to the building and have exits from all classrooms that lead directly into the fenced in playground area. The playground will include a concrete pad area as well as grass.

3.3. Interior of the Building:

- Renewable energy resources and the design of the electrical components and Heater Ventilation, Air Conditioning with the intent of maximum energy savings will be incorporated in the building.
- Building must be fully handicap accessible and include proper signage.
- The interior of the building will have finished sheetrock walls and acoustical tile 8' ceilings.
- Insulation installed in walls and ceiling.
- Automatic sprinkler system is not required. Portable fire extinguishers should be placed properly throughout the building.
- Exits and Exit Access doors shall be marked with approved exit signage.
- All rooms will have standard interior doors that meet appropriate fire rating requirements for the space.

- Flooring throughout the building should be of high quality, durable, scratch resistant and long lasting. Carpet in offices and meeting rooms. All other space should be vinyl or laminate flooring that is durable and can withstand high traffic.

Entry/Reception Area:

- Built in two level desk area within close proximity of the entrance into the building.
- Functional work space behind the desk area for a copier.
- Finished sheet rock walls, acoustical tile ceilings, and durable vinyl or laminate flooring that will withstand high traffic.

Two ADA Adult Restrooms:

- One toilet and one sink in each restroom.
- A diaper changing station should be included in one restroom.
- Restroom and all fixtures must be ADA compliant.
- Durable vinyl or laminate flooring that will withstand high traffic.
- Standard interior locking doors.

Five Offices:

- Minimum of 110 sq. ft. per office.
- Size of the offices may vary to fit the building design as needed.
- All offices should have finished sheetrock walls, acoustical tile ceilings, and durable carpet.
- All offices should have standard interior locking doors.

One Conference/Storm Shelter Room:

- Minimum of 320 sq. ft.
- Room will have multiple purposes (it will be used as a conference room and as a shelter for staff and children if needed).
- Meeting room should have finished sheetrock walls, acoustical tile ceiling and durable carpet.
- Not required to meet FEMA requirements. Would prefer the room to meet FEMA requirements if the cost fits within the project budget. Price both options.

Three Children's Restrooms:

- Each restroom should include two child height toilets with partitions. Partitions (without doors) will be smaller than standard size so that children can use them comfortably while also allowing teachers or caretakers to maintain oversight.
- One restroom and fixtures must be ADA compliant.
- Restroom must have direct entrance from the classroom.
- Finished sheetrock walls, acoustical tile ceiling and durable flooring with minimal maintenance.

- Standard interior doors with no locks.

Three Preschool Classrooms:

- Classroom space for each classroom should be approximately 754 sq. ft.
- Each classroom should include two child-sized sinks directly outside of the restrooms and in close proximity to the exits leading to the outdoor fenced in playground area.
- Each classroom should also include one adult size sink with upper and lower cupboards.
- Classrooms will have finished sheetrock walls and acoustical tile ceilings.
- Vinyl or laminate flooring that can withstand high traffic, is durable, scratch resistant and long lasting. Classrooms will not have any carpeted areas.

Kitchen:

- A full kitchen with two Kitchen Ranges and Kitchen Range Fire Rated Exhaust Hoods, two refrigerator/freezer combos, two SNF rated residential dishwashers, five sinks (food prep sink – can be small, hand sink – can be small, and a three compartment sink with a garbage disposal and faucet and sprayer or a faucet/sprayer combo).
- Install stainless steel panels around dishwashers and behind kitchen ranges and under hoods.
- Outlets should be installed every 4 feet throughout the room for appliances such as toasters, microwaves and other small kitchen appliances.
- Kitchen should include upper and lower cabinets.
- Kitchen should include an enclosed spacious pantry.
- Plumbing must include air gap separation.
- Kitchen should include a small built in desk area
- Finished sheetrock walls, acoustical tile ceiling and durable flooring with minimal maintenance.
- Standard interior doors.

Utility/Laundry Room:

- Include hookups for a washer and dryer.
- Laundry should include a utility/service sink and a floor drain.
- Finished sheetrock walls, acoustical tile ceiling and durable flooring with minimal maintenance.
- Standard interior door.

Storage Rooms:

- One storage room should be placed towards the front of the building by the offices and should include shelves. If space allows a second storage would be beneficial.
- One large storage room in close proximity to the classrooms.
- Finished sheetrock walls, acoustical tile ceiling and durable flooring with minimal maintenance.

- Standard interior door.

Mechanical Room:

- Space for the HVAC unit and electrical panel.

4. Supplemental Instructions to Bidders

- 4.1. Bid prices shall include entire cost of project including all labor and materials.

5. Acceptance of Material

- 5.1. If asked, the bidder will furnish to Blue Valley Community Action Partnership affidavits from manufacturer stating that the materials supplied fully conform to above specifications.
- 5.2. Payment for materials and progress payments are available. If you require special terms, you must indicate your terms on the bidding form or an attached letter. Contractor will provide release from mechanics liens on work and supplies purchased.

6. Delivery

- 6.1. Contractor should list anticipated start date and completion date with the bid.

7. Proposal Information – *proposals must include the following information.*

- 7.1. Brief history and background of the firm. Include team approach to design and similar projects.
- 7.2. Expertise with relevant zoning, building codes, standards and regulations.
- 7.3. Knowledge of cost savings measures for maximum energy efficiency for new construction.
- 7.4. Project organization chart and resumes of proposed key team members.
- 7.5. Qualifications of key personnel assigned to this project.
- 7.6. Experience with federally funded projects.
- 7.7. Client references (two required).
- 7.8. Ability to complete the project in a timely manner. Include estimated project completion date.

Disclaimer: This request for proposal is only a solicitation for information. Blue Valley Community Action is not obligated to enter into a contract for Design-Build Services; nor is it responsible for any costs associated with the preparation of proposals and interviews. Blue Valley Community Action reserves the right to reject any and all proposals and to interview and/or select a firm, which in the agency's judgment will best meet the needs of the project.

Bidding Form

Bid Closing Date 2-12-2025 at 2:00 pm (CST)

Item: Demolition/New Construction Project for Geneva Preschool 1600 I Street in Geneva, Nebraska 68361

Total Project Bid: \$ _____

Please add additional sheets that outline specific details of each section of the proposal and bid, including materials and description of labor, etc. (It would be helpful to the evaluator to have pricing listed by each item on Addendum A)

Other Information:

Proposed Beginning Date: _____ Proposed Completion Date: _____

CERTIFICATIONS

On behalf of the Bidder:

- A. The individual signing certifies that he/she is authorized to contract on behalf of the Proposer.
- B. The individual signing certifies that the Proposer is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Proposer. (Copeland "Anti-Kickback" Act)
- C. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
- D. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Proposer prior to an award to any other Proposer or potential Proposer.
- E. The individual signing certifies that there has been no attempt by the Proposer to discourage any potential Proposer from submitting a proposal.
- F. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal.
- G. The individual signing certifies that the Proposer has not been debarred or suspended from doing work with any federal, state or local government.

Authorized Signature (must be original) Printed Name Date

Title Company Name

Phone Street Address P.O. Box

E-mail address City State Zip

Instructions to Bidders

Blue Valley Community Action Partnership

1. Intent of Specifications

- a. Any omission from the specifications shall not relieve the proposer from the responsibility of furnishing an operational system complete with all necessary components, accessories, control, technical advice and supervision for efficient operation.

2. Bidding Procedure

- a. Bidder shall submit one (1) complete set of bid documents and all supporting material. Supplemental and qualifying information, including manufacturer's information, or brochures, should be firmly attached to the bid document.
- b. Sealed bids will be received by Blue Valley Community Partnership on or before the established date. Original written and signed bids may be mailed or delivered to the business address.
- c. Late bids will be rejected.

3. Bidders Representation

- a. Each bidder, by signing and submitting a bid, represents that the bidder has had the opportunity to inquire about, read, and understand the specification documents, and that the bid has been made in accordance therewith.
- b. Each bidder for services further represents that the bidder has examined and is familiar with the local conditions under which the work is to be done and has correlated the observations with the requirements of the bid documents.

4. Regulations

- a. Constructions shall comply with all current, in-effect, and applicable regulations. All construction materials shall be of a quality and grade consistent with building codes and architectural and engineering standards.

5. Brand Names

- a. Wherever in the specifics or proposal form brand names, manufacturer, trade name, or catalog numbers are specified, it is for the purpose of establishing a grade or quality of material only, and the term "or equal" is deemed to follow.
- b. It is the bidder's responsibility to identify any alternate items offered in the bid, and prove to the satisfaction of Blue Valley Community Action Partnership that said item is equal to, or better than, the product specified.

6. Delivery

- a. Each bidder shall state on his proposal form the date upon which delivery can be made of all equipment and merchandise. Time required for delivery is hereby made an essential element of the bid.
- b. Blue Valley Community Action Partnership reserves the right to cancel orders, or any part thereof, without obligation, if delivery is not made within the time(s) specific on the proposal form.
- c. All bids shall be based upon inside delivery of the equipment or merchandise F.O.B. Blue Valley Community Action Partnership at the location specific by Blue Valley Community Action Partnership, with all transportation charges paid.

7. Warranties, Guarantees, and Maintenance

- a. Copies and/or information regarding the following documents must accompany the bid proposal for all items being bid:
 - Manufacturer warranties and/or guarantees
 - Extended Manufacturer warranties and/or guarantees
 - If provided, bidder's maintenance policies and/or associated costs.
- b. The contractor shall correct any work that fails to conform to the requirements of the contract documents where such failure to conform appears during the progress of the work, and shall remedy any defects due to faulty materials, equipment, or workmanship which appear within a period of two (2) years from the date of the final settlement of the contract or within such longer period of time as may be prescribed by law or by the terms of any applicable special guarantee required by the contract documents. The provisions of this apply to work done by subcontractor as well as to work done by the direct employees of the contractor, and are in addition to any other remedies or warranties provided.

8. Bid Evaluation and Award

- a. The signed bid proposal shall be considered an offer on the part of the bidder. Such offer shall be deemed accepted upon issuance by Blue Valley Community Action Partnership of purchase orders, contract award notification, or other contract documents appropriate to the work.
- b. No bid shall be modified or withdrawn for a period of 30 calendar days after the time and date established for receiving bids, and each bidder so agrees in submitting the bid.
- c. Blue Valley Community Action Partnership reserves the right to accept or reject any and all bids; to request rebids, to award bids item-by-item; to waive irregularities and technicalities in bids; as shall best serve the requirements and interests of Blue Valley Community Action.

9. Equal Opportunity to Bid

- a. Per OMB Part 200, positive efforts shall be made by Blue Valley Community Action Partnership to utilize small businesses, minority-owned firms, and women's business enterprises, whenever possible.

10. Notification of Award

- a. It is expected that a decision selecting the successful proposal will be made within 1-3 weeks of the closing date.

11. Payment

- a. Material and progress payments are available as needed. Please specify terms in bid submission.

12. Review Process

- a. Blue Valley Community Action Partnership may, at its discretion, request presentations by or meetings with any and/or all proposers, to clarify or negotiate modifications to the proposers' proposals.
- b. Submittals will be evaluated with a possible selection made based but not limited to the following criteria:
 1. Team approach to design and similar projects.
 2. Expertise with relevant zoning, building codes, standards and regulations.
 3. Knowledge of cost saving measures for maximum energy efficiency with construction builds.
 4. Qualifications of key personnel and experience on similar projects.
 5. Experience with federally funded projects.
 6. Client references (two required)
 7. Ability to complete the project in a timely manner. Include estimated project completion date.

- c. Blue Valley Community Action Partnership reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints.