**THEODORE ROOSEVELT SCHOOL**

**REQUEST FOR PROPOSAL (RFP)**

**REMODELING BATHROOMS AND LAUNDRY ROOMS IN THE DORM**

Theodore Roosevelt School will receive proposals for remodeling services relating to dorm bathrooms and laundry rooms. Information relating to minimum specifications of services, data to be included in the proposal, evaluation, criteria, and selected information relating to the remodeling project will be given at time of request for RFP information. All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the company and will not be reimbursed by Theodore Roosevelt School.

Sealed proposals will be accepted until noon, **May 21, 2018** at the Theodore Roosevelt School Business Office in Fort Apache, Arizona. If mailed, the proposals should be mailed to:

ATTN: Marla Wilkerson, Principal

Theodore Roosevelt School

PO Box 567

805 Apache St.

Fort Apache, AZ 85926

Those submitting sealed proposals should indicate on the outside of the envelope in the lower corner that it is a sealed proposal for the Audit RFP and the name of the firm submitting the proposal. Failure to do so may result in premature disclosure of your proposal and therefore disqualify you for further consideration. It is the responsibility of the form to ensure that the proposal is received by TRS by the date and time specified above.

The contract for services will be awarded by **June 4, 2018**

Further information may be obtained from Marla Wilkerson, Principal at 928-338-4464

Fax: 928-338-1009.

**I. SPECIFIC REQUIREMENTS**

1. Theodore Roosevelt School reserves the right to reject any and all proposals received.
2. Only proposals received at the location described and in the time frame given will be considered.
3. The original and one copy of the enclosed contract should be completed and manually signed by a partner of the firm submitting the proposal.
4. Small and/or Minority-Owned Businesses

Efforts will be made by Theodore Roosevelt School, Inc. to utilize small and minority-owned businesses.

A firm qualifies as a small business firm, if it meets the definition of “small business” as established by the Small Business Administration (13CFR 121.3-8) by having average annual receipts for the last three fiscal years of less than four million dollars.

1. Notification of Award

It is expected that a decision selecting the successful audit firm will be made within two (2) weeks of the closing date from the receipt of proposals. Upon conclusion of final negotiations with the successful audit firm, all firms submitting proposals in response to the Requests for Proposal will be informed, in writing, of the name of the successful audit firm.

1. Price

THE COMPANY’S PROPOSAL PRICE SHOULD BE SUBMITTED IN A SEPARATE SEALED ENVELOPE MARKED “AUDIT COST”

1. The remodeling shall be performed in accordance with the following:
* U.S. Generally Accepted Construction Standards/Codes
1. The fees quoted in your proposal and included in the contract will be the maximum paid, unless both parties complete an amendment to the contract.
2. Theodore Roosevelt School, Inc. will require the construction firm to meet with Marla Wilkerson, Principal prior to March 20, 2018 to review all work papers and schedules. The demolition and construction work will be completed by August 1, 2018, unless an amendment to this agreement is signed and dated by both parties (Construction Company and TRS)
3. Sporadic Reports:

Intermittent progress reports will be made by the company to the principal on a bi-monthly basis. A company representative may be asked to report regularly to the governing board.

1. **DATA TO BE INCLUDED IN PROPOSAL**

In order to simplify the review process and to obtain the maximum degree of comparability, the proposals should include the following items and be organized in the manner specified below.

1. **Letter of Transmittal**

A letter of transmittal briefly outlining the contractor’s understanding of the work and general information regarding the contractor and individuals to be involved is limited to a maximum of two pages. The letter should clearly identify the local address of the office of the company to be performing the work, the telephone number, and the name of the contact person.

1. **Table of Contents**

Include a table of contents that identifies the material by section, page number, and a reference to the information to be contained in the proposal.

**C. Profile of Firm Proposing**

1. State whether the firm is a local, national, or international firm and include a brief description of the size of the firm.
2. State whether the firm is in compliance with the registration and permit requirements to engage in the practice of construction in the state of Arizona.

**III. Qualifications**

1. Describe the recent local office construction experience with similar projects to which the proposal relates.
2. Describe the company's policy on notification of changes in key personnel.
3. Briefly describe the company's system of quality control to ensure the remodeling is adequately performed.
4. Include three company client references.

**III. Scope of Services and Proposed Project Schedule**

Briefly describe the company's understanding of the scope of services to be provided. Indicate a proposed time schedule for completing the work, assuming the contract will be issued on the date given in the cover letter, including the approximate dates the company would begin demolition, construction and final finishing.

Demo 4 dorm bathrooms, upper and lower floors, hall debris to landfill, demo and replace all plumbing from bathrooms, laundry rooms, janitors closets and main lines exiting the building.

Ensure subfloor is in good condition, repair, if needed.

Install new bathroom features; toilets, showers, sinks. Remove and replace all tile in the bathrooms and laundry rooms.

Install new LED lighting per bathroom and new archaic windows per bathroom

**)**

**Remodel 4 Bathrooms and 4 laundry rooms**

**DEMOLITION:**

**Demolish 4 bathrooms approximately 14 X 25’, removing all tile, toilets, sinks, shower stalls, lighting.**

**Remove all tile (floors and walls) in 4 Laundry rooms approximately 10’ X 12’.**

**Remove all cast iron drain pipes, approximately 1,000 feet.**

**Replace drains in all five janitors’ closets in the dorm building.**

**Remove any pipes that are no longer in use throughout the building.**

**Remove and replace water lines as needed/ hot and cold.**

**REBUILD:**

**Install approximately 20 molded, fiberglass shower stalls (size, other details)**

**Install** **approximately 23 toilets: size, other details**

**Install approximately 8 urinals: size, other details**

**Install approximately 16 sinks: size, other details**

**Install tile on all floors in 4 bathrooms and 4 laundry rooms (sq. footage)**

**Install tile up (about 4’ HOW HIGH) in 4 bathrooms and 4 laundry rooms (sq. footage)**

**Install new (Type/size) drain pipes (approximate linear footage) to code**

**Install new water lines (if needed) approximate linear footage**

**Install (how many) windows in bathrooms. Replace current bathroom windows with approximately 12 - 2’X5’ (type) that match the historical windows that are currently in place.**

**Install approximately 12 LED (what type and how many) lights**

**Prepare surfaces, prime, Paint walls and ceilings in 4 bathrooms and 4 laundry rooms (sq footage)**

**V. Fees and Compensation**

Provide the following information in a separate, sealed envelope:

1. Estimated total hours to complete the project
2. Estimated out-of-pocket expenses.
3. The frequency and timing of the company's billing process.

**VI. Evaluation Criteria**

The proposal will be evaluated based upon the following areas. Therefore, it is important that the proposal be responsive to data requested.

**FACTOR**

1. Qualifications
2. Recent experience in similar projects.
3. Understanding of the work and timetable to complete the engagement.
4. Must have a performance bond.
5. Cost

Overall cost, including out-of-pocket expenses for performance of the remodel.

1. Submission of Proposals

All submitted documents will become part of the agreement between the company and Theodore Roosevelt School, Inc..

1. Evaluation

Evaluation of each proposal will be based on a point system for each section of the proposal. Price will be limited to 20% of total available points.

1. Review Process

Theodore Roosevelt School, Inc. may, at its discretion, request presentations by or a meeting with any or company representatives, to clarify or negotiate modifications to the company's proposal.

However, Theodore Roosevelt School, Inc. 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, that the company can propose.

Theodore Roosevelt School, Inc. contemplates award of the contract to the responsible company with the highest total points.