

October 7, 2022

Subject: FACTS Charter School
 1023 Callowhill Street, Philadelphia, PA 19123

This Request for Proposal (RFP) is being issued to Prime Contractors. Details of the proposed scope of work for the project are set forth in the attached RFP.

I. Background:

A. Intent

FACTS Charter School (“Client”) is interested in acquiring Contractors (General, Glass & Glazing) in connection with the renovation of their existing school storefront glass system at 1023 Callowhill Street, Philadelphia, PA 19123.

B. Project Description

FACTS Charter School will be renovating their existing entrance at 1023 Callowhill Street, Philadelphia, PA. Renovations will be limited to the front entrance of the building and will be tied into their existing vestibule at the entrance and an emergency side exit.

C. Project Schedule

FACTS Charter School intends to perform this work as soon as possible and have it completed over a few days once materials are in hand. A high-level schedule is as follows

Description	Date
Site Walkthrough	10/14/22
RFI Due	10/19/22
RFI Response	10/21/22
Bid Due	10/28/22
Anticipated Award	11/7/22
Anticipated Construction Start (coordinate once lead time is established)	TBD
Construction Finish	TBD

D. RFP Requirement

1. FACTS intends to make a decision based solely on the analysis of the RFP responses received by or before the response deadline.
2. The deadline for your response to this RFP is **November, 4, 2022 at 3:00 PM U.S. Eastern Standard Time** via email to alundstrom@watchdogpm.com & afontaine@watchdogpm.com
3. One (1) PDF copy of your proposal MUST be sent to Anne Marie Fontaine at the following email address alundstrom@watchdogpm.com & afontaine@watchdogpm.com **(ZIPPED FILES WILL NOT BE RECEIVED)**

- E. All questions about the details or scope of this RFP should be addressed to alundstrom@watchdogpm.com & afontaine@watchdogpm.com. All questions must be submitted in writing by **Wednesday, October 19, 2022 at 2:00 PM**. Responses will be provided in writing to all bidders no later than **Friday, October 21, 2022 at 3:00 PM EST**.

- F. Project Reference Documents & RFP Exhibits
 - 1. Exhibit A: Bid Form
 - 2. Exhibit B: Vestibule glass and door system specification
 - 3. Exhibit C: Entrance Markup

- G. Vendor Walk Through is scheduled for **Friday, October 14th, 2022 at 9:00 am.**

II. Scope of Services

- A. The scope of services includes:
 - 1. General Contractor will utilize any/all subcontractors to replace the entry storefront glass doors per the spec shown in Exhibit B. This product will be installed at the (2) locations identified in Exhibit C markup. All locations to be confirmed in a walkthrough and specification confirmation to match existing vestibule entrance.
 - 2. We also need to remove and replace an egress glass door and side panel with a metal door and side panel. This condition will be reviewed on the walkthrough to determine the best path forward. Image shown in Exhibit D
 - 3. Glazing to include installation of shatter resistant film.
 - 4. General Contractor will subcontract with a security vendor to provide a new card access system at the new entry and the existing vestibule entrance. The two final locations and specifications to be clearly identified in proposal. General contractor to provide proposal with their general bid form.

- B. General Construction
 - 1. Coordination: General Contractor is responsible for providing all coordination of trades and subcontractors. Supervision of additional trades and/or contractors is not required
- C. General Contractors shall be responsible for all labor and coordination relating to the delivery, installation and any other appropriate parties for activities including, but not limited to:
 - a. Scheduling –including participation in construction meetings, as needed
 - b. Transportation to site
 - c. Storage (on-site)
 - d. Installation
 - e. Disposal of construction waste and daily and final clean up of the site

- 1. Installation:
 - a. Union/prevaling wage installers will need to perform all installation.
 - b. General Contractors are responsible for completion of work according to the established schedule.
 - c. Generation, management, and completion of a punch list at project completion.

III. General Requirements:

- 1. Project Specific Requirements:
 - a. All work is to be bid using Union or prevailing wage labor.
 - b. Successful Contractors will obtain and pay for any trade local permits, licenses, etc., necessary to complete its work. All contractors (including any subcontractors) will be required to be licensed as required. The contractor will provide the permit and/or assume the responsibility for the permit if already acquired by FACTS. General Contractor will obtain the Certificate of

Occupancy upon completion.

- c. It is this contractor's responsibility to maintain an adequate labor force, as required and on a daily basis, to properly clean up all debris associated with its operations. All rubbish and debris is to be removed from the site and legally disposed of at the contractor's expense. The premises and the job-site shall be maintained in a neat and orderly condition and kept free from accumulation of waste materials and rubbish during the entire construction period. All crates, cartons and other flammable waste materials or trash shall be removed from the work areas at the end of each working day.
 - d. The contractor's and all subcontractor's labor force shall be made up of all qualified personnel only. Contractor is responsible for maintaining a harmonious work environment between labor force(s) while operating on the site. Contractor will be solely responsible for all delays or costs related to or resulting from maintaining the harmonious work environment. FACTS reserves the right to remove, or cause to be removed, from the jobsite any individual or subcontractor deemed by FACTS to be detrimental to the successful completion of the project.
 - e. Contractor's representatives will be required to attend project coordination meetings at the jobsite as required.
 - f. Contractor shall take all necessary steps to prevent interference with any and all other operations and guests.
 - g. Contractor shall take all necessary steps to provide a secure worksite. Contractor shall provide any necessary site fencing, temporary doors, locks, security or other measures necessary to provide a secure jobsite.
 - h. Contractor shall confine its construction equipment, the storage of materials and the operations of workmen to the limits of the area under renovation and shall not unreasonably encumber the premises with construction equipment or materials. Contractor will be responsible for the security of all equipment and materials brought on site during the construction.
 - i. Contractor must promptly report in writing to FACTS all accidents whatsoever arising out of, or in connection with, the performance of the work, whether on or off the site, which caused death, personal injury or property damage, giving full details and statements of witness. In addition, if death or serious injuries or serious damage are caused, the accident shall be reported immediately by telephone or messenger.
 - j. During the term of the contract for services, the contractor and all subcontractors engaged by the firm shall obtain and maintain such insurance coverage as is necessary to provide against claims arising from the performance of the firm's services on this project. The firm shall also secure and maintain professional liability insurance. All such insurance coverage shall be provided by insurance companies and in amounts acceptable to the client. Certificates of Insurance (ACORD Forms) shall be provided as part of the response to this RFP.
 - k. The firm and any subcontractors engaged by the Base Building Contractor shall provide the owner with certificates evidencing these insurance coverages and providing for a thirty (30) day written notification to the client in the event that such insurance coverages are to be canceled. Please provide a valid insurance certificate with your proposal.
2. Project Closeout Documentation:
- a. All Closeout documents are to be submitted in a comprehensive, organized, color, PDF document with a table of contents with hyperlinks to each section.
 - b. The contractor shall maintain a single comprehensive Master "red-line" As-Built set of documents throughout the duration of the project. The Contractor will be responsible for making corrections to Construction Drawings that show actual construction deviations and approved changes to planned construction and submit a final record set within two weeks of the completion of the project. As-Built drawings are to be submitted as a color, PDF document.

- c. The contractor shall prepare one digital copy of all equipment operating manuals and warranties and provide to FACTS. Information provided shall include information for all equipment and materials installed for the project

IV. Contractor Billing Requirements

- A. All billing requests are to be submitted to Watchdog on or before the 1st day each month for the month prior in complete form and format. The invoice shall include all work completed to date, sub-consultant expenses, reimbursable expenses and other costs as necessary that were incurred while completing the project. Upon review and approval, all invoices will be submitted to FACTS for payment.
- B. All payments are expected to be processed and checks cut within 45 days of the end of the current billing month.

- C. Contractor Invoices for Payment shall be accompanied by the following:
 - 1. Breakout of services completed per invoice broken out by project phase.
- D. Subcontractor invoices incurred and invoiced during monthly period.
- E. Failure to comply with this format may result in late payment. If your billing is not submitted in its entirety and in the proper form and format it may be held until the next month's billing.

Proposal Submission

All materials and responses should be sent to the following:

Watchdog Real Estate Project Management

Alexander Lundstrom

Tel: 267-838-3447

Email: alundstrom@watchdogpm.com

Watchdog Real Estate Project Management

Anne-Marie Fontaine

Tel: 267-625-8550 ext.128

Email: afontaine@watchdogpm.com

Please note that zip files will not be received due to mailbox restrictions.

Thank you for completing the RFP. We look forward to reviewing your responses. We appreciate your effort and commitment to our organization.