

Request for Proposal

Blackburn College

Stoddard Hall

700 College Ave.
Carlinville, Illinois 62626



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1: **General**

Objective/Purpose

Blackburn College is seeking qualified contractors for the complete renovation of Stoddard Hall(1924). These renovations primarily include but are not exclusively limited to upgrades to electrical, lighting, ventilation, concrete repairs, bathroom remodels, flooring, doors, drywall/insulation work, and painting.

2: **Scope of work/work requirements**

Scope of Work

- Work to be completed includes the following:
 - Insulate exterior walls and drywall/skim coat.
 - Insulate exterior walls with 1” rigid insulation prior to drywall installation.
 - Hang and finish drywall/skim coating to level 4; level 5 where indicated.
 - Must include any prep work needed prior to the start of the project-i.e: removal of existing base trim, electrical lines need taken back to junctions, etc., in resident rooms.
 - Original trim including base trim, chair rail, door casing, etc. will remain in all areas unless otherwise specified.
 - Extend fire suppression system heads if needed to accommodate any hanging systems and drywall.
 - All walls, ceilings, and other surfaces should be wiped down, free of dust and debris, and “paint-ready” at job completion.
 - Upgrade electrical service to building including new feeder from transformer and new main distribution panel appropriately sized for new electrical service.
 - Re-feed existing electrical panels.
 - Provide new electrical circuits to serve updated loads, including conduit, wiring, panels, and breakers.
 - Provide new and additional receptacles in the hallways, bathrooms, and resident rooms.
 - Upgrade lighting in all hallways, residence rooms, basement, and bathrooms to L.E.D’s.
 - All lighting must include occupancy sensors to meet energy efficiency goals.
 - Must include all necessary prep/finishing work prior to and after the project.
 - Upgrade all ventilation in bathrooms, kitchen, and stairwells.
 - Remove existing wall-mounted propeller exhaust fans in bathrooms. Provide new exterior wall-mounted centrifugal exhaust fans and exhaust grilles in bathrooms.
 - Install appropriate kitchen exhaust.
 - Provide a new 3-ton condensing unit and (4) 0.75-ton wall mounted fan coil units in the main entrance stairwell. Condensing unit to be located on grade.
 - Must include all necessary prep/finishing work prior to and after the project.
 - Upgrade all shower rooms, including the Resident Director apartment
 - Demolition of current shower rooms and installation of three (3) new 36”x36” shower kits, two (2) 78" toilet wall surrounds to match shower panels. Onyx shower system preferred. Dividing wall partitions(2”x4” walls) must be constructed to support Onyx shower panels. Must include installation of new, low-flow shower fixtures.
 - Install a new 9' vanity with sinks and backsplash, side splashes and skirt. Must include installation of new, low-flow faucet fixtures.
 - Existing toilets remain. Upgrade manual flush valves with Sloan automatic flush valves.
 - Must include any drywall prep/finishing, wall framing, and epoxy floor repairs as needed.
 - Kitchen
 - New cabinetry and countertops.

- Replace all doors and hardware
 - Includes resident room, fire, landing, exterior, and other miscellaneous interior doors and required hardware. Existing metal frames remain on resident room doors.
 - Best hardware is preferred; if Best hardware is not utilized, it must be Best compatible.
 - All resident room doors should be solid core, prefinished to closely match existing trim, and have a stamped fire rating of a minimum of ½ hour.
- Flooring and cove base installation
 - Flooring must be an LVP product with a minimum thickness of 5mm and 4” cove base.
 - Must include any prep work, i.e.-scarifying existing VCT, etc. prior to floor installation as well as a final cleanup after work is completed.
 - Areas include all hallways, residence rooms, and basement, not including existing Terrazzo flooring.
 - Refinish existing Terrazzo, including repairs as needed-i.e.stair tread on main landing leading to first floor and other areas.
- Concrete prep/repairs
 - Grind concrete floor in the basement to a smooth, level finish.
 - Patch/repair any damaged or crumbling areas. Area should be of “flooring-ready” condition at job completion.
 - Relief cuts should be filled level to the surrounding surfaces.
- Painting
 - Paint all interior and exterior surfaces. These areas include:
 - Resident rooms, including closets, fin tube covers, and metal door frames.
 - Hallways.
 - Bathrooms.
 - Stairwells, all wall/ceiling surfaces, railing, treads, fin tube covers, etc.
 - Fire doors and fire stairs.
 - Basement rooms, including laundry.
 - Paint should be durable and of good hide and quality.
- Heating upgrades
 - Remove the existing boiler used for heating and install a new natural gas boiler, along with all necessary mechanical components needed, i.e pumps, valves, etc.
 - Boiler should have an efficiency rating of 95%+.
 - Must include bleeding air from lines and a thorough inspection of all fittings, connections, etc. after installation.
- Basement upgrades
 - Install suspended ceiling grid and tile.
 - Basement windows should be boxed out to accommodate the ceiling grid.
 - Every effort should be made to keep all plumbing and electrical infrastructure within the ceiling cavity.
 - Demolition of specified non-bearing walls.
 - Build out stage-size approximately 12’x8’x1’ in the activities room.
 - Install a projector and screen in the activities room.
 - Add small kitchenette/bar with operable sink, as well additional receptacles to accommodate refrigerator and other appliances, such as popcorn makers, coffee pot, etc.

Mandatory Requirements

- **Business Enterprise Program** goals need to be met, and preferably, should exceed the mandated requirement. Must include documentation/certification of B.E.P utilization.
 - B.E.P requirements are 20% of the total project cost.
 - 13% must be awarded to businesses owned by minority persons/persons with disabilities.
 - 7% must be awarded to women-owned businesses.
 - Payments request forms must include documentation/certification of B.E.P utilization.
- Illinois Works Jobs Program Act Apprenticeship Initiative(30 ILCS 559/20-20) reporting
 - Apprentices must perform either 10% of the total labor hours actually worked in each prevailing wage classification or 10% of the estimated labor hours in each prevailing wage classification, whichever is less. Documentation must be provided.
- Contractors must obtain a bid bond in the amount of 10% of the bid, a performance bond in the full amount of the bid, and a separate labor and materials payment bond in the full amount of the bid.
- All project procurements shall be in accordance with applicable law, including but not limited to 2 CFR Part 200.
- All contractors must furnish Evidence of Insurability at the time of proposal submission.
- The selected contractor agrees to furnish a Performance Bond as well as a Labor and Material Payment Bond in the amount of one hundred percent (100%) of the contract sum.
- All contractors must prioritize American made steel as applicable in their work. Documentation must be provided.
- Contractors are responsible for all permits, engineering fees, etc. related to the project.
- Participating contractors must have a minimum of 5 years experience to respond.
- Participating contractors must have a full-time Illinois address to respond.
- All energy efficiency rebates through Ameren or other providers must be documented and credited back to the College or deducted from the total project cost. Documentation must be provided.

Pricing/Payment

- If accepted, contractors must strictly adhere to the proposal to ensure no additional project overages.
- All labor must be calculated at the prevailing rate for Macoupin County, Illinois.
- Invoices must be itemized and well-documented in accordance with the work that was performed.
- Contractors agree to include project design as well as a Guaranteed Maximum Price for the project.
- The College is not liable for any cost incurred by the respondent in preparing or submitting a proposal, or in preparing the contract or for any finder's fee.
- Terms are Net 30.

3: **Submission Guidelines**

- The deadline for submitting your response will be no later than **9/19/24 at 5 pm at the Physical Plant**. Submissions received after that date and time will not be considered. No electronic submissions or electronic modifications to the submission will be considered.
- A pre-proposal meeting will be held at Stoddard Hall on **8/26/24 at 10am**.
- Proposals will be opened privately on **9/23/24 at 1 pm**.
- The contract award will be announced following the October Board meeting on **10/21/24**.
- **Work must be completed as outlined in the accepted proposal no later than August 10, 2025.**