

PUBLIC NOTICE

Douglas-Cherokee Economic Authority, Inc. is requesting proposals from qualified professionals for foundation repair of the Central Office located at 534 E. 1st North St., Morristown. Sealed Request for Proposals will be received at Douglas-Cherokee's administrative offices until 11:00 AM February 12, 2020.

Specifications are available online at www.douglascherokee.org and on file at the administrative offices at 534 E. 1st North Street. Douglas-Cherokee Economic Authority, Inc. reserves the right to reject and and/or all bids and to waive formalities.

Douglas-Cherokee Economic Authority, Inc.

**REQUEST FOR PROPOSALS
FOR FOUNDATION REPAIR**

Proposals accepted until

11:00 AM

Wednesday, February 12, 2020



Douglas-Cherokee Economic Authority, Inc. is a Community Action Agency serving 30 counties in Tennessee and 2 counties in Kentucky. The purpose of the Agency is to help families living in poverty improve their lives by providing them with assistance and services that they are not able to provide for themselves. The focus of the Agency is to help people help themselves.

DCEA is seeking bids for qualified contractors for the evaluation and repair of the foundation at the central office located at: 534 E. 1st North St., Morristown, TN 37814.

I. REQUIREMENTS FOR BID SUBMISSION

Submission of Proposal

Proposals must be submitted in the format of one (1) electronic or print copy.

Proposals must be received by DCEA no later than 11:00 AM, Wednesday, February 12, 2020.

Submission of Bid and related questions should be addressed to the following Agency Contact:

Douglas-Cherokee Economic Authority, Inc.

Attn: Sarah Childress, Administrative Operations Manager

534 E. 1st North St.

Morristown, TN 37814

Subject: Foundation Repair

Email: sarahc@douglascherokee.org

Sealed and electronic bid proposals will be opened on February 12, 2020 at 11:00 AM at Douglas-Cherokee Economic Authority, Inc., 534 E. 1st North St., Morristown, TN 37814.

Pre-Bid Inspection

Bidders may schedule a time to view areas of the building with foundation concerns. Please contact the Agency Contact above to schedule a time.

Intent to Respond

Bidders are required to submit an Intent to Respond Form (ATTACHMENT A) by January 8, 2020. The Intent to Respond Form can be submitted via email or mail to the Agency Contact as listed above.

RFP Modification

The Agency reserves the right, without penalty, to add, remove, modify, or otherwise update the RFP, in any way the Agency sees fit. Modification of RFP, if any, will be distributed to participating vendors who have submitted an Intent to Respond by January 29, 2020.

Timeline

An estimated timeline is listed below. The Agency reserves the right to make changes to this schedule at any time.

| | |
|---------------------------------|--|
| January 8, 2020 | RFP announcement on Agency website |
| January 29, 2020 | Intent to Respond Due |
| | Questions regarding RFP due |
| February 12, 2020 at 11:00 AM | RFP response due at Agency |
| February 12 – February 19, 2020 | Evaluation of all proposals |
| February 19 – February 21, 2020 | Potential interviews of finalists |
| February 21 – February 28, 2020 | Selection of a qualified proposal |
| March 12, 2020 | A recommendation made to the Board of Directors for approval |
| March 19, 2020 | Contract signed and work begins |

Acceptance of RFP Terms

A proposal submitted in response to this RFP shall constitute a binding offer. The proposer shall identify, clearly and thoroughly, any variation between its offer and this RFP. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance. Proposer's authorized representative may withdraw proposals only by written request received before the proposal due date.

Proposal Validity Period

Each proposal shall be valid for a period of ninety (90) days from the proposed due date.

Ownership of Documents

Any reports, studies, conclusions, and summaries prepared by the Proposer shall become property of the Agency.

Selection Criteria

Proposals will be evaluated based on the following criteria:

- Responsiveness of the proposal to the scope of services requested. Commitment to satisfying the Agency's needs and requirements as specified in this RFP.
- Relevant industry experience and client references.

Award of Contract

The Agency will accept the lowest responsible bid meeting bid requirements and specifications or may reject one or all bids without disclosure of a reason.

The Agency reserves the right to make an award or a partial award.

The Agency also reserves the right to reject any and all submitted proposals without penalty.

Federal, State, and Local Laws and Regulations

The Contractor will comply with all laws and regulations on taxes and licenses. Contractors will comply with all applicable laws, regulations, codes, standards, and ordinances in force during the term of the Contract.

I. REQUIREMENTS FOR PROPOSAL CONTENT AND FORMAT

To provide a degree of consistency in review of the written proposals, Proposers are required to prepare their proposals in the format described below:

Intent to Respond Form

Vendors are required to submit an Intent to Respond Form (Attachment A) by January 29, 2020.

Proposal Response Form

An individual having full authority to execute the proposal and to execute any resulting contract for services ("authorized representative") must complete and submit the attached Proposal Response Form (Attachment B).

Summary of Repairs Needed

Describe the current foundation situation, needed repairs, proposed solution, including information on construction materials needed for repair.

Project Timeline

Provide an estimate of timeline of project from beginning to completion.

Experience, Expertise, and Capabilities of the Manufacturer and Vendor

Give a background of the manufacturer and vendor's experience and qualifications. This should include a brief history, the date founded, ownership, and subsidiary relationships. Also list the types of services the vendor is qualified to perform.

Use of Subcontractors

The selected Proposer shall be solely responsible for all services as required by the RFP. Subcontractors, if any, will be the responsibility of the Proposer and the role of subcontractors must be clearly identified in the proposal. The Agency may factor this information into the evaluation of the service approach of the Proposer. The use of a subcontractor(s) does not relieve the selected Proposer of liability under the contract.

Cost/Charges

All costs associated with the proposal must be included in the quote submitted. The Agency relies on the Proposer to assure that all charges to complete the scope of work are submitted in the proposal and that there are no hidden costs or charges that will be incurred by the Agency.

Warranty, Service, and Support

Submit information about the warranties available for any equipment and services provided by Proposer.

References

Submit information regarding a minimum of three (3) comparable projects that the Proposer has completed as the prime contractor within the last three (3) years. The projects shall indicate the start and completion dates, services provided, project costs, and warranty. Please provide contact information for each reference.

II. REQUIREMENTS FOR FOUNDATION REPAIR

Douglas-Cherokee Economic Authority, Inc. is seeking proposals for foundation repair at the main office, located at 534 E. 1st North Street, Morristown, TN 37814. The Office is located in the Old Roberts School Building, which was built in the early 1900s.

Externals Signs of Foundation Damage

The sidewalks are cracked and uneven.

Several years ago, the Agency had the brick chinking repaired. At that time, the Agency was alerted to signs of foundation damage.

Internal Signs of Foundation Damage

In the two front offices, the outside corner of the rooms appears to be sinking. The floors are uneven with a considerable gap between the wall and floor.

Also, the offices across the front of the building, have a gap between the floor and the wall. During cold weather, a draft can be felt coming through this area.

The bathrooms on the main level of the building have uneven floors which have caused the ceramic tile to crack and break.

Foundation Assessment

The Agency is requesting a foundation assessment be conducted by the Proposer. This assessment should diagnose structural and cosmetic issues, perform tests necessary to confirm issues, and recommend reputable structural and/or geotechnical engineers if necessary.

Foundation Repair

The Proposer must explain the findings of the foundation assessment, propose solution to correct the foundation problem, provide timeline for completion of project, and a detailed explanation of cost.

Warranty

The Proposer must explain the warranty and provide any related documents.

ATTACHMENT A
Intent to Respond Form

Company Name _____

Address _____

Contact Name _____

Contact Position _____

Telephone Number _____

Email Address _____

The company named above intends to submit a proposal in response to this Foundation Repair RFP by 11:00 AM, Wednesday, January 8, 2020.

Signature of Authorized Representative

Date

Submit by email or mail to:
Sarah Childress
sarahc@douglascherokee.org
Douglas-Cherokee Economic
Authority, Inc.
Administrative Operations Manager
534 E. 1st North St.
Morristown, TN 37814

ATTACHMENT B
Proposal Response Form

DATE _____

Proposal of: _____, (herein after called Vendor),
a Corporation/Partnership doing business as _____.

TO: Douglas-Cherokee Economic Authority, Inc.

The Proposer, in compliance with your Request for Proposal for the Foundation Repair at 534 E. 1st North St., Morristown, TN, having examined the RFP and being familiar with all the conditions surrounding the work, hereby agrees to perform the work required by the project, within the time set forth in the Proposal Submission Instructions, and at the price stated contract documents, of which this proposal is a part.

Proposer agrees to provide the foundation repair as described in the proposal.

Submitted by Authorized Representative:

Firm

Signature

Address

FEIN

Typed Name and Title

City, State, Zip Code