

Request For Proposal Construction Services

We are pleased to submit a request for proposals for the construction of our project in Brown County, Ohio. Acceptable contractors will have experience in commercial buildings utilizing sustainable materials for efficiency and the ability to provide a suitable design that incorporates modern elements of technology and safety. Please review the requirements detailed in this document and submit your proposal by 4:00 pm on March 22, 2025.

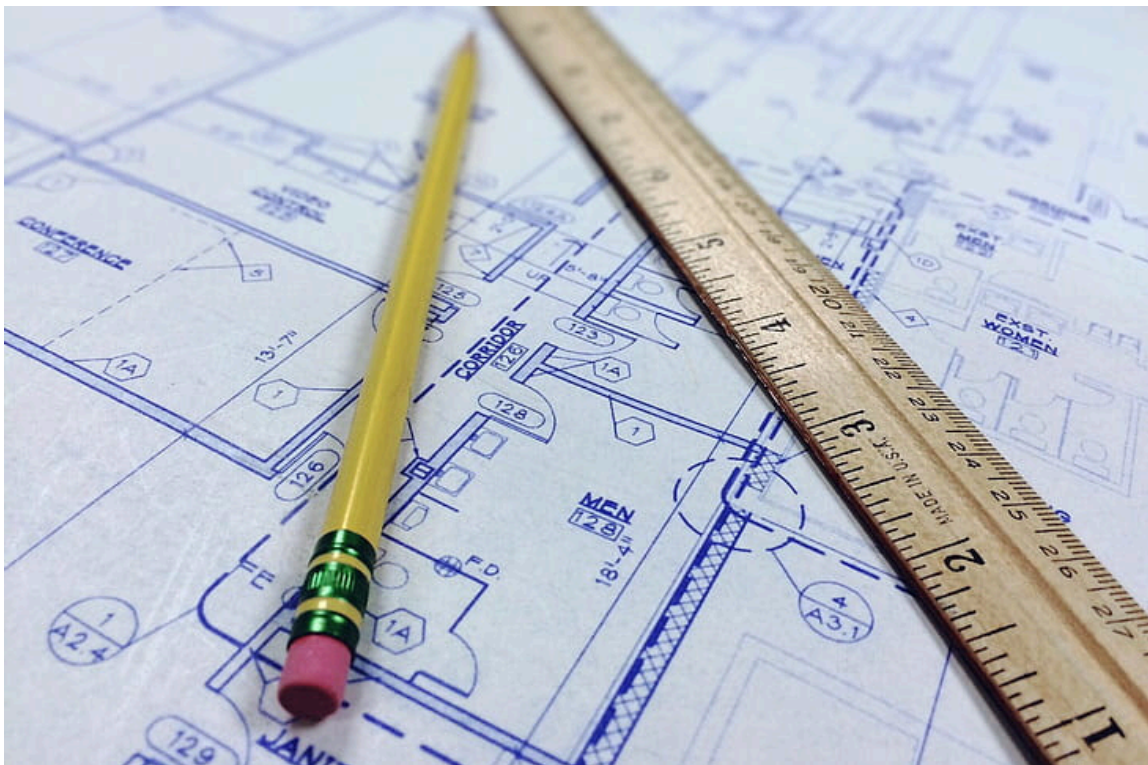


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PURPOSE

Chatfield Holding Company, LLC is soliciting requests for proposals for the purpose of developing a new building on the Dragonfly Village campus to be used as a daycare facility. Specific requirements of the building and scope of work are detailed in subsequent sections of this RFP.

MISSION OF ORGANIZATION

Dragonfly Village is a location that provides health, wellness, recreation, and treatment to women and children in Brown County. We are dedicated to helping women transform their lives by providing opportunities for self improvement and advancement through partnerships with service providers who share our vision.

PROJECT OVERVIEW

The official name of the project is the Chatfield Holding Company, LLC childcare facility, located at Dragonfly Village, formerly the Chatfield College campus. The estimated budget for this project is \$500,000 - \$800,000. Proposals are exclusive of the following items: Security systems including electronic doors, video surveillance systems, sprinkler systems, furniture, appliances, and exterior landscaping. Proposals are inclusive of all HVAC systems, flooring, cabinetry, lockers, lighting, and all mandatory required safety specifications. Any budget constraints or limitations should be noted and addressed in the proposal.

PROJECT OBJECTIVES

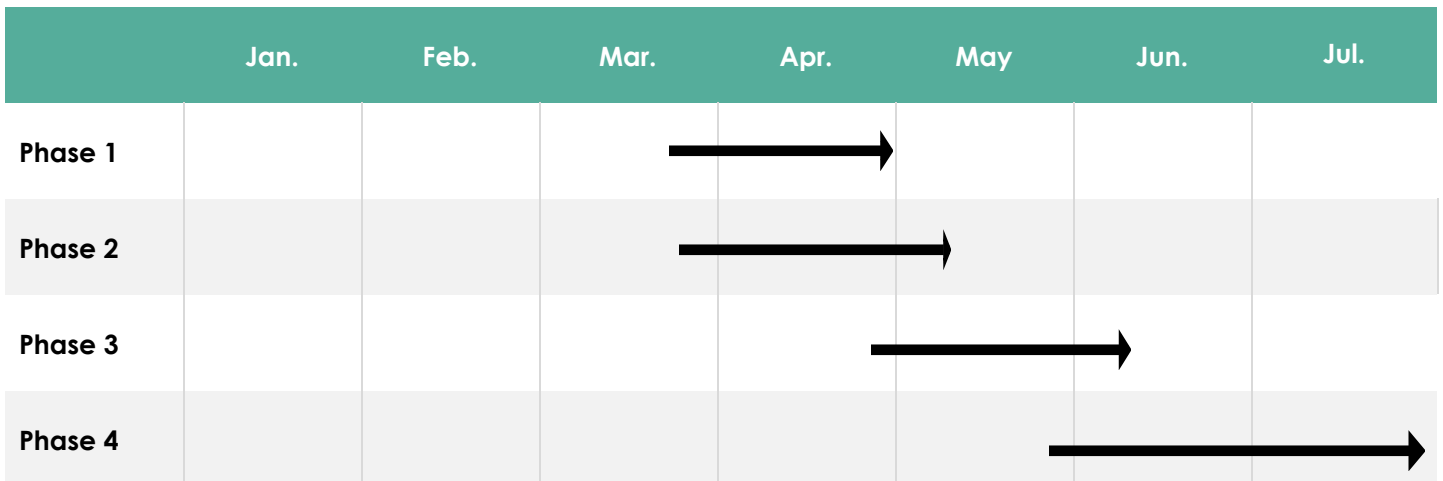
Objective	Description
Construct a New Childcare Building	Complete the construction of an approx. 4,000 sq. ft. daycare center that meets the requirements for operation by the State of Ohio.
Install Infrastructure	Develop and install necessary infrastructure, including electrical, plumbing, and HVAC systems.
Grading and Exterior	Complete the final grade and seed and straw the entire perimeter of the building.
Adhere to Safety Standards	Ensure that all construction activities comply with local, state, and federal safety regulations.
Sustainable Building Practices	Incorporate sustainable building materials and practices to achieve energy efficiency and reduce environmental impact.
Timely Project Completion	Complete the project within the stipulated timeline, ensuring all milestones and deliverables are met.
Provide Prevailing Wage Documentation	Submit prevailing wage documentation upon request to adhere to the requirements dictated by the specific grant funding source.

KEY MILESTONES

Milestone	Description	Expected Date
[Project Kickoff]	[Official start of the project]	March 31, 2025
[Permit Acquisition]	[Obtaining all necessary building permits and regulatory approvals from local authorities.]	April 7, 2025
[Design Completion]	[Finalization and approval of all designs.]	March 31, 2025
[Foundation Work]	[Completion of site excavation.]	April 30, 2025
[Structural Framework]	[Erection of the building's structural framework, including steelwork or concrete structures.]	May 31, 2025
[Infrastructure Installation]	[Installation of critical infrastructure such as electrical, plumbing, and HVAC systems.]	June 10, 2025

[Utilities Installation]	[Installation of essential utilities such as water, gas connections to the construction site.]	June 15, 2025
[Roofing Installation]	[Completion of the roofing system, ensuring the building is weatherproof.]	June 15, 2025
[Windows and Doors Installation]	[Installation of all windows and doors, ensuring proper sealing and security.]	June 21, 2025
[Exterior Site Work]	[Completion of all external site improvements.]	July 5, 2025
[Safety Inspections and Compliance]	[Conducting safety inspections and obtaining necessary compliance certifications.]	July 21, 2025
[Final Inspection and Approval]	[Conducting final inspections, obtaining approvals, and preparing the building.]	August 15, 2025

PROJECT TIMELINE



Project Phases

PHASE 1

Initial Planning

This phase involves finalizing the project requirements by consulting with stakeholders to ensure all needs are met. The team will obtain necessary permits and approvals from local authorities. Detailed plans, including blueprints, schedules, and budget estimates, will be prepared to guide the project.

PHASE 3

Foundation Work

This critical phase includes excavation to the required depth, followed by the pouring of concrete to create a strong and stable foundation. The foundation work also involves the installation of footings, slabs, and any necessary waterproofing measures to protect the structure from ground moisture.

PHASE 2

Site Preparation

In this phase, the construction site is cleared of any obstructions and graded to ensure a level base. Temporary facilities such as offices, storage areas, and utilities are set up to support the construction activities. Safety measures are implemented to ensure a secure work environment.

PHASE 4

Structural Framework

During this phase, the structural skeleton of the building is erected. This includes the installation of steel or wood frames, beams, columns, and load-bearing walls. This framework provides the necessary support for the entire building and ensures structural integrity. Detailed inspections are carried out to confirm compliance with engineering specifications.

PROJECT BACKGROUND

This project is being undertaken to meet the requirements set forth by the State of Ohio for mandatory daycare onsite for inpatient treatment for women in recovery, and to meet the needs of the local community. Quality, affordable daycare is lacking in Brown County and surrounding areas and meeting this need will enhance the local financial and social landscape of the community.

KEY STAKEHOLDERS

Name Of Stakeholder

Role And Responsibilities

Jackie Sininger, Director

[Oversees the entire project, coordinates between teams, ensures project milestones are met.]

TBD

[Responsible for the architectural design, ensures compliance with design specifications.]

TBD

[Manages on-site construction activities, ensures safety standards are followed.]

TBD

[Acts as the primary contact for the client, provides input and approvals throughout the project.]

TBD

[Designs and reviews structural components, ensures structural integrity.]

TBD

[Designs and oversees the installation of electrical systems, ensures compliance with regulations.]

TBD

[Designs and oversees the installation of HVAC systems, ensures optimal performance.]

SCOPE OF SERVICES

Vendors shall provide a comprehensive scope of work and project proposal in accordance with the information provided in this request. The proposal must include the following elements:

- ❖ Detailed project planning and management
- ❖ Compliance with all relevant codes and regulations
- ❖ Quality control and assurance
- ❖ Building design and blueprints
- ❖ Timely completion of the project

EVALUATION CRITERIA

Construction proposals will be evaluated based on the following criteria:

- ❖ Demonstrated experience in similar projects and qualifications of the project team.
- ❖ Quality and feasibility of the proposed approach and methodology.
- ❖ Ability to meet the project schedule.
- ❖ Competitiveness and completeness of the cost proposal.
- ❖ Feedback from past clients.
- ❖ Adherence to submission requirements and responsiveness to the RFP.

VENDOR QUALIFICATIONS

This project will require the firm or individual to have the following qualifications:

- ❖ Proven experience in similar construction projects
- ❖ Expertise in project management and quality assurance
- ❖ Adequate bonding capacity and insurance coverage
- ❖ Strong references from previous clients
- ❖ Compliance with safety and regulatory standards
- ❖ Ability to meet project deadlines and maintain budget constraints
- ❖ Skilled workforce with relevant certifications and training; adherence to prevailing wage requirements
- ❖ Commitment to sustainable building practices and materials
- ❖ Capability to handle unforeseen project challenges effectively
- ❖ Access to advanced construction technology and equipment
- ❖ Comprehensive risk management strategies
- ❖ Financial stability to support project requirements

PRICING DETAILS

All prices quoted by the vendor must be fully itemized and inclusive of all taxes and expenses. Chatfield Holding Company, LLC intends to contract with the vendor on a fixed-price basis for all components of the construction project. We expect the vendor to quote a fixed price for:

- ❖ Construction materials
- ❖ Labor costs
- ❖ Equipment and machinery
- ❖ Subcontractor fees
- ❖ Permits and inspection fees
- ❖ Site preparation and cleanup
- ❖ Project management fees
- ❖ Engineering and architectural design fees
- ❖ Transportation and logistics
- ❖ Insurance and bonding costs
- ❖ Contingency funds for unexpected expenses
- ❖ Any other related costs

Please clearly identify all assumptions made when producing these prices.

TERMS AND CONDITIONS

❖ Legal Disclaimer

This RFP does not commit Chatfield Holding Company, LLC to award a contract or pay any costs incurred in the preparation of a proposal. Chatfield Holding Company, LLC reserves the right to accept or reject any or all proposals and to negotiate with any respondent.

❖ Proposal Validity Period

Proposals must remain valid for a minimum of 45 days from the submission deadline.

❖ Compliance with Regulations

The vendor must comply with all local, state, and federal regulations applicable to the project, including obtaining necessary permits and approvals. Failure to comply may result in the termination of the contract.

❖ Payment Terms

Payment terms will be outlined in the final contract. Invoices must be submitted in accordance with the contract terms and will be paid within 30 days of receipt, provided all conditions are met and work is satisfactorily completed.

❖ Contract Terms

The successful bidder will enter a formal contract with Chatfield Holding Company, LLC, detailing all agreed-upon terms, conditions, and responsibilities.

❖ Rights Reserved by the Organization

Chatfield Holding Company, LLC reserves the right to modify or cancel this RFP, to reject any or all proposals, and to negotiate with any respondent to achieve the best possible outcome.

❖ Confidentiality

All information provided in response to this RFP must be kept confidential and not disclosed without Chatfield Holding Company, LLC's written consent. This information is for proposal preparation only.

Respondents must sign and include a confidentiality agreement with their submission. Unauthorized use or disclosure of information may result in disqualification and legal action.

By submitting a proposal, respondents agree to these confidentiality terms and ensure all involved parties comply.

PROPOSAL GUIDELINES

Proposal Format

Proposals should be organized and structured according to the following format:

- ❖ Cover Letter
- ❖ Table of Contents
- ❖ Executive Summary
- ❖ Company Profile
- ❖ Project Team
- ❖ Project Approach and Methodology
- ❖ Timeline
- ❖ Cost Proposal
- ❖ References
- ❖ Technical Requirements
- ❖ Appendix - A
- ❖ Appendix - B

Submission Requirements

All proposals must be submitted in electronic format. The electronic submission should be in PDF format and sent to jackies@futureplans.org

Contact Information for Submissions

For any questions or clarifications regarding the RFP, please contact Jackie Slinger at jackies@futureplans.org or 937-515-9762.

TIMELINE

Timeline

Date

RFP Sent

March 15 ,2025__

Proposals in Response Due

March 22 ,2025_

Project Kickoff Meeting

March 23 ,2025____

Review of Proposals

March 25 ,2025__to March 26,2025__

Winning Bidder Selected

No later than March 27 ,2025__

Notification to Non-Selected Bidders

By March 31 ,2025____

APPENDIX-A Supplemental Information

State of Ohio regulations for daycare facilities:

- Windows and glass dividers must be at least 36" up from the floor
- Entrance and exits must have direct egress; no stairs or elevated surfaces
- All classrooms must have a steel exit door
- Kitchen area must have a 3-bay sink for sanitary concerns
- Restroom toilets, sinks, and fixtures must be height appropriate for children of specified ages occupying the particular adjacent classroom
- Lockers or hall cubbies must be included to avoid co-mingling of students' garments
- Shatterproof glass is required on all windows at the sign-in area and lobby areas
- Entrance doors must be electronic (key coded, key fob, buzzer system, etc.)

*Documentation of specific state guidelines to be reviewed by all parties upon awarded proposal.