



Old Main STREAM Academy

REQUEST FOR PROPOSALS (RFP) - Modular Classroom Unit & Toilet Trailer Installation and Utilities

Issue Date: Monday, March 04, 2024

Mandatory Pre Bid Date: March 11, 2024 at 9:00 AM

Pre Bid Location: Old Main STREAM Academy, 202 South Odum Street, Pembroke, NC 28372

Due Date: Friday, March 22, 2024, 2:00 PM EST

Electronic Submission: To be sent by email to: Dr. Christopher Clark, oldmainsa@gmail.com or by hand or courier to: Old Main STREAM Academy, PO Box 128, 202 South Odum Street, Pembroke, NC 28372

Attention: Dr. Christopher Clark Subject Line: **OMSA Modular Lease Proposal**

I. Introduction

Old Main STREAM Academy is soliciting proposals from qualified professional vendors for the installation and establishment of (1) modular classroom units and (1) toilet trailer. In year (2) an additional modular classroom is to be added. Utilities are to be sized for all (3) units. The qualified vendor will enable OMSA to significantly improve the quality of space needed for middle school age students. The modular units and trailer bathroom are not 'stay-put'. The 2 modular classroom units and trailer bathroom will be removed in approximately 2-5 years timespan. Because the work is outside in an area not currently occupied by students, it is necessary to begin work as soon as the evaluation and award announcement is completed. The project should maintain and continue progress throughout the duration of the proposed timeline with minimal scheduled interruptions.

II. Background Information

OMSA has occupied space, by the name of Carter Hall Building, on the Odum Home property, 202 South Odum Street, Pembroke since August 2022. OMSA plans to expand access to two exterior modular classroom units and a bathroom trailer, located near the back of the OMSA Lindsay Hall. The location for the exterior work will not be close to classroom instruction, and it is expected that there this will allow for no disruptions or extremely minimal disruptions. The modular units will be set-up by the provider. OMSA wishes to begin utility installations to the the bathrooms on **or around the week of April 1st, 2024. The contractor shall provide all permits for construction.**

III. Services Required

The following narrative outlines the general services to be provided to OMSA in the area of 2 modular classroom units and bathroom trailer:

- OMSA will procure the Modular units directly.
- The Modular unit provider will be delivering, setting up and installing the modular units. Including anchoring and underpinning.
- The selected contractor will be responsible for managing and overseeing the job site during the installation of the modular units by the selected vendor.
- The selected contractor will be responsible for ensuring the units are completed and ready to be occupied for the 2024 new school calendar adhering to local government, county, and other governing agencies applicable codes.
- Services for required utilities (water, sewer, electrical, data/comms, HVAC) in field located.
- Utilities access -tie ins for sewer, water, etc. to facilities to be identified at Pre-Bid.
- Sewer system and the gravity feed to the public utility- confirm finish floor elevation with regard to existing sewer location. Pump station recommendation if required.
- Access ramps for utilities to the building to be supplied and installed by the Modular provider - assure no interference with these ramps and supports. Same for the building piers.
- Interior plan set up and connect buildings per all applicable codes.
- Modular units must be compliant and access/egress points are sufficient.
- Fire system alarm to be connected to Fire alarm panel in Lindsay Hall. Upgrades may or may not be required to existing system. Contractor to verify.
- See attached sheet titled Work Required by General Contractor for further details.

IV. Submittal Requirements

The following information shall be required in the RFP submittal:

1. Letter of Transmittal – The letter is not intended to be a summary of the proposal itself. The letter of transmittal must contain the following statements and information:

- a. Company name, address, and telephone number(s) of the firm submitting the proposal.
- b. Name, title, address, e-mail address, and telephone number of the person or persons to contact who are authorized to represent the firm and to whom correspondence should be directed.
- c. Federal and state taxpayer identification numbers of the firm
- d. Briefly state your understanding of the services to be performed and commitment to provide the services as specified.
- e. The letter must be signed by a general contractor or individual who is legally authorized to bind the applicant to both its proposal and cost schedule.
- f. Statement which indicates “proposal and cost schedule shall be valid and binding for ninety (90) days following proposal due date and will become part of the contract that is negotiated with OMSA.

2. General Vendor Information – Provide the following information:

- a. Length of time in business.
- b. Length of time in the business of providing proposed services.
- c. Provide details referencing job site personnel safety practices.
- d. Number of full-time personnel in: consulting, installation, training, and administrative support.
- e. Location of office which would service this account

3. References - Provide the following information:

a. Name, title, address, and telephone number of three references for clients whom you have provided similar services.

4. Staff Resources – Provide the following information:

- a. Identify names of key personnel who, if your company is selected, will act as job site point of contact, provide project updates, and ability to officially discuss project details.
- b. Summarize the experience and expertise of these staff.
- c. Describe the role and responsibilities that each of these individuals will have

5. Other Information - Beyond the scope of this RFP, what services (related or otherwise) does your organization provide that may be of interest to OMSA?

6. Cost of Services - Provide the following information:

- a. The proposal must contain a fee schedule that includes hourly rates for proposed services.
- b. Describe how your services are priced, and any specific pricing you are able to provide.
- c. Define any additional charges.

7. Insurance – Contractor shall furnish a certified copy of General Liability Insurance, as well as workman ' s compensation for company and employees prior to beginning any work.

8. Bid Form – Please complete a bid form and include it with your proposal

V. Evaluation Criteria and Process - A selection committee will conduct an evaluation of qualifications and will rate each submittal based upon the following criteria:

- 1. Experience
- 2. Understanding of services to be provided
- 3. Personnel expertise
- 4. Ability to provide requested services, and applicable experience.
- 5. Project approach
- 6. Satisfaction of clients/end users
- 7. Cost

VI. Deadline for Submissions of Proposals - One copy of the proposal must be received to OMSA oldmainsa@gmail.com prior or by 2:00 PM prevailing time on Friday, March 22 , 2024. Or one (1) copy of the proposal under sealed cover and plainly marked as “ OMSA Interior Construction Services Proposal” . Proposals shall be delivered or mailed to: Old Main STREAM Academy,
Attention: Dr. Christopher Clark, OMSA Interior Construction Services Proposal
P.O. Box 128 202 South Odum Street
Pembroke, NC 28372

Any questions regarding this proposal are to be submitted no later than March 19 , 2024 to:

Dr. Christopher Clark, Dean
Email: christopher.clark@oms.academy

VII. Miscellaneous

1. OMSA reserves the right to reject any and all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in OMSA 's sole judgment, best meets the requirements of the project.
2. The Request for Proposal creates no obligation on the part of OMSA to award a contract or to compensate the proposer for any costs incurred during proposal submission. OMSA reserves the right to award a contract based upon proposals received without further discussion or negotiation.
3. OMSA further reserves the right to make such investigation as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this purpose as OMSA may request.
4. Evaluation and Award – This is a Request for Proposals and not a bid process. Therefore, OMSA has the discretion to evaluate the qualitative as well as the financial aspects of each proposal and make its selection based on what it considers to be in its best interest as a whole. The award and selection of the Vendor is solely within the discretion of OMSA. After the contract award has been announced, no unsuccessful Vendor should submit additional information to OMSA for consideration or have any subsequent contact with OMSA employees or officials, other than to receive a debrief from an authorized individual.
5. Transportation Charges – Unless proposal clearly states otherwise, prices quoted will be considered to include all charges for transportation, packaging, crates, containers, ect., necessary to complete delivery.
6. Job Familiarization – Vendor is urged to make itself fully aware of all job and facility requirements. Vendor shall be responsible to question any discrepancies, errors, and/or omissions in the specification and totally familiarize itself with the full intent of this invitation for proposal. Failure to do so will not relieve Vendor of the responsibility to perform to the full scope and quality of work expected by OMSA.

Work Required By General Contractor

Engineering	As - Built Red Lined Site, utility plans to be provided by GC
Permits	All permits, bonding and inspections required
Site Inspection	Locate existing utility locates.
Site Clearing	Remove existing tree
Site Grading	Site to be graded to +or- 12" level on the building site
Oversee Site	Manage all subs, modular provider installation and provide weekly status reports
Marking Building Corners	Exact corners of the building to be identified and marked for layout
Electrical	Provide electrical service to the building panels & mateline crossovers.
Plumbing	Provide water, waste, backflow service to the building & mateline crossovers.
Utility Conduits	Underground utility trenching to be back-filled and capped below 6" of grade.
HVAC	Testing, and ensure condensate drain is proper
Dumpsters	Provide 30-yard container for construction debris.
Gutters and Downspouts	Installation of 5" aluminum gutters and downspouts
Fire Alarm System	Install devices and test fire alarm system. Tie to main panel in Lindsay Hall
Low Voltage	Install low voltage devices (PA, telephone, data, security, Ethernet, etc.).
Exterior Lighting	Any exterior lighting ordered with the building shall be installed by site electrician.
Final Cleaning	final cleaning & floor waxing
Walkway	Walkway to installed from existing sidewalk to modular units
Site Restored	Site restored to school standards and walking conditions

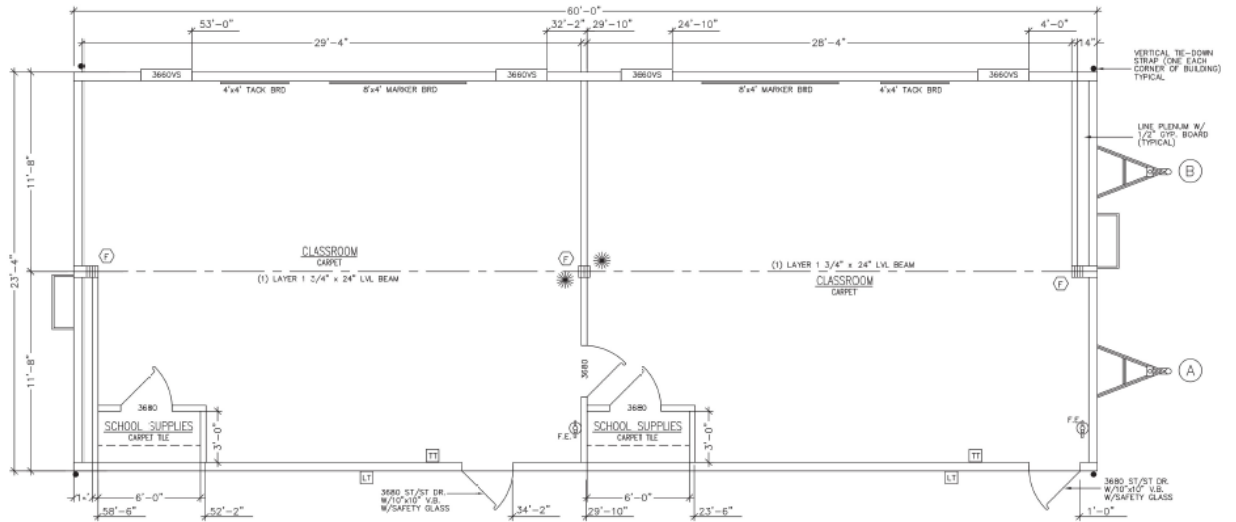
Work Required By Modular Provider

Set Up	Delivery, positioning, connecting modular, block, level, anchor and skirting
Ramps	Delivery, positioning, and installation

Note: East side modular to be installed first. All utilities to be sized for additional classroom in 2025.

General Layout – (actual layout may slightly differ.)

Classroom Module



Toilet Unit

