



# NORWESCAP

Creating Opportunities. Changing Lives.

For Immediate Release October 25, 2024

## **Request for Proposals**

### **Construction Project at 37-45 Main Street, Sussex, NJ 07461**

**NOTICE IS HEREBY GIVEN** that sealed bids are now being accepted by Norwescap, 350 Marshall Street, Phillipsburg, New Jersey Attention: Sean Hyland at [hylands@norwescap.org](mailto:hylands@norwescap.org) by 5:00 PM (EST), December 2, 2024, for General Construction Services of an existing 1,200 sf space located at 37-45 Main Street, Sussex, NJ 07461. The project will include the renovation/remodeling of three rooms on the lower level of the property intended to be upgraded into a small business / micro-enterprise incubator and support center. Alterations will include demolition, interior fit out, installation of doors, electrical, HVAC, sprinkler, plumbing, ADA upgrades, security upgrades, and flooring. Key considerations in the project will be the creation of a modern business center, complying with all Federal, State, County and Town regulations. The facility after renovation will be home to a small business / micro-enterprise incubator and support center, known as the Center for Entrepreneurship (C4E).

It is anticipated that the start date of this project which encompasses design/permit approvals, construction, construction management and equipment installation will be January 1, 2025 with delivery date of final product not later than July 1, 2025.

#### **1. Introduction**

Norwescap is soliciting proposals from qualified general contractors for the creation of a new facility located at 37 Main Street, Sussex, NJ 07461. The project must comply with all *Internal Building Code* and *Uniform Construction Code* for New Jersey, as well as requirements outlined in the *Code of Federal Regulations 200 Uniform Administrative*.

#### **2. Project Description**

The project involves the renovation of an existing area within the property, including architectural, mechanical, electrical, and structural work as detailed in the attached drawings and specifications. The site is located at 37 Main Street, Sussex, NJ 07461. Contractors must provide all insurances, bonds, labor, subcontractors, materials, and equipment necessary to complete the project in accordance with the provided plans and specifications.

### 3. Scope of Work

The scope of work includes, but is not limited to:

- Site preparation
- Demolition and haul off
- Interior finishes
- Mechanical, electrical, and plumbing systems
- Compliance with all relevant building codes and regulations

### 4. Compliance Requirements

#### 4.1 2 CFR Part 200

The project must adhere to the requirements outlined in 2 CFR Part 200, including but not limited to:

- **Financial Management:** Contractors must maintain proper financial management systems and documentation.
- **Procurement Standards:** Contractors must follow the procurement standards outlined in Subpart D (§§ 200.317 - 200.326).
- **Cost Principles:** Contractors must adhere to the cost principles for determining allowable costs (Subpart E).
- **Audit Requirements:** Contractors must comply with audit requirements as specified in Subpart F.

#### 4.2 New Jersey Internal Building Codes and Uniform Construction Code (NJAC 5:23)

### 5. Proposal Submission Requirements

Proposals must include the following information:

- Cover Page
- Table of Contents
- Company profile and qualifications - licenses
- Detailed scope of work outlining project approach and timeline for all required master scopes & trades
- Cost proposal, including a breakdown of labor, materials, and other costs
- Proof of compliance/experience with the 2 CFR Part 200
- Evidence of financial stability and capacity to complete the project - bid bond is required. If awarded other bonds will be required
- References from similar projects

## **6. Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

- Compliance with RFP requirements
- Qualifications and experience (5 years minimum experience with this type of renovation)
- Proposed approach and methodology
- Proposed schedule
- Cost effectiveness - details of cost proposal breakdown outlining labor, materials, and other costs
- References and past performance

## **7. Submission Deadline**

Interested General Contractors please email (with subject line title: 37 Main Street Construction Bid) a detailed proposal to Sean Hyland at [hylands@norwescap.org](mailto:hylands@norwescap.org) by 5:00 PM (EST), December 02, 2024.

## **8. Contact Information & Site Visit**

- For any questions or further information, please contact:
  - Sean Hyland at [hylands@norwescap.org](mailto:hylands@norwescap.org); 908-454-7000 Ext 1902
- Site Visit of the project site, 37 Main Street, Sussex, NJ 07461, will be scheduled:
  - Upon request.

## **9. Indemnification, Insurance, Bonds and Lien Releases**

- Insurance Requirements: The Contractor shall carry the following insurance, subject to stated minimum acceptable limits:
  - Workers' Compensation Insurance: The Contractor shall purchase and maintain during the term of the Contract Workers' Compensation Insurance fully insuring its employees as required by law. Said insurance shall be obtained from an insurance company which is authorized to do business in the state of New Jersey. This shall be the sole responsibility of the Contractor.
  - Social Security Insurance and Federal Withholding Payments: The Contractor shall be solely responsible for these, and any like obligations as required by law.
  - General Liability Insurance: The Contractor shall purchase and maintain during the term of the Contract General Liability Insurance naming and protecting them and the Agency against claims for damages resulting from 1) Bodily injury, including wrongful death, 2) personal injury liability and 3) property damage which may arise from operations under the Contract whether such operations be by the Contractor or any one directly or indirectly employed by them. The minimum acceptable limits of liability provided by such insurance shall be as follows:

- Bodily Injury/Property Damage \$1,000,000 Each Occurrence \$1,000,000 Aggregate
- Personal Injury Damage \$1,000,000 Each Occurrence
- Automotive Liability: Bodily Injury & Property Damage \$1,000,000 Combined Single Limit

The Contractor shall not commence work under the Contract until it has obtained all insurance required under this section and has provided the Agency with a Certificate of Insurance showing the specific limits of insurance and naming the Agency as an additional insured. Such a certificate shall specifically state that insurance policies are to be endorsed to require the insurer to provide the Agency thirty (30) day notice of cancellation, non-renewal or any material reduction of insurance coverage.

- **Bonds**

- A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a Proposal/Quote as assurance that the bidder shall, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor’s obligations under such contract.

Where bonds are required in the situations described herein, the bonds shall be obtained from companies holding certificates of authority as acceptable sureties pursuant to 31 CFR part 223, “Surety Companies Doing Business with the United States.” All negotiated contracts awarded by Norwescap shall include a provision to the effect that the recipient, the awarding agency, the U.S. Comptroller General, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts and transcriptions. All contracts, including small purchases, awarded by Norwescap and its contractors, shall contain the procurement provisions of Appendix II to 2 CFR Part 200, as applicable.

## 10. Attachments

- Can be downloaded from our website: [Community Development \(norwescap.org\)](http://CommunityDevelopment(norwescap.org))

## 11. Important Notes

- **CONTRACTING PROCESS** Neither this Request nor the selection of a Respondent will create a binding commitment on Norwescap. Upon completion of the selection process, Norwescap will award a contract to the party(ies) whom it elects to provide the Services in this Request. Disclaimers: Norwescap anticipates a single contractor will be selected as a result of this Request; however, Norwescap reserves the right, in its sole discretion, to award contracts to multiple contractors, to perform apportionments of the Services. Norwescap further reserves the right, in its sole discretion, to reject any or all response submittals, waive any informalities in this process or the submittal requirements; and/or cancel, in whole or in part, this Request
- Norwescap reserves the right to reject any and all proposals, and to waive any informality in proposals received whenever such rejection or waiver is in the best interest of Norwescap.
- The contractor(s) awarded the contract must comply with all applicable local, state, and federal regulations, including but not limited to those listed in this RFP.

## Remodeling Costs by Category

### 1. Pre-Construction Costs

- **Permits and Licenses:** Fees for obtaining necessary permits and licenses from local authorities.
- **Bonds required**

### 2. Renovation

- **Site Preparation**
  1. Demolition.
  2. Site clean-up and safety preparation.

### 3. Electrical, Plumbing, HVAC

- **Electrical:** Installation, replacement, upgrade or modification of wiring, lighting, and outlets.
- **Plumbing:** Possible minor repairs or enhancements to an existing kitchenette area, including replacing a standard sink and associated pipes.
- **HVAC:** Possible minor repairs or replacement of parts in one room.

#### 4. **Interior Finishing**

- **Flooring:** Costs for materials and installation of flooring (tiles, hardwood, carpets, etc.).
- **Ceiling:** Replacement of several sections of ceiling tile and minor repairs.
- **Baseboard:** Full replacement of baseboard in the entire area.
- **Painting:** Limited touch up painting as required.

#### 5. **Doors and Handles**

- **Doors:** Installation of new or relocation of existing doors, between 3-4.
- **Handles:** Upgrading of handles to ADA compliance as required.

#### 6. **Security**

- **Locks:** Installation of security locks (cypher/code) on all doors in the space or allowing access to the space, as well as several in the adjoining stairwell. Approximately 7-8 doors.

#### 7. **Contingency**

- **Unexpected Costs:** A budget set aside for unforeseen expenses or overruns during construction.

#### 8. **Legal Compliance:** Ensure all work complies with local and state building codes and regulations.

#### 9. **Quality Control:** Ensure quality control throughout the construction process.