



The Primavera Foundation, Inc.

**REQUEST FOR PROPOSAL
FOR
QUALIFIED CONTRACTOR SERVICES
FOR
WALK-IN COOLER, FREEZER AND DRY STORAGE INSTALLATION
AT
PRIMAVERA'S EMERGENCY MEN'S SHELTER**

**200 E. Benson Highway
Tucson, AZ 85713**

TIMELINE

MANDATORY PRE-BID SITE VISIT: March 14th, 2022 at 9:00am at 200 East Benson Highway, Tucson, AZ 85713

BID DUE DATE: April 4th, 2022
CLOSING TIME: 4:00pm

NOTIFICATION OF BID AWARD: April 8th, 2022

PRE-CONSTRUCTION MEETING: April 18th, 2022

PROJECT START DATE: May 2nd, 2022

PROJECT COMPLETION DATE: August 31st, 2022

DESCRIPTION OF SERVICES REQUIRED

The Primavera Foundation, Asset Management Department, is seeking qualified contractor(s) for the removal of an old and outdated walk-in cooler and installation of a walk-in cooler, freezer and dry storage equipment on the existing concrete slab in an outdoor area. Installation will include all electrical and refrigeration connections to the existing electrical panels at the Emergency Men's Shelter located at 200 E. Benson Highway, Tucson, AZ. 85713.

The services to be provided include but are not limited to the following:

- Provide contractor management services during construction/rehab including but not limited to obtaining permits and permit drawings, scheduling inspections, coordinating scheduling, and providing construction cost estimates, phasing plans and related schedules where applicable;
- Oversee and maintain quality control;
- Maintain proper safety practices in accordance with OSHA standards;
- Communicate work schedule with designated Primavera staff;
- And ensure demo and disposal of materials/debris in code legal dump and manner, recycling when possible, and submit all dump tickets.

The selected firm/s will be expected to work collaboratively with Primavera and shall have previous experience in the applicable trades as it relates to the scope of work, follow applicable local, state, and federal codes, and be licensed, bonded, and insured.

BRIEF DESCRIPTION

The Emergency Men's Shelter, built in 1987, provides shelter, meals, on-site referrals/case management and other services to up to 100 homeless men every night. The Shelter is 7200 sq. ft. and consists of a main floor which is 5400 sq. ft. and a mezzanine that is 1800 sq. ft. The building is constructed of steel with wood and metal framing that is sheet rocked. The main floor houses a kitchen, dining area, Director's office, staff offices, client bathroom, and dormitory area containing 50 metal bunk beds. The mezzanine consists of a staff bathroom, meeting area, storage closet, office, and sleeping area divided into cubicles for Residential Team Lead staff. Access to the mezzanine is by a wooden staircase inside the Shelter and a steel staircase outside leading into the patio area on the east side of the building. There is a large patio area for clients on the east side partially covered by an aluminum awning. On the south side of the building there is another covered patio area where the hot water tank closet, electrical panel closet, washers, dryers, storage sheds, refrigerators and freezers are located. On the west side of the building there are three evaporative coolers. The north side of the building contains a storage shed. The areas around the shelter are enclosed by a chain link fence. Access into the Shelter is through the front door or through one of four gates in the fence.

SCOPE OF WORK

The project shall consist of furnishing and installing of complete materials and systems for the work outlined in the Description of Services section of this RFP and as outlined in the Pre-Bid Meeting.

SUBMITTAL INFORMATION

Bids are due no later than Monday April 4th at 4:00pm. Late submittals will not be accepted. You will be notified by email or phone by Chris Dussault, Director of Facilities Management of Primavera's selection of a firm. Interested parties shall email or deliver sealed, completed submittal packages to:

The Primavera Foundation
151 W. 40th Street
Tucson, AZ 85713
Attn: Brian McGrath

bmcgrath@primavera.org

PRE-PROPOSAL CONFERENCE & SITE VISIT

A pre-proposal conference and site visit is scheduled on March 14th at 9:00am at 200 E. Benson Highway, Tucson, AZ 85713. Please contact Brian McGrath at (330) 608-4402 cell, (520) 308-3126 office or via email at bmcgrath@primavera.org to confirm attendance prior to the meeting.

RANKING CRITERIA

Primavera reserves the right to designate submitting firms as qualified and to prepare a list ranking those designated as qualified on the basis of Primavera's determination, in its sole discretion, in the best interests of Primavera and the project. Although there is a limited budget and price is a significant consideration, Primavera reserves the right to select the firm that it believes will provide the overall best value and best meet the project objectives even if that firm is not the lowest bidder.

TERMS AND CONDITIONS - NON-DISCRIMINATION

In conjunction with the applicant's provision of the contemplated contracting services, the applicant shall agree not to discriminate against any employee or applicant for employment because of race, color, religious creed, age, marital status, national origin,

sex, sexual orientation, gender identity or gender expression, intellectual disability, or physical disability (unless it is demonstrated by the applicant that such intellectual disability or physical disability prevents the applicant's performance of services contemplated under this RFP). Additionally, such non-discrimination provision shall include, but not be limited to, employment, promotions, demotions, transfers, recruitment and recruitment advertising, layoff or termination, compensation, and selection for training. The applicant shall agree to take affirmative action to ensure equal employment opportunities.

RIGHTS RESERVED

The Primavera Foundation, Inc. reserves the right to (i) amend, modify, or withdraw this RFP, (ii) revise any requirements of this RFP, (iii) require supplemental statements or information from any respondent of this RFP, (iv) accept or reject any or all responses to this RFP, (v) revise the schedule to advertise, receive and review responses to this RFP, (vi) renegotiate or hold discussions with any applicants to this RFP and allow such applicant/s to correct deficient responses which may not completely conform to the instructions contained herein, or immediately eliminate such responses which are incomplete or unresponsive to this RFP, (vii) accept the lowest responsible proposal, (viii) consider alternatives, (ix) pursue any and/or all ideas generated by this request, (x) alter any timelines, and (xi) cancel and reissue, in whole or in part, this RFP. Responses to this RFP shall be prepared at the sole expense of the applicant and shall not be reimbursed. Additionally, responses to this RFP shall not obligate Primavera to procure any of the services described herein from such applicants. Primavera also reserves the right to waive as informality any irregularities, minor errors and/or omissions in content and form in submittals other than late submissions, to permit the correction of minor clerical errors, request additional or supporting documentation, and to waive any requirements of this RFP when it determines that waiving a requirement is in the best interest of Primavera.