

NEW RIVER GORGE DEVELOPMENT AUTHORITY
REQUEST FOR PROPOSAL (RFP)

Renovation of 412 City Avenue, Beckley WV

A New River Gorge Regional Development Authority (NRGRDA) project in partnership with the West Virginia Hive to redevelop 412 City Avenue, Beckley, WV into a functioning textile training and cut & sew facility.

PROPOSAL DUE DATE: 5:00 pm, May 24, 2024
Optional pre-bid site visit May 15, 2024

CONTACT:
Andrew Davis
adavis@nrgrda.org

A. PROJECT UNDERSTANDING:

Project will include the design services for renovations to 412 City Avenue, Beckley WV. Renovations will include both interior and exterior components. Interior components are contained within approximately 5,300 square feet of building space and include some new wall construction, replacement of some ceilings, replacement of lights with LED fixtures, replacement of existing electrical and plumbing systems, installation of new HVAC system, bathroom and kitchen installations, and installation of a water intrusion management system in the basement. Exterior components include repair or replacement of existing roof, improvements to stormwater delivery systems, and possibly repointing of some masonry mortar.

B. SCOPE OF SERVICES

The following services are distinguished as either *Required* or *Optional* and should be acknowledged as such, respectively, in the firm's proposal. You may submit multiple versions of your proposal which include none of, some of, or all the optional services. The required services are expected to be completed by December 1, 2024. Optional services included in the proposal may be contracted after items 1 and 2.

REQUIRED

1. Schematic Design

- Meet with the owner to review Design Criteria and incorporate existing planning documents
- Prepare Design Concept showing the general size and style of the proposed renovations.
- Develop a preliminary design including plans, and interior elevations for review by owner and tenant.

2. Preliminary Budget and Timeline

- Determine a per-square-foot cost for the renovation of the space based on the schematic design.
- Prepare a timeline associated with the renovation and advise next steps to mobilize renovations.

OPTIONAL

3. Construction Document Preparation

- Incorporation of any outstanding Client comments into final construction documents
- Compilation of necessary plans, specifications, and front-end bidding documents for public bid
- Construction documents for use in obtaining necessary commercial plan approvals
- Submission to review agencies
- A revised opinion of probable construction cost.

4. Bidding and Award

- Preparation of advertisement for bid
- Facilitation of a pre-bid meeting with Client, Architect, and prospective bidders
- Receipt of questions from prospective bidders and preparation of required responses in the form of addenda if necessary
- Receipt of bids and facilitation of a public bid opening
- Certified bid tabulation
- Assistance in award of bid and preparation of recommendation of award and notice of intent to award letters.

5. Construction Phase Services

- Facilitate one pre-construction meeting with Client, Architect, and awarded Contractor.
- Attend regular progress meetings during the construction period
- Review of contractor submittals required by the Construction Documents
- Review and response to contractor requests for information
- Review of contractor applications for payment

- One site meeting to determine Substantial Completion of the project (punch list review)
- One site meeting to determine Final Completion of the project

C. TIMELINE AND BUDGET

PROPOSAL TIMELINE

Design and planning will commence upon execution of contract with firm selected via this RFP process. The contract will be executed on or around June 7, 2024, and completion would occur on or before December 1, 2024.

PROJECT BUDGET

- Pre-Construction: Costs for required services in this proposal are not to exceed \$40,000.00.
- Construction: Construction budget will be determined after successful completion of RFP deliverables.

D. PROPOSAL SUBMISSION AND UNDERSTANDING

Proposal submissions should include one (1) printed copy and a digital copy. The printed copy should be postmarked by May 24, 2024, and mailed to 200 Main Street, Beckley, WV 25801. Digital copies should be emailed to listed contact by 5pm on May 24, 2024.