



General Contractor Request for Proposal

Prepared by Simplified Business Solutions for Bethlehem Food Co-Op

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Main Contact: Simplified Business Solutions
Toby Massey / Shelby Harris
toby@simplifiedbusiness.org
shelby@simplifiedbusiness.org
707-845-7490
Email Proposals to: shelby@simplifiedbusiness.org

PROJECT BACKGROUND AND INFORMATION

- Bethlehem Food Co-Op (BFC) is a start-up co-op in Bethlehem, Pennsylvania. Incorporated in 2013, and with more than 1,400 current member-households, BFC has laid the groundwork for a successful full-service co-op grocery store in downtown Bethlehem. We encourage you to read more about the Board of Directors and the co-op at www.bethlehemfood.coop.
- BFC has signed a lease on an approximately 7,000 SF total retail space (including all backroom areas) and is currently in the last phase of their capital campaign. They have hired a General Manager and the store is anticipated to open in 2024.
- Simplified Business Solutions (SBS) is the project manager for the co-op and is the main point of contact for this proposal. SBS has a deep background in construction, grocery operations and financial management support. SBS is supporting the co-op in sourcing, managing, and executing the vision for their first retail store.
- This project is funded in part by a federal Community Project Funding grant through the Department of Housing and Urban Development. As such, experience and ability to comply with regulations over the expenditures of federal monies are important project elements. This project is subject to Section 3 of the Housing and Urban Development Act of 1968 ([12 U.S.C. 1701u](https://www.law.cornell.edu/usc/text/html/12usc1701u.html)). Technical Assistance for compliance will be available through Simplified Business Solutions and the City of Bethlehem. This project is not subject to the Build America, Buy America Act.

PROJECT GOAL AND SCOPE OF SERVICES NEEDED

Bethlehem Food Co-Op's goal is to successfully open a cooperatively owned grocery store in downtown Bethlehem, in accordance with their mission and the cooperative principles, that is completed on time and within budget.

PROJECT CRITICAL DETAILS

- Construction budget for this project is \$1.7M.
- Building leased in a new construction, mixed use development. BFC is the anchor tenant in a new building with three floors of luxury apartments above (42 total units).
- Approximate 7000 SF total retail space (including all backroom areas).
- BFC will receive a vanilla box in an open form (i.e., no slab, no interior finished walls etc.) This will allow MEP work to be done without having to demo the prior finishes, allowing for the most efficient fit out possible. The underground utilities are stubbed out to the space. The subgrade has been prepared and base has been placed and compacted and is ready for us to locate our underground utilities as needed. The exterior and interior walls are to be received in an open state for the same purposes. Our machine room will be located on the roof. The machine room will be a factory pre-built self-contained unit.
- Projected grand opening date is Q1/Q2 2024.

GENERAL CONTRACTOR SCOPE OF WORK

The Scope of Work for the General Contractor must include:

- Pre-Construction Services
 - Project Planning
 - Subcontractor bidding, selection and contract assignment
 - Budgeting
 - Permit management in conjunction with our Architect
- Site Preparation
 - All tasks including but not limited to demolition, grading, and utility connections.
- Structural work including footings, slabs and framing.
- Interior Construction
 - Framing
 - Insulation
 - Drywall installation & finishing
 - Flooring
 - Ceilings
 - Painting
- Mechanical Systems
 - HVAC (heating, ventilation, and air conditioning) systems
 - Plumbing
 - Electrical
 - Other mechanical systems
- Fixtures and Equipment
 - Installation of fixtures, shelving, checkout counters, and other grocery store-specific equipment.
- Finishes and Millwork
 - Decorative finishes
 - Cabinetry and any custom millwork required for the store's design
- Safety and Security
 - Address safety measures such as fire protection systems and alarm systems.
 - Compliance with building codes and regulations.
- Site Work/Exterior
 - Landscaping or exterior improvements as per plans and demised space usage
 - Exterior Signage
- Quality control to ensure the quality of work through inspections, testing, and quality control procedures.
- Project Management
 - Scheduling
 - Progress reporting
 - Coordination with subcontractors and suppliers
 - Coordination with SBS, architect, and designers
 - Work in a manner that supports the quiet enjoyment of the tenants of the building with the least interruption using normal and standard practices.

- Coordination and collaboration with the building Developer’s general contractor Boyle Construction.
- Specify any warranty provided for the completed work and describe any maintenance services included.
- Provide a detailed construction schedule outlining the anticipated timeline for each phase of the project.
- Specify the contractor's insurance coverage and liability responsibilities.
- Suggest potential cost-saving measures or value engineering ideas without compromising the project's quality.
- OPTIONAL - Offer ongoing support and maintenance services post-installation, including routine inspections and repairs if necessary.

ELEMENTS OF PROPOSAL

In addition to a detailed Scope of Work, please address the following elements in your proposal:

- Statement of qualifications and experience:
 - Include a brief resume of your background and expertise in projects of a similar nature. Include the address, email and telephone number of your main office from which the work is to be directed. Please also include the qualifications of other key personnel who will be involved in the project. Certifications and licenses, including general contractor's license, insurance, and bonding.
- Compliance with HUD Section 3 in the performance of this contract, including outlining prior Section 3 experience and proposed plan for compliance on this project (including plans for documenting and sharing labor ratios and outreach efforts).
- Ability to comply with cross-cutting requirements on this federally-funded project
- Compliance with Bethlehem Food Co-Op’s Procurement Policy as it relates to subcontractor selection and contract assignment.
- Proposed cost structure for this proposal.
- Payment Terms:
 - Clearly state the payment terms, including the schedule of progress payments and any retainage.
- Scope of Work and Time Schedule
- Examples:
 - Please include examples of similar projects and provide 2-4 client contact references, ideally from prior clients with similar projects.

EXHIBITS PROVIDED IN SUPPORT OF PROPOSAL – To receive materials, please email shelby@simplifiedbusiness.org in advance of submission deadline.

- Current Store Design Plans
- Draft Interior Décor Plans
- BFC Procurement Policy
- Specification Sheets for all related equipment

- Landlord’s Work Documents
- Draft Project Schedule
- Section 3 Declaration of Intent (required to be signed and submitted with proposal)

SELECTION PROCESS

The Bethlehem Food Co-Op will review all proposals received by the deadline and will review all proposals to determine if they are qualified as per the RFP. Qualifying proposals will be reviewed against the RFP scoring criteria and asked to provide a proposal presentation to the evaluation committee. The final selection will be based on a combination of factors, including experience, qualifications, proposed project schedule, budget, and approach to managing risks and ensuring quality workmanship.

EVALUATION CRITERIA

To be rated against the below criteria, all proposals must be complete, e.g. must include all of the requested proposal elements. Incomplete proposals will not be scored. Each proposal will receive a score out of 100 points for the written proposal and an additional score out of 100 points for the presentation, to be scored on the criteria below.

CRITERIA	POINTS
Relevant experience in grocery store construction	20
Qualifications and experience of key personnel	10
Past performance (via examples of prior work and references)	10
Proposed scope of work and timeline for completion	15
Reasonableness of fees for services	15
Clarity of communication and thoroughness of proposal	10
Demonstrated understanding of the needs of the Lehigh Valley	5
Incorporation of sustainability in construction principles	5
TOTAL	100 points

QUESTIONS PRIOR TO SUBMISSION

- Questions about the RFP and project may be submitted prior to the submission deadline for the proposal.
- All questions should be submitted in writing via email to shelby@simplifiedbusiness.org
- To maintain free and fair competition, all questions and their answers will be posted on the Bethlehem Food Co-Op’s [website here](#).

SUBMISSION PROCEDURE

- Email shelby@simplifiedbusiness.org if you would like to submit a proposal and the supplemental materials will be provided to you via email.
- All proposals should be submitted to Shelby@simplifiedbusiness.org
- All proposals should be submitted in one document in .pdf format
All proposals must be returned within 39 business days of publication of the RFP (January 3, 2024 at 5pm ET).