



24 CLAY STREET – MARTINSVILLE, VA

REQUEST FOR PROPOSAL

Project Name: Grace House Repairs & Upgrades

JANUARY 20, 2025

Purpose:

Piedmont Community Services is currently accepting proposals for facility repairs and upgrades at our Grace House Residential Facility located at 50 West Church Street, Rocky Mount, VA. The purpose of the Request for Proposal is to solicit construction firms to complete repairs and upgrades at this location.

Vendor(s) will be evaluated in part on the ability to deliver services on time and within budget, and their demonstrated understanding of the solution required based on their responses and subsequent interviews.

Project Coordinator

Kippy Cassell, Director of Operations
Piedmont Community Services
24 Clay Street
Martinsville, VA 24112
(276) 634-4210
kcassell@piedmontcsb.org

RFP Schedule:

January 20, 2025	Request for Proposal Released
February 10, 2025	Last day for Questions/Clarifications
February 24, 2025	Proposal Due (5:00pm)
February 28, 2025	Purchasing Decision
March 3, 2025	Successful Vendor Notified
June 16, 2025	Implementation Deadline

Instructions:

Each vendor submitting a proposal must submit two (2) printed copies of the response to the project coordinator indicated above. Proposals must be submitted in a sealed envelope. One electronic copy (pdf format) of the proposal must also be included in the sealed envelope. The project name and vendor name must be indicated on the outside of the envelope. Proposals must be received no later than 5:00pm, February 24, 2025.

About the program:

Grace House is a certified recovery residence that is owned and operated by Piedmont Community Services. This recovery residence houses pregnant and parenting women. The goal of the program is to help women through various life challenges, keep their infants with them and avoid foster care, and obtain employment. The property has two apartments that are only accessible through an outdoor second story staircase. By renovating the outdoor staircase and two apartments addition women and their children can be served through the program.

Services requested:

Vendors wishing to submit a proposal must provide a detailed cost estimate for completing the following services:

- Removal and reconstruction of exterior stairs to the 2nd floor apartments.
- Renovations and repairs to the two 2nd floor apartments including:
 - Repairs of all walls and painting of entire apartments.
 - Repairs of all flooring and ceilings as needed.
 - Installation of HVAC systems for both apartments.
 - Installation of emergency fire alarm system to include smoke detectors and pull stations. System must be connected to the existing fire alarm system.
- Installation of whole-home generator for the entire facility.

References:

Vendors must include with their proposal at least three companies/agencies in which they have completed similar projects within the past 12 months.

Evaluation Criteria:

PCS is looking for one company to provide all the services listed in this RFP. Following receipt and review of the proposals, selected vendor(s) may be invited to an interview for questioning and an on-site presentation of their proposed system. The decision to interview vendor(s) will be at the discretion of PCS.

The successful vendor will be chosen through a review of the following criteria:

1. Capabilities of the proposed solution.
2. Company's demonstration of knowledge, expertise and experience in the planning, project management and execution of the services for which they are responding.
3. Experience and past performance.
4. Cost of solution and services proposed.

Certification:

Vendors are required to provide with their proposal, proof of the following:

- Applicable Business License(s)
- Proof of Employer’s Liability Insurance
- Proof of Workers Compensation Insurance

Project Notes:

- Vendors wishing to survey the project location should contact the project coordinator.
- Any questions should be directed to the project coordinator.
- Vendors may only submit one proposal for evaluation.