



RFP NUMBER: 002-06-2024	RFP Title: Ethiopian Community Association in Atlanta, Inc. Renovation & Alteration project
RFP Due Date and Time Revised RFP Due Date: June 14 th , 2024, 12:00 PM	Number of Pages:

ISSUING ORGANIZATION INFORMATION	
Procurement Officer: Mr. Yohanes Negus	Issue Date: May 29 th , 2024
Ethiopian Community Association in Atlanta, Inc. 5616 Memorial Drive, Stone Mountain, GA 30083	Phone: 470-230-8946 Website: www.ethioiancaa.org

INSTRUCTION TO OFFERORS	
<p>Return in a <u>sealed envelope and hand delivered</u> to the address below.</p> <p>Ethiopian Community Association in Atlanta, Inc. Attn: Yohanes Negus 5616 Memorial Drive, Stone Mountain, GA 30083 Office Hour: Tuesday to Saturday 11:00AM to 5:00PM</p> <p>Vendors should place sealed envelopes in the Locked Box at the Ethiopian Community office and write their names on the register. *Hand delivery with carriers and certified mail are acceptable.</p>	<p>Mark Face of Envelope /Package</p> <p>Contractors Name RFP Number: 002-06-2024 Revised RFP Due Date: June 14th, 2024, 12:00 PM (noon) Local Time</p> <p>Special Instructions: n/a</p>

OFFERORS MUST COMPLETE THE FOLLOWING	
Offeror Name/Address:	Authorized Offeror Signatory:
Offeror Phone Number:	Offeror FAX Number:
Offeror Federal I.D. Number (If Applicable):	Offeror E-Mail Address:



OFFERORS MUST RETURN THIS COVER SHEET WITH RFP RESPONSE

Request for Proposals for Alteration and Renovation

I. BACKGROUND

The Ethiopian Community Association in Atlanta, Inc. (ECAA), established in 1983, is a not-for-profit community-based organization dedicated to fostering social and cultural initiatives that celebrate Ethiopia's vibrant diversity. Our primary mission is to promote the successful integration of Ethiopians into the wider American society while preserving their rich cultural heritage.

II. PURPOSE

The purpose of this Request for Proposals (RFP) is for The Ethiopian Community Association in Atlanta, Inc. (ECAA) to receive proposals from contactor, firms, and organizations capable of providing services for interior alteration and renovation for the community center. The selected vendor should be skilled in all aspects of construction project management, including coordinating and communicating construction activities throughout all phases to the ECAA Project Manager.

III. SCOPE OF WORK

The Ethiopian Community Association in Atlanta, Inc. (ECAA) is searching for contractors to provide interior alteration and renovation to:

1. Build a small commercial grade kitchen in the event hall.
2. Demolition of existing walls to accommodate a conference room, (seminar room) study/playroom, (study and play areas for young people and seniors) food pantry, as well as renovate administrative offices.
3. Stage and sound system
4. Fire Suppressing System (Sprinklers)
5. Repave the parking lot(s) with asphalt and reline

Note: Details of scope of work is listed in Appendix A

This scope of work is based on the assumption that an environmental assessment will be completed for this project. The environmental assessment will be attached as an appendix to this scope of work. If ECAA determines, based on scoping or subsequent analysis, that an environmental impact statement is required, it will be attached to this scope of work as an appendix. ECAA reserves the right to make any revisions to this scope of work based on any changes in estimated or monitoring costs.



ECAA may choose one or multiple vendors for the construction project. If more than one vendor is selected, the grant of projects between multiple vendors will be determined at a later date.

IV. PROJECT DETAILS ARE FOUND IN APPENDIX B

V. TERM OF CONTRACT

Awarding a contract to this RFP is contingent upon the successful completion and approval of the environmental assessment, and the obligation of funds by the Housing and Urban Development Administration (HUD).

VI. SUBMITTAL PROCEDURES:

Offerors shall submit six (6) original submittals. Proposals must be hand delivered/submitted by the date and time indicated below. Proposals not submitted by that time will not be considered. Proposals shall not be valid unless sealed in a single marked envelope as follows:

Proposals for Alteration and Renovation for Ethiopian Community Association in Atlanta, Inc. (ECAA)

Ethiopian Community Association in Atlanta, Inc. (ECAA)

Attn: Yohanes Negus

5616 Memorial Drive, Stone Mountain, GA 30083

Mark Face of Envelope Contractors Name/Package

Proposals will be received until June 14th, 2024, 12:00 PM (Noon) Local Time at ECAA's Office, 5616 Memorial Drive, Stone Mountain, GA 30083. Facsimile and electronic submissions will not be considered.

VII. SITE TOUR

For potential and interested candidates, a site tour and Questions and Answer session will be held on the follow:

DATE: Friday June 7, Saturday June 8, 9:00AM – 2:00PM

PLACE: 5616 Memorial Drive, Stone Mountain, GA 30083

VIII. PROPOSAL CONTACT PERSON

The assigned contact person is Yohanes Negus, Director, ECAA. Mr. Negus can be reached at (404) 713-3814 or by email at director@ethiopiancaa.org



IX. SCHEDULE OF EVENTS

1. May 29th, 2024: Request for Proposals Release Date
Friday June 7, Saturday June 8, 9:00AM – 2:00PM, Site Tour
2. June 14th, 12:00 PM (Noon) Local Time: RFP Submittal Deadline, No Later Than
3. Date: [to Be Determined](#)
 - a. Evaluation Committee Application Review
 - b. Evaluation Committee Recommendation (Short List)
 - c. Onsite Short List Interviews
4. Date: Notice of Intent to Award Contract [to Be Determined](#)
5. Date: Contract Execution Date [to Be Determined](#)

X. PRICING

Offerors shall provide a detailed breakdown of all construction costs required for the project's alteration, renovation, and ongoing operation. All costs associated with the completion of the construction shall be fully identified.

XI. INSURANCE AND BONDS REQUIREMENTS

Offerors are required to maintain the following insurance coverage(s) during the Term of this Agreement:

1. Workers Compensation Insurance
2. Commercial (Comprehensive) General Liability Policy (CGL) should include amount \$1,000,000 - \$1,500,000
3. Business Auto Policy, to include liability coverage on any vehicle owned, non-owned, or hired by the Vendor or Vendor's personnel for the performance of this Agreement
4. Bid bond and performance bond under the federal award requirement
5. Contractor shall include in all subcontracts and require of all subcontractors all insurance and settlement requirements and provisions of the Contract that are applicable to any subcontractor's scope of work

XII. PERMITS & LICENSES

Offerors shall have a Contractor permit and license to do business in the State of Georgia.

XIII. OFFEROR QUALIFICATIONS

1. Offeror Information Requirements



In determining the capabilities of an offeror to perform the services specified herein, the following informational requirements must be met by the offeror. **(Note: Each item must be thoroughly addressed. Offerors taking exception to any requirements listed in this section may be found non-responsive or be subject to point deductions).**

2. References

The offer shall provide a minimum of **three (3)** references that are using services of the type proposed in this RFP, preferably within the last **five (5)** years. At a minimum, the offeror shall provide the company name, the location where services were provided, contact person(s), customer's telephone number, a complete description of the service type, and dates the services were provided. These references may be contacted to verify the offeror's ability to fulfill the contract. ECAA reserves the right to use any information or additional references deemed necessary to establish the offeror's ability to fulfil the conditions of the contract. Negative references may be grounds for proposal disqualification.

3. Resumes/Company Profile and Experience

The offeror shall specify how long the qualified/company submitting the proposal has been in the business of providing services similar to those requested in this RFP. A resume or summary of qualifications, work experience, education, skills, etc., which emphasizes previous experience in this area should be provided for all key personnel who will be involved with any aspects of the contract. The offeror should specify how long it has been in the business of providing these services and under what company name.

4. Method of Providing Services

The offeror should provide a description of the work plan and the methods to be used that will convincingly demonstrate to ECAA what the offeror intends to do, the timeframes necessary to accomplish the work, and how the work will be performed.

5. Compliance to Applicable Construction & Building Code

The offeror shall comply with all applicable construction/building code of the Dekalb County. The failure of the offeror to comply with that article shall be a material breach of contract which may result in the rescission or termination of this contract

XIV. **EVALUATION CRITERIA**

The following evaluation criteria will be used as the as the basis for evaluating proposals. Submitted proposals must be accurate and complete, providing all information



requested in the RFP. The evaluation criteria will include but not be limited to the following assessments in the overall selection process:

1. Relevant Experience and Past Performance of contractor same/similar to this project
2. Design & Plan
3. Analysis of the budget and other costs for the services proposed.
4. Project organization and Daily Operations Management Plan, including staffing and management control
5. Firm's ability to deliver on time and within budget during the defined schedule
6. Project completion timeframe
7. Experience or ability to produce or assist ECAA in preparing a construction performance report, which will be the basis of reimbursement
8. Project completion in a manner consistent with the endorsement of the local county office for the environmental assessment



XV. OFFEROR'S RFP CHECKLIST

The 6 Most Critical Things to Keep in Mind

1. _____ **Note the procurement officer's name, address, phone number and e-mail address.** This is the only person vendors are allowed to communicate with regarding the RFP and is an excellent source of information for any questions vendors may have.
2. _____ **Take advantage of the “question and answer” period.** Submit your questions to the procurement officer by the due date listed in the Schedule of Events and view the answers given in the formal “addenda” issued for the RFP. All addenda issued for an RFP are emailed to vendors and will include all questions asked and answered concerning the RFP.
3. _____ **Follow the format required in the RFP.** When preparing your response, provide point-by-point responses to all sections in a clear and concise manner.
4. _____ **Provide complete answers/descriptions.** Read and answer **all** questions and requirements. The proposals are evaluated based solely on the information and materials provided in your response.
5. _____ **Use the forms provided**, i.e., cover page, sample budget form, certification forms, etc.
6. _____ **Submit your response on time.** Note all the dates and times listed in the Schedule of Events and within the document and be sure to submit all required items on time. Late proposal responses are never accepted.
7. _____ **Submit your response using a sealed envelope** as instructed on page one of this RFP. Please place your sealed envelope in the Locked Box at the Ethiopian Community office and write your name on the register.

This checklist is provided for assistance only and should not be submitted with the Offeror's Response.



**ETHIOPIAN COMMUNITY ASSOCIATION IN ATLANTA, INC. (ECAA)
REQUEST FOR PROPOSALS**

Appendix A: SCOP OF WORK ECAA Alteration and Renovation Project

The Awarded Offeror shall provide all services detailed in this Scope of Work (“SOW”), which services shall include, but are not limited to, the following general and specific work requirements:

1. Strategic Implementation Plan

The Contractor shall prepare a written Strategic Implementation Plan (“SIP”) for ECAA approval. The SIP shall include:

- a. A definition of the mission and goals for the Project which reflects ECAA’s mission and purpose.
- b. A description of the process by which the Project shall be undertaken and completed, including, without limitation, preparation of: Project schedule; Project tasks; and communications tools.
- c. Outline of a budget for implementation of the Project

2. Programming (schematics and detailed floor plan layout)

The Contractor shall prepare a plan of alteration and renovation, detailed floor plan layout in accordance with ECAA requirements.

3. Schematic Design

The Contractor shall prepare for ECAA’s approval a preliminary schematic design plan for the Project. ECAA shall receive one (1) original and five (5) copies of the schematic design plan and its appendices. The Contractor shall append to the schematic design plan a preliminary budget for the alteration and renovation project.

- a. In addition, the Contractor will prepare:
 - Creation of CAD drawing based on existing site conditions.
 - Review of building code and local regulations as it pertains to the project.
 - Site plan



4. Design Development.

The Contractor shall prepare for ECAA's approval a Design Development package, which will consist of general information regarding the various plans that will be part of the Project, including the following:

- a. Basic design development sketches of key ideas
- b. Presentation of recommend finishes and fixtures

5. Documentation.

The Contractor shall provide ECAA the following documentation regarding the Project:

- a. A complete set of interior design construction drawings (ready for permits, pricing, and construction): floor plans, ceiling plans/basic lighting plans, basic electrical plans, elevations, details/sections, and finish specifications.
- b. Specifications describing materials, products, submittals, coordination, execution, quality assurance, installation, etc.
- c. Coordination with other project consultants
- d. Preparation of project phasing plan



**ETHIOPIAN COMMUNITY ASSOCIATION IN ATLANTA, INC. (ECAA)
REQUEST FOR PROPOSALS**

Appendix B: PROJECT DETAILS ECAA Alteration and Renovation Project

The offeror shall provide remodel and construction services for the following projects:

1. Small Commercial Grade Kitchen in Event Hall

- a. Design and build a small commercial grade kitchen for cooking/warming consistent with the local government construction code.
- b. Cabinets, countertops, major appliances
- c. To upgrade the Electrical Power supply enough to support the commercial Kitchen.

2. Office Area

- a. Internal demolition and reconstruction of sheetrock and floor tiles. Installation of shelving and a refrigerator for a community food pantry
- b. Furnish a game room and a small coffee room for seniors and young children
- c. Furnish a small business center for members of the community who have no access to networked facilities in their own homes.
- d. Demolish the two sidewalls of room #7, and remove one of the doors to furnish a small training/seminar room that can be used for conferences, training, tutoring, etc.
- e. In the training/seminar room, install one side of the wall with a pull-down projector screen
- f. Re-design the ceiling to replace with LED recessed lighting
- g. Replace the existing floors with commercial flooring
- h. Paint all the walls in the office area
- i. Check the functionality of the HVAC system
- j. To upgrade the Electrical Power supply enough to support the office area

3. Stage and Sound System in Event Hall

Enhancements should be designed to outfit the event hall with a stage and a sound system.

- a. Design and build Sound system and Stage
- a. Any additional design consideration for reducing Echo
- b. Upgrade the Electrical Power supply enough to support the sound system

4. Fire Suppressing System (Sprinklers)

To install Fire suppressing system (sprinklers) for the main hall and the smaller event rooms,



connecting this system directly to the water main.

5. Clean, Seal, Repave and Reline Parking Lots

The building has two large parking lots, one in the front and a much larger one behind it. The parking lots must be brought up to acceptable standards. The front lot has 69 spaces, and the back lot has 50 spaces. Milling the existing asphalt surface .5-1” and paving 1.5”. In addition, deep repair for the bad spot areas.