



## REQUEST FOR PROPOSAL

### General Contractor to Build Community Center

Due Date: May 9, 2024

Project Number: MH-1346 Lighthouse Paint Creek

Project: Lighthouse Youth & Family Services Community Center Building at Paint Creek Youth Center

#### **A. Project Background**

Lighthouse Youth & Family Services (Lighthouse or Owner) owns and operates a residential treatment facility for young boys ages 14-21 at 1071 Tong Hollow Road, Bainbridge, Ohio. The campus includes dormitories, school, gym, administration building, greenhouses, and a commercial kitchen and dining hall. The total campus size is 35.1 acres.

The project is to demolish four aging dormitory/barrack-style buildings that total 8,400 SF and construct a one-story 7,600 SF multipurpose community center building. The building will accommodate therapy rooms, meeting space, a campus dining hall and commercial kitchen.

Lighthouse selected ATA Beilharz Architects as the Architect/Engineer (A/E) who has been responsible for the overall design and development of drawings and specifications. This RFP is to select a qualified General Contractor (GC) for the project.

See Attachment A - Site Identification & Feasibility Study for additional information on the project site.

#### **B. General Scope of Work**

The GC will work cooperatively with Owner and A/E and will provide, among other services, schedule development, any required trade permits, and value engineering. The GC shall construct the Project pursuant to the construction documents and in accordance with the schedule requirements. The GC shall hold all subcontracts and shall be fully responsible for the means and methods of construction, weekly progress meetings, testing and inspections, project safety, project completion within the schedule agreed upon in the preconstruction phase, compliance with all applicable laws and regulations including monitoring compliance with all EDGE\* (if participating), equal employment, and submitting monthly reports to the Owner. The Owner reserves the right to approve GC's selection of subcontractors.

\* The GC is encouraged to utilize Encouraging Diversity, Growth & Equity (EDGE) businesses as certified by the State (<https://development.ohio.gov/business/minority-business/certifications/encouraging-diversity-growth-and-equity-program>), or at a

#### **C. Contract Documents**

Contract documents to be used as the basis for the RFP response/bid include the Request for Proposal, drawings, supplementary drawings (when issued), specifications, and addenda issued prior to receipt of bids.

The Owner intends to utilize AIA A102 – Standard Form of Agreement Between Owner and Contractor where the basis of payment is the cost of the work plus a fee with a guaranteed maximum price. All conditions and terms in the RFP will be in addition to the terms and conditions in the final agreement signed. The awarded contractor is responsible for reproducing and providing the bid documents to their suppliers and subcontractors.

#### **D. Instructions to Bidders**

- It is required that all bidders visit the project site and check existing conditions as it pertains to this work.
- Any additional questions/clarifications should be submitted by email to both the A/E and Owner. If you have no questions, please email your intent to bid so you receive copies of the questions and answers. The name of the party submitting a question will not be included on the Q&A document.
- Questions and answers will be shared via email on a weekly basis until 3 business days before the bid deadline.

A/E: Greg Hackett, [greg@ata-b.com](mailto:greg@ata-b.com)

Owner: Cathy Goold, [cgoold@lys.org](mailto:cgoold@lys.org)

Bids must be submitted on the attached Bid Form (Attachment B) & Schedule of Values (Attachment C). Please note that bids must clearly identify the proposed general conditions cost, general requirements cost, itemized construction category costs, contingency percentage, and overhead and profit. The award of this package will be to a single bidder as all the work must occur concurrently.

- Bids must be delivered in a sealed and marked envelope as “Lighthouse Paint Creek – DO NOT OPEN” by May 9, 2024, at 4:00 PM ET.

Cathy Goold  
Lighthouse Youth & Family Services  
401 E. McMillan  
Cincinnati, OH 45206

- Along with the bid proposal, all submitted responses should include the following information in response to this RFP.
  1. Summary - Provide a summary on one page or less, describing why your firm/team is the most qualified for the Project. Please include any experience working in or near the Village of Bainbridge.
  2. Project Team - Provide a summary of the proposed project team and their qualifications.
  3. Self-Performed Work - Indicate whether the firm intends to self-perform any work on the Project through a competitive process and, if so, the nature of the work.
  4. Management Systems - Describe the scheduling and cost control systems the firm would propose to use for the Project. Specifically describe the documentation and reporting experience with prevailing wages which will be a requirement for a portion of the construction cost.
  5. Budgeting & Scheduling – Describe your track record of managing projects to the original budget and schedule and how you have handled changes.
  6. Bonding/Insurance- Provide evidence of capacity to provide bonding in the amount of the project budget and a copy of the firm's certificate of insurance showing the firm's current limits of liability for commercial general liability, employer's liability, business automobile liability, and professional liability insurance.
  7. References - Provide three references that include project name, contact name and contact information.
- RFP bids will be publicly opened on Friday, May 10, 2024, at 11:00 AM at Lighthouse, 401 E. McMillan, Cincinnati, OH 45206.
- The Owner and Architect reserve the right to conduct interviews to meet the proposed project team to discuss the project approach and their ability to meet the stated objectives of the project before finalizing GC selection.
- The Owner will retain 5% of all payments of the Contract Sum otherwise due and payable. After 75% of the Work is in place the Owner, in its discretion, may reduce retainage to 0% on future payments. If, after reducing retainage, the Owner later determines that the Contractor or any Subcontractor is not making satisfactory progress or that the Contractor or any Subcontractor is otherwise in default under the terms of the Contract Documents, then the Owner may continue or reinstate retainage of up to 5% of the Contract Sum.

- AIA billing will be required with an affidavit and final waivers prior to release of retainage. Progress billings will require partial waivers from all subs and suppliers for all payments made to date. Progress payments will be made on a 30-day cycle.
- Lighthouse encourages the use of socially and economically disadvantaged business and would like a breakdown of these businesses (MBE/VBE/WBE) in the final bid tabulation. If any of these organizations are also EDGE-certified, please note that in the tabulation as well..
- As a non-profit organization, Lighthouse is exempt from all taxes.
- No bidder may withdraw his/her bid within thirty (30) days after the date of the bid opening.
- The Owner reserves the right to reject all bids and cancel at any time for any reason this solicitation, any portion of this solicitation or any phase of the Project. The Owner shall have no liability to any bidder arising out of such cancellation or rejection. The Owner reserves the right to waive minor variations in the selection process.

## **E. Terms and Conditions**

**Closeout Documents:** Close out documents in accordance with Section 01 7700 will be required prior to issuance of final payment. Closeout documents are to be submitted as one electronic/digital set that should be inclusive of, but not limited to: contractor warranties, project team and their contact information, purchase schedule, permits, certificates, test, reports, bulletins, finish schedule, manufacturer's warranties, project as-built drawings and operational & maintenance manuals and specifications.

**Changes in Work:** Changes in work shall be performed under applicable provisions of the Contract Documents. No change in work is to be completed unless approved by Lighthouse. Changes that incur additional costs shall be submitted with all appropriate back up including but not limited to a detailed breakdown of labor and material. Quotes are to also include all subcontractor quotes.

## **F. Bonding/Insurance**

- Contractors must maintain all necessary insurances as set out in the Contract Documents and maintain such insurances for at least one year after the warranty period.
- Contractors to provide written evidence of the maximum bonding amount for the company, as well as the capacity to provide (at minimum) bonding in the amount of the project total Base Bid amount, including all Alternates.
- Contractors to provide a copy of company's Certificate of Insurance or policies (as requested by the Owner), showing the company's current limits of liability for Commercial General Liability, Employer's Liability, Business Automobile Liability, Professional Liability, and Worker's Compensation.

## **G. Confidentiality**

Bidder shall not, without the express written consent of Lighthouse, in any way or manner make known, divulge or communicate to any third party drawings, plans, specifications, blueprints, designs, or other information furnished to the bidder by or on behalf of Lighthouse or in connection with this RFP or any information concerning the goods specified herein and manufactured in accordance with such drawings, plans, specifications, blueprints, designs, and other information (all of which herein is referred to as "Technical Information") to any party or person other than personnel of the bidder directly concerned with the manufacture or production of said goods and suppliers of items required by the bidder in its performance. Bidder shall not employ any such Technical Information for its own use or for any purpose whatsoever except in its performance on behalf of Lighthouse.

## **H. Other**

This project is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) as part of an award totaling \$1.85 million. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by HRSA, HHS, or the U.S. Government. Based on preliminary information, it's estimated HRSA funding would cover 46% of the project cost, Ohio Department of Mental Health and Addiction Services (OHMAS) 25%, and Lighthouse funds 29%.

**END OF REQUEST FOR PROPOSAL**

## Attachment A - Site Identification and Feasibility Study

The applicant must provide the following information for all proposed project sites:

1. Address of the site.

1071 Tong Hollow Road, Bainbridge, OH 45612

2. Photographs (photo-copies are unacceptable) to identify the general character of the site and the surrounding area.

The area in the white box is where the new construction would be after the four dormitory buildings + pool is demolished.





This is a close up view of the 4 buildings (pool in background).



3. Size of property (lot) and size (in square feet of living space) of the building.

**Acreage: 20.89 acres for parcel where construction will occur. Total campus acreage is 35.1 acres**

**Building Size (4 Buildings to be demolished): 8400 SF**  
**Building Size – New Construction 7,600 SF**

4. Tax valuation. **\$2,004,740**  
**Taxable Value (35% of market value): \$701,660**
5. Purchase price. **N/A – already own property**
- A. Will a commercial bank loan be involved in assisting with the purchase of the site? **NO**
- B. State the terms and amount of the bank loan.

6. Names of two (2) previous owners, the dates they purchased the property and the amount of the purchase. If records are not available, state “records not available.”

This information is often available through the real estate agent, but if not, the county recorder’s office will have this information.

**Camp Valley Vista Baseball (1963? – 1985)**

**Prior records not available**

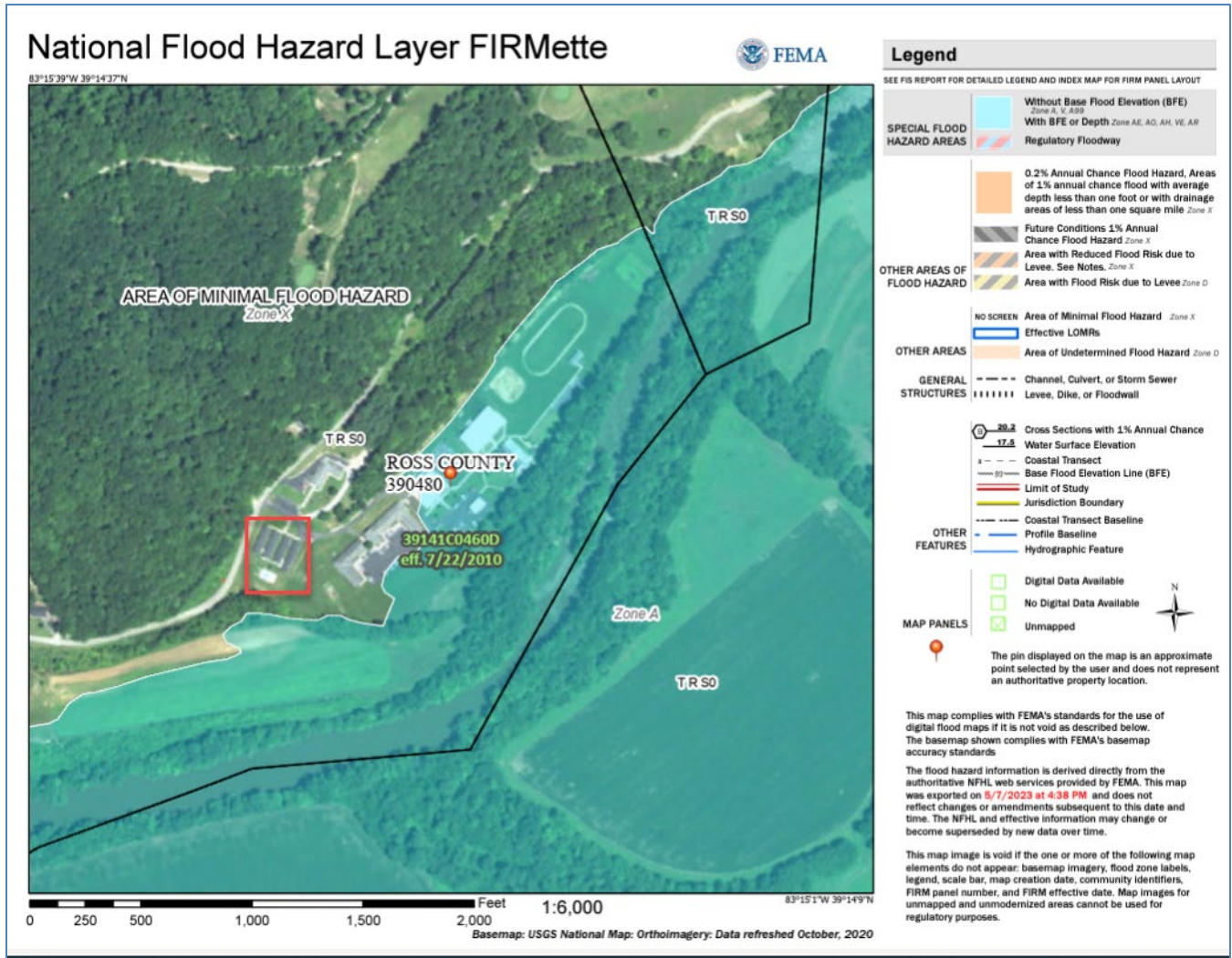
7. Does the present zoning classification cover the type of facility proposed? If so, provide certification that the site is properly zoned for the intended use. If not, can appropriate zoning classification changes be obtained?

**This property is in Paxton Township, and there are no zoning regulations.**

8. A copy of the floodplain map referenced in the county’s or municipal corporation’s floodplain regulations on which the location of the development has been marked.

If the development is located within a one-hundred year floodplain, a copy of the valid floodplain development permit issued by the county or municipal corporation demonstrating that the proposed development complies with the floodplain management standards of the national flood insurance program.

**The property is in an area of minimal flood hazard. The FEMA Flood Hazard Layer FIRMette is shown below. The area of construction is noted in the red box.**



- Provide statement that site (land and structures) is free of any hazardous materials or waste products.

**A Phase I Environmental Site Assessment was conducted on 4/20/23. A pre-demolition asbestos survey was completed on 4/13/23. One building contained asbestos and mitigation for this building was completed on 5/15/23.**

- Submit a plan of the site with boundaries showing location of existing buildings and dimension to lot lines and adequate structures, rights of ways and required setback.

**Please refer to Site Identification Appendix A – Site Plan Civil Drawing**

- Does the site have city/county water, or well water? If the site has a well, provide verification from the county health department that the water is safe for drinking.

**The site has city/county water.**

12. Explain how residents will access services such as shopping, banking, treatment services, etc.

**The site is a residential treatment facility and is in a rural area of Ross County. All treatment services are provided on-site, and youth have an opportunity to shop at the canteen if they have earned points for work or other incentives.**

## **B. New Construction Only**

All projects involving new construction shall include the following additional information:

1. Show the location and size of existing site utilities. The state will not participate in the cost of off-site utilities. If no utilities are available, what will be the estimated cost to provide on-site utilities?

**Please refer to Site Identification Appendix A – Site Plan Civil Drawing**

2. Written EPA approval or tentative conditional approval of the sewage system, if applicable.

**The new building will connect to the Village of Bainbridge sewer system.**

3. Submit a soils report if US geographical map is available, the type of soil may be available from that source. If not available, check the soils condition of adjacent sites if new construction is in progress.

**A geotechnical survey was done with 9 boring soil samples. Please refer to Site Identification Appendix B – Geotechnical Survey – Soil Borings.**

4. Estimated costs for:
  - a. Construction - \$3,141,250
  - b. Moveable equipment - \$169,130
  - c. Architect fees - \$175,070
  - d. Site - \$350,000
  - e. Miscellaneous (e.g., permit fees, soil testing, dosing costs, etc.) - \$32,510

Costs were estimated using State of Ohio New Construction “Opinion of Probable Costs” based on K-12 school construction costs.

5. All new construction shall comply with present ADA accessibility requirements. Residential living facilities shall have a reasonable number of rooms in compliance with ADA standards.



**ADA requirements have been fully addressed in all planning.**

6. Sites for new construction shall have an environmental assessment completed by a professional firm engaged in this type of work.

**A Phase I Environmental Site Assessment was conducted on 4/20/23. A summary of this assessment is contained in Site Identification Appendix C – Phase I ESA Report.**

~~APPENDIX A~~  
~~Site Plan Civil Drawing~~

~~APPENDIX B~~  
~~Geotechnical Survey Soil Borings~~

~~APPENDIX C~~  
~~Phase I Environmental Site Assessment Report~~

**ATTACHMENT B - BID FORM**  
(Submit two copies of Bid Form and all attachments)

**BIDDER:** \_\_\_\_\_

**PROJECT:**  
Lighthouse Youth & Family Services  
at Paint Creek - Community Building  
1071 Tong Hollow Road  
Bainbridge OH 45612

**BIDS DUE AT:**  
Lighthouse Youth & Family Services  
Attn.: Cathy Goold  
401 E. McMillan Street  
Cincinnati OH 45206

**BIDS DUE BY: Thursday, May 9, 2024, 4:00 p.m. EDT**

Having read the bid documents and specifications and examined the drawings prepared by the Architect, ATA Beilharz Architects, LLC, Cincinnati, Ohio, for the work described above, and having inspected the site and the conditions affecting and governing the construction of the said project, and acknowledging that the bid documents, specifications and drawings are adequate for the performance of the Work, the undersigned hereby proposes to furnish all materials and perform all labor, as described in the specifications and shown on the drawings, for the following sum. Bid shall be good for 30 days.

**BASE BID:**

The Contract Sum shall be the Cost of the Work as defined in AIA Document A102-2017, plus the Contractor's Fee of ..... %

The Guaranteed Maximum Price is ..... \$ \_\_\_\_\_

**ALTERNATE 1:**

Metal Roofing .....  ADD/  DEDUCT \$ \_\_\_\_\_

**ALTERNATE 2:**

Delete Porch Roof ..... DEDUCT \$ \_\_\_\_\_

**ALTERNATE 3:**

Completion Date Extension to \_\_\_\_\_ DEDUCT \$ \_\_\_\_\_  
(date)

Addenda received and included in this Bid: No. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

All Allowances identified in Section 01 2100 are included in the Base Bid amount.

Attachments to Bid Form (submit 2 copies):

- Bid Guaranty and Contract Bond (or certified check)
- Summary of Qualifications and Project Team
- Identifications of Self-Performed Work
- Description of Management Systems
- Budget and Schedule Qualifications
- Bonding Capacity
- Certificate of Insurance

- References
- Schedule of Values (use form attached to Section 01 2900)

SIGNED:

_____ Signature	_____ Name of Company or Corporation
_____ Printed Name	_____ Business Address, City, State, Zip
_____ Title	_____ Phone
_____ Date of Signature	_____ Email



# SCHEDULE OF VALUES

CONTRACTOR:  
 CONTRACT FOR:  
 PROJECT:  
 ARCHITECT'S PROJECT NO:

APPLICATION NO:  
 APPLICATION DATE:  
**Lighthouse Youth & Family Services at Paint Creek**  
**22097 / C3-4900**

LINE NO.	SECTION NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		TOTAL COMPLETED TO DATE	MATERIALS PRESENTLY STORED	TOTAL COMPLETED AND STORED TO DATE	%
				PREVIOUS APPLICATION	THIS PERIOD				
1	00 4133	Contractor's Fee ( ___ %)							
2	01 1000	General Requirements							
3	01 2100	Contingency Allowance (5.00%)							
4	01 2100	Allowance - Signage							
5	01 2100	Allowance - Window Blinds							
6	01 3300	Submittals							
7	01 7000	Progress Cleaning							
8	01 7700	Final Cleaning							
9	01 7700	Punch List Work							
10	01 7700	Project Record Submittals							
11	01 7700	Training							
12	Div. 02	Demolition							
13	Div. 03	Concrete							
14	Div. 04	Masonry							
15	Div. 05	Metals							
16	Div. 06	Wood, Plastics, Composites							
17	07 2000	Thermal Protection							
18	07 4000	Siding							
19	07 6/7000	Roofing							
20	07 8/9000	Firestopping and Sealants							
21	Div. 08	Openings							
22	Div. 09	Finishes							
23	Div. 10	Specialties							
24	Div. 11	Equipment							
25	Div. 12	Furnishings							
26	Div. 21	Fire Suppression							
27	Div. 22	Plumbing							
28	Div. 23	HVAC							
29	Div. 26	Electrical							
30	Div. 27	Communications							
31	Div. 28	Electronic Safety and Security							
32	Div. 31	Earthwork							
33	Div. 32	Exterior Improvements							
34	Div. 33	Utilities							
35									
36									
37									
38									
39									
40									
<b>TOTALS</b>									

## EDGE Participation Statement of Intent

\_\_\_\_\_ Contractor is an EDGE-certified Business Enterprise

\_\_\_\_\_ Contractor certifies that it intends to contract with EDGE-certified Business Enterprises for \_\_\_\_\_ % of the total contract amount.

\_\_\_\_\_ Contractor certifies that it intends to contract with other socially and economically disadvantaged businesses owned by minorities, veterans, or women (MBE/VBE/WBE) for \_\_\_\_\_ % of the total contract amount.

List the above referenced businesses below or on a separate attachment.