



April 27, 2023

Request for Proposal for Meeting Street Brentwood Modular Building Renovation Project

Project Overview: Meeting Street Brentwood, located at 2685 Leeds Avenue, North Charleston, South Carolina 29405 is seeking a general contractor to renovate and refurbish existing modular units and convert them into different uses. The project is intended to provide updated and modernized facilities to meet the changing needs of our students and staff. The project includes the renovation of classrooms, administrative offices, and other school facilities to be described below.

Scope of Work: The selected general contractor will be responsible for providing all labor, materials, and equipment necessary to complete the renovation and conversion project. The scope of work includes, but is not limited to:

1. Converting existing multi-use space (48'x76') and classroom space into five (5) offices/small conference rooms, and meeting/intervention spaces
2. Fully renovating a restroom modular (40' x 15') unit that contains five (5) stalls, two (2) urinals, six (6) sinks, and six (6) mirrors. The aforementioned items will need to be replaced with new items. This includes flooring, fixtures, and painting walls
3. Demolition and removal of existing fixtures and finishes in aforementioned spaces
4. Installation of new mechanical, electrical, and plumbing systems
5. Construction of new walls, ceilings, and floors
6. Installation of new windows, doors, and roofing systems if necessary
7. Installation of new finishes, including flooring, painting, and cabinetry
8. Complying with all City of North Charleston and Charleston County School District zoning laws, and other educational regulations.

Timeline: All work must be completed prior to July 31, 2023 in order to receive payment. The project may begin as early as May 15, 2023. The construction schedule should be designed to minimize disruption to school operations. This means from May 15 - June 2, the only allowable times for work will be M-F 5:00pm-6:00am, and weekends. After June 2, 2023, work can happen 24/7.

Proposal Requirements: General contractors interested in submitting a proposal for this project must meet the following requirements:

1. A minimum of 10 years of experience in commercial construction, including experience with school renovation projects.
2. Proof of valid state contractor license and insurance.
3. The ability to provide references from at least three recent, comparable projects.
4. The ability to provide a detailed cost estimate for the project, including a breakdown of labor and material costs.

Site Visits: Site visits to assess the designated spaces can be arranged by contacting msavard@meetingstreetschools.org and william_hansen.c@charleston.k12.sc.us

Proposal Submission: Proposals should be submitted in writing no later than 5:00 PM on May 9, 2023. Proposals should include the following information:

1. Company name, address, and contact information.
2. Proof of valid state contractor license and insurance.
3. Relevant experience, including a list of at least three recent, comparable projects.
4. A detailed cost estimate for the project, including a breakdown of labor and material costs.
5. Proposed construction schedule and timeline.
6. Contact information for the project manager who will oversee the work.

Proposals may be emailed to msavard@meetingstreetschools.org and william_hansen.c@charleston.k12.sc.us, or delivered to Attn: Charlie Hansen, Meeting Street Brentwood, 2685 Leeds Avenue, North Charleston, South Carolina 29405.

Evaluation Criteria: Proposals will be evaluated based on the following criteria:

1. Relevant experience and qualifications.
2. Cost and value for the proposed work.
3. Proposed construction schedule and timeline.
4. References from recent, comparable projects.

Review Period: Proposals will be reviewed beginning Wednesday, May 10th, 2023. If additional information is required, the listed project manager will be contacted. The review period will conclude, and the selected contractor will be notified, by 5:00 PM on Friday, May 12th, 2023.

Award of Contract: Meeting Street Schools reserves the right to award the contract to the general contractor whose proposal is deemed to be in the best interest of the Organization. The selected contractor will be required to sign a contract with Meeting Street Schools outlining the scope of work, timeline, and payment terms.