



# REQUEST FOR PROPOSAL (RFP)

Solicitation for:

**SUNBEAM "BUILDING B"**



## 1. Introduction

Sunbeam Family Services, Inc. (“Sunbeam”) is soliciting competitive proposals from qualified construction firms to undertake the adaptive reuse of an existing building for the establishment of an early childhood center. The project aims to repurpose the building to create safe, functional, and engaging learning spaces for children. This RFP outlines the scope of work, requirements, and instructions for submitting proposals. This RFP outlines the scope of work, requirements, and instructions for submitting proposals.

Sunbeam Family Services is a non-profit organization incorporated in Oklahoma City, Oklahoma with all business operations conducted within Oklahoma, and primarily within the Oklahoma City metropolitan area. Any contract issued pursuant to this RFP and associated services must comply with all regulations and laws applicable to minor construction projects.

**Sunbeam reserves the right, in its sole and exclusive discretion, to accept or to reject all proposals, in whole or in part. All proposals shall be subject to all applicable state and federal laws.**

## 2. Project Overview

The project involves repurposing an existing building located 1100 NW 14<sup>th</sup> St. Oklahoma City, OK, 73106 into classrooms suitable for children. The existing structure previously operated as a multi-room residential center for adults. The single-story project building finished original construction in 2014 and is constructed with metal framing, metal trusses with a brick and masonry veneer. The building measures 5,244 square feet. The objective of this project is to transform the building into a conducive environment for learning and a place for children up to four (4) years of age.


The project involves little demolition. Electrical changes or adaptations should be limited to relocating outlets due to renovations.


**Construction activities must commence no later than June 1, 2024, with anticipated completion no later than September 3, 2024.**

## 3. Scope of Work

Included as Attachment I are floor plan drawings including: As-Built Plan with anticipated minor demolition areas; (2) Build Back Plan; (3) Safety Floor Plan; (4) Ceiling Floor Plan; and (5) Roofing Floor Plan. Bidders should reference these plans when considering this scope of work.

- 3.1. Constructing three (3) classrooms. Construction activities will include, but may not be limited to removal or moving of existing millwork, plumbing, electrical, lighting, HVAC, fire, drop ceiling, walls, etc.
- 3.2. Constructing water closets suitable for use by children up to age four in each classroom.
  - 3.2.1. Water closet walls will be constructed with 3 5/8” metal studs with 5/8” gypsum.

- 
- 3.2.2. Classroom water closets will have new half doors.
  - 3.2.3. Floors and base in classroom water closets will be epoxy, the walls will be gypsum and painted.
  - 3.2.4. Walls will run to ceiling, leaving existing ceilings in place. Water closet walls will be half walls approximately 48" from floor constructed with 3 5/8" metal studs and 5/8" gypsum walls.
  - 3.3. Removing existing toilets, sinks, and walls of bathrooms currently located inside rooms previously used as living space.
  - 3.4. Installing sinks and toilets in classrooms. Construction activities will include locating existing plumbing, sawing slabs, removing millwork, and other activities related to objectives detailed below.
    - 3.4.1. Sinks.
      - 3.4.1.1. One children's sink in water closet intended for handwashing approximately at 18".
      - 3.4.1.2. One children's sink with an 18" AFF in each classroom area.
      - 3.4.1.3. One double or two separate stainless steel sink(s) in each classroom area for use by adults for handwashing and food preparation. Faucet must be motion activated.
      - 3.4.1.4. Field verification required as sizes of space available will vary.
    - 3.4.2. Toilets.
      - 3.4.2.1. One child's toilet in each classroom water closet and Zurn Juvenile toilet seat as referenced in finishing specs
      - 3.4.2.2. Toilet will be as specified in the drawings.
      - 3.4.2.3. Must have ADA installed grab bars.
      - 3.4.2.4. Where tie-in to the existing drain lines are required, finishes to be patched with LVT that matches the existing. All classroom water closets will have new half doors.
      - 3.4.2.5. Flooring will be an epoxy floor with base with a paint flake finish.
  - 3.5. Renovating kitchen area. Construction activities will include but may not be limited to locating existing removing millwork, locating existing plumbing, removing existing sink features, filling with gypsum, painting various surfaces, replacing FRP to match existing and other activities related to objectives detailed below.
    - 3.5.1. Removing large garage style door and countertops
    - 3.5.2. Installing new stainless steel three-compartment sink
    - 3.5.3. Installing stainless steel counters and filling with gypsum and FRP.
    - 3.5.4. Installing stainless steel backsplash behind cooking range area.
    - 3.5.5. Installing new vent hood
    - 3.5.6. Installing epoxy floor with base in kitchen area.
  - 3.6. Removing and replacing millwork, painting walls, and replacing base where painting or floor work is involved.

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- 3.7. Replacing flooring impacted by renovations with specified Luxury Vinyl Tile (LVT) to match existing flooring.
  - 3.8. Installing sink in S148 Gross motor room where current ice and water dispenser is located. New solid surface to be added to this area
  - 3.9. Glazing removal, repurposing, and addition.
    - 3.9.1. Glaze will be removed from the "Check-In" area of the plans and space filled with new gypsum.
    - 3.9.2. Removed glaze will be re-purposed and used in newly identified observations rooms.
    - 3.9.3. New glazing will be added to Observe located in HS137 on A103 on the east wall of that room.
    - 3.9.4. New glazing will be added on the north wall of the kitchen west of the door.
    - 3.9.5. New glazing that will view into classrooms 1 and 3 identified on the plans.
  - 3.10. Doors
    - 3.10.1 Adding three (3) new security doors. Doors exist to provide secondary egress at two (2) exterior doors that may create access into the building where not observable. New doors will have security locks provided by Sunbeam. Hardware shall match the exit hardware provided on other exterior doors in the building.
    - 3.10.2 Add four (4) new interior doors with lights. Three (3) of the doors will be installed as doors into classrooms. One (1) door will be installed into the kitchen.
    - 3.10.3 All doors in classrooms will have a finger pinch guard installed on all doors. Including the half door that enters/exits from water closets in classrooms.
  - 3.11. Finishing Specifications
    - 3.11.1. Flooring
      - 3.11.1.1. Where replacement is required will be a matched LVT to existing Karndean Burnt Ginger LLP-5-7.
      - 3.11.1.2. Kitchen flooring: Poured Epoxy flooring and base to 6" GC supply samples-Owner Rep select.
    - 3.11.2. Paint
      - 3.11.2.1. where paint is called for: Sherwin Williams - eggshell finish
      - 3.11.2.2. Base and Door Frame paint
    - 3.11.3. Solid Surface and/or alternate counter top/splash— provide sample for approval.
    - 3.11.4. Millwork samples must be provided for approval prior to installation.
    - 3.11.5. Zurn Juvenile Toilet Seat Model #: Z5959SS-JUV in all three (3) classroom water closets.
    - 3.11.6. Doors equipped with finger pinch guards.

## 4. Contractor Requirements

Non-negotiable requirements that every Contractor must adhere to are listed in the Required Criteria Checklist (Attachment IV). Bidders who do not meet all conditions outlined in the Required Criteria Checklist are not eligible to submit a proposal. **Please review and confirm all requirements are met before moving forward with Proposal Registration and Submission.**



## 5. Submit Intent to Propose

All Bidders are required to submit an Intent to Propose (Attachment II) within the timeline identified in Section 7.

## 6. Questions Submission

Any questions regarding this RFP will be handled as promptly and as directly as possible. Sunbeam will respond to questions via email within the timeline identified. Questions should be submitted via email to Andrew Norton, Sr. Director of IT and Facilities, at [anorton@Sunbeamfamilyservices.org](mailto:anorton@Sunbeamfamilyservices.org). Questions must be submitted by the deadline listed in the timeline in Section 8. Any question regarding only clarification of instructions or specifications, it may be handled verbally. If any question results in a change or addition to the RFP, the changes or additions will be forwarded to all Bidders who timely submitted proposals.


## 7. Submit Proposal

Bidders must submit a fully completed proposal by the stated deadline. Proposal-specific instructions can be found in Section 3 of this RFP. Sunbeam will review all proposals received for consideration for award of this RFP. When completing the proposal, be sure to review the Evaluation Criteria, found in Section 4 of this RFP. Sunbeam will use these criteria when making decisions about which Bidders to move forward to contract negotiations.

When writing the proposal, be sure to consider all the requirements are meeting current building code, federal, state, county, city, and local codes and if they meet the needs of childcare business. **General Contractors must adhere to all conditions to maintain their contracts.**

## 8. Timeline


Key Dates	Proposal Item
Friday, March 15, 2024	Issue Date for RFP Solicitation
Monday, March 25, 2024	Intent to Propose and Questions Due by 3pm CST
Wednesday, April 3, 2024	On site inspections and walk-thru's
Tuesday, April 30, 2024	Proposals Due by 3pm CST
Friday, May 3, 2024	Contracts Awarded
Wednesday, May 8, 2024	Contracts Fully Executed
Monday, June 3, 2024	Construction Activities Start Date
Tuesday, September 3, 2024	Anticipated Project Completion Date



*Please note: Sunbeam reserves the right to extend the submission deadline, or any other deadline or date indicated in the RFP in the event that an extension would be in the best interest of Sunbeam.*

## **9. Additional Proposal Terms**

- 9.1. Bidders who submit proposals to this RFP shall correctly reveal, disclose, and state the true and correct name of the individual, proprietorship, corporation, and/or partnership (clearly identifying the responsible general partner and all other partners who would be associated with the contract, if any). No nicknames, abbreviations (unless part of the legal title), shortened or shorthand, or local “handles” will be accepted in lieu of the full, true and correct legal name of the entity.
- 9.2. If Bidder is found to have incorrectly or incompletely stated its name or failed to fully reveal its identity on its proposal, Sunbeam shall have the discretion, at any point in the contracting process, to suspend consideration of the proposal.
- 9.3. Bidders shall note any and all relationships that might be a conflict of interest and include such information with the bid.
- 9.4. Responses to this RFP and any subsequent correspondence related to this proposal process will be considered part of the contract, if one is awarded.
- 9.5. All data included in this RFP, as well as any attachments, are proprietary to Sunbeam.
- 9.6. The use of Sunbeam’s name in any way as a potential customer is strictly prohibited except as authorized in writing by Sunbeam.
- 9.7. Bidder shall protect, indemnify and hold Sunbeam harmless against any liability claims and costs of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any property occurring in connection with or in any incident to or arising out of occupancy, use, service, operations or performance of work in connection with the contract, resulting in whole or in part from the negligent acts or omissions of the vendor.
- 9.8. Sunbeam assumes no responsibility or liability for any costs Bidder may incur in responding to this RFP, including attending meetings or contract negotiations.
- 9.9. Any Bidder awarded contract under this RFP will be bound to comply with the provisions set forth in this RFP unless any and all deviations are explicitly stated in Bidder’s proposal.
- 9.10. Sunbeam shall not infringe upon any intellectual property right of any Bidder. Responses containing proprietary data shall be safeguarded with the same degree of protection Sunbeam’s own proprietary data. All such proprietary data contained in proposals must be clearly identified. Any desired restrictions on the use of information contained in the proposal should be clearly stated. Sunbeam shall not be under any obligation to return any materials submitted in response to this RFP.

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- 9.11. Sunbeam expects to enter into a written agreement with the chosen Bidder. In addition to any terms and conditions included in this RFP, Sunbeam may include in the agreement other terms and conditions as deemed necessary.

## 10. General Notifications

- 10.1. Sunbeam will ensure, with all possible Bidders, that no person shall be excluded or discriminated against in connection with the award and performance of any contract based on race, religious creed, color, national origin, ancestry, physical disability, sex, age, ethnicity, or on any other basis prohibited by law.
- 10.2. Proposals shall become the property of Sunbeam and contents will be shared with individuals who need this information in the course of their work related to this endeavor and will otherwise be kept confidential unless specifically requested under the Oklahoma Open Records Act or as otherwise required by applicable laws or regulations.
- 10.3. Sunbeam reserves the right to withdraw or revise this RFP at any time prior to awarding the contract.
- 10.4. In compliance with Uniform Guidance 2 CFR Part 200.319 – Competition, Sunbeam has conducted this procurement in a manner that prohibits the use of statutorily or administratively imposed geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographical preference.
- 10.5. Sunbeam also notifies all Bidders that they have the right to modify the proposal and final selection of work product requirements as needed.
- 10.6. Although it is Sunbeam's intent to choose only the most qualified Bidders to interview, Sunbeam reserves the right to choose any number of qualified finalists for interview and/or final selection.
- 10.7. Sunbeam further reserves the right to reject any bid that is incomplete or noncompliant with bid request terms.
- 10.8. This RFP does not commit Sunbeam to pay any costs incurred in the submission of a proposal or the costs incurred in making necessary studies and designs for preparation thereof, or contract for service or supplies.

## 11. Proposal Submission Requirements

### 11.1. Proposal Submission

- 11.1.1. Deadline. Proposals must be received no later than 3:00 p.m. (CST) on Tuesday, April 30, 2024 – **no exceptions to deadline will be made**.
- 11.1.2. Expenses. Any expenses incurred by the Bidder in preparation of a proposal responding to this RFP, or in any way in providing additional information, are solely the responsibility of the Bidder.
- 11.1.3. Method. All proposals must be submitted electronically by email **or** by hand delivery (or courier).

11.1.3.1.1. **Electronic Submission**. Submissions must comply with ALL of the following instructions:

- (a) Proposal and all attachments must be submitted as a single PDF document;
- (b) Electronic proposals must be submitted to: [anorton@sunbeamfamilyservices.org](mailto:anorton@sunbeamfamilyservices.org); and
- (c) Subject Line for electronic submission must only state:  
**Sunbeam “Building B” RFP 2024**

11.1.3.2. **By Hand or Courier Submission**. Submissions must comply with ALL of the following instructions:

- (a) Proposal and all attachments must be bound and organized with tabs separating distinct proposal sections; and
- (b) Proposal must be addressed and delivered to:  
  
Sunbeam Family Services  
1100 NW 14<sup>th</sup> Street  
Oklahoma City, Ok  
***Attention: Andrew Norton, Sr. Director IT & Facilities***

11.2. **Proposal Components & Attachments**. All submissions must include each of components and attachments listed below.

- 1) Cover Sheet (Attachment III)
- 2) Required Criteria Checklist and Assurances (Attachment IV)
- 3) Budget (Attachment V)
  - a. Budget Worksheet
  - b. Budget Narrative
- 4) Narrative Information (Attachment VI)
  - a. Qualifications
  - b. Previous relatable work experience
  - c. Quality Assurance
  - d. Risk and safety records
  - e. Timeline for completion
- 5) Additional Documentation (Attachment VII):
  - a. Current W-9
  - b. Current Certification of Insurance



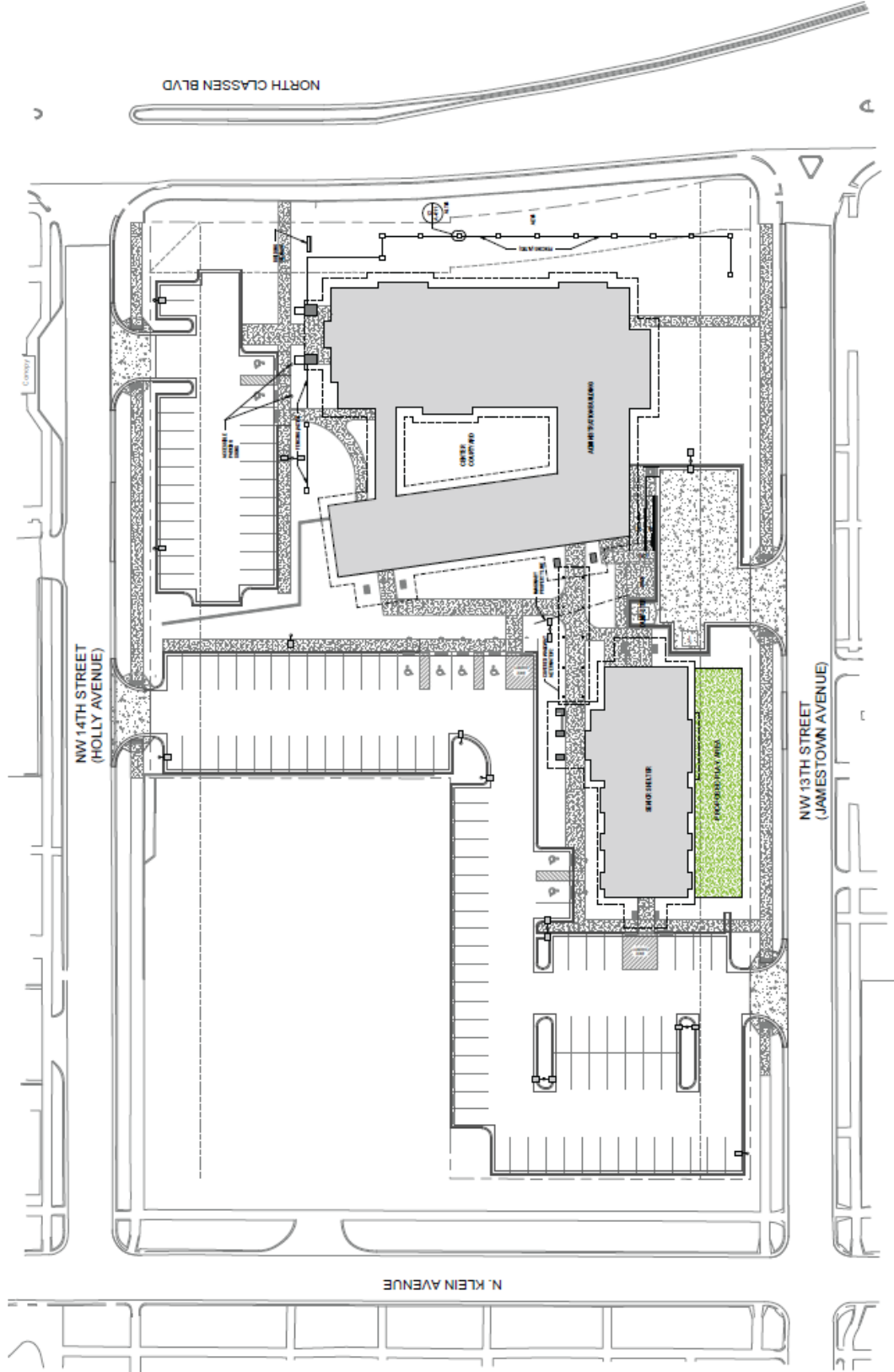


## 12. Evaluation Criteria

Criteria	Weight
Experience and expertise in adaptive reuse and/or similar construction related projects	25%
Qualified personnel and resources to successfully complete project	15%
Budget document completion, including narrative inclusion of breakdown of cost per trade and area of work to be completed and attachments.	15%
Cost effectiveness of project budget.	25%
Reasonableness of timeline for commencing by June 1, 2024, and completion by September 3, 2024.	10%
Safety records and reportable incidents	10%
	Total
	100%

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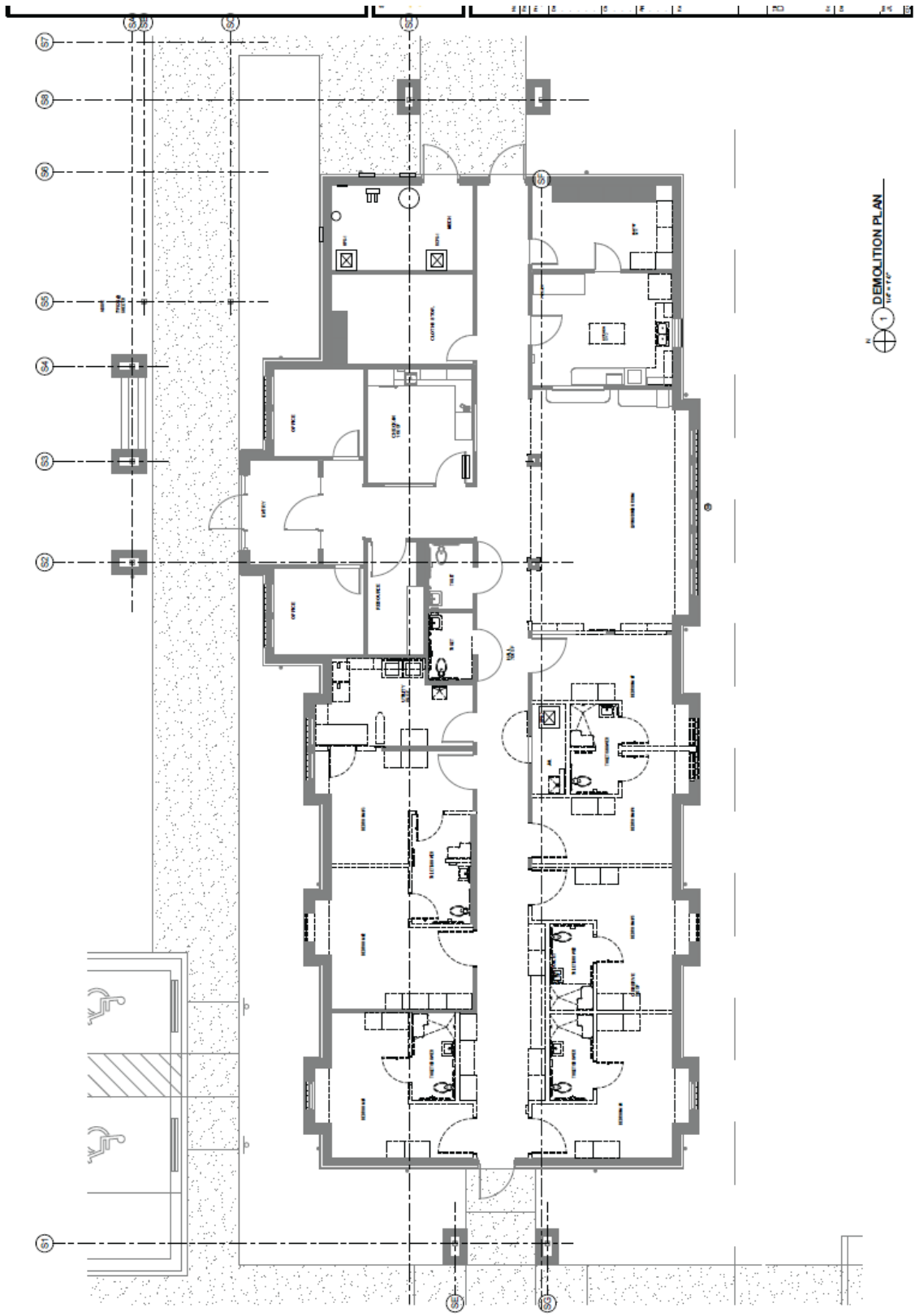
# ATTACHMENT I: BUILDING DRAWINGS/RENDERINGS



NOT TO SCALE  
 THIS PLAN IS FOR INFORMATIONAL PURPOSES ONLY. THE FOLLOWING INFORMATION IS FOR INFORMATIONAL PURPOSES ONLY.  
 THIS PLAN IS NOT TO BE USED FOR CONSTRUCTION OR FOR ANY OTHER PURPOSES WITHOUT THE WRITTEN CONSENT OF THE ARCHITECT.

1 ARCHITECTURAL SITE PLAN  
 1" = 20' @





02/20/23 11:40:11 AM - 07/19/2023 Sunbeam - Office Plan  
Sunbeam Family  
Division



REES ASSOCIATES  
INC

ARCHITECTS  
1000 WEST 10TH AVENUE  
DENVER, CO 80202  
TEL: 303.733.1111  
WWW.REESASSOCIATES.COM

**ARCHITECT**  
REES ASSOCIATES, INC.

**CLIENT**  
SUNBEAM FAMILY SERVICES

**PROJECT**  
SHELTER FLOOR PLAN

**DATE**  
10/15/2023

**SCALE**  
1/8" = 1'-0"

**PROJECT NO.**  
A-103

**DATE**  
10/15/2023

**PROJECT NO.**  
A-103

**DATE**  
10/15/2023

**PROJECT NO.**  
A-103

**DATE**  
10/15/2023

**PROJECT NO.**  
A-103

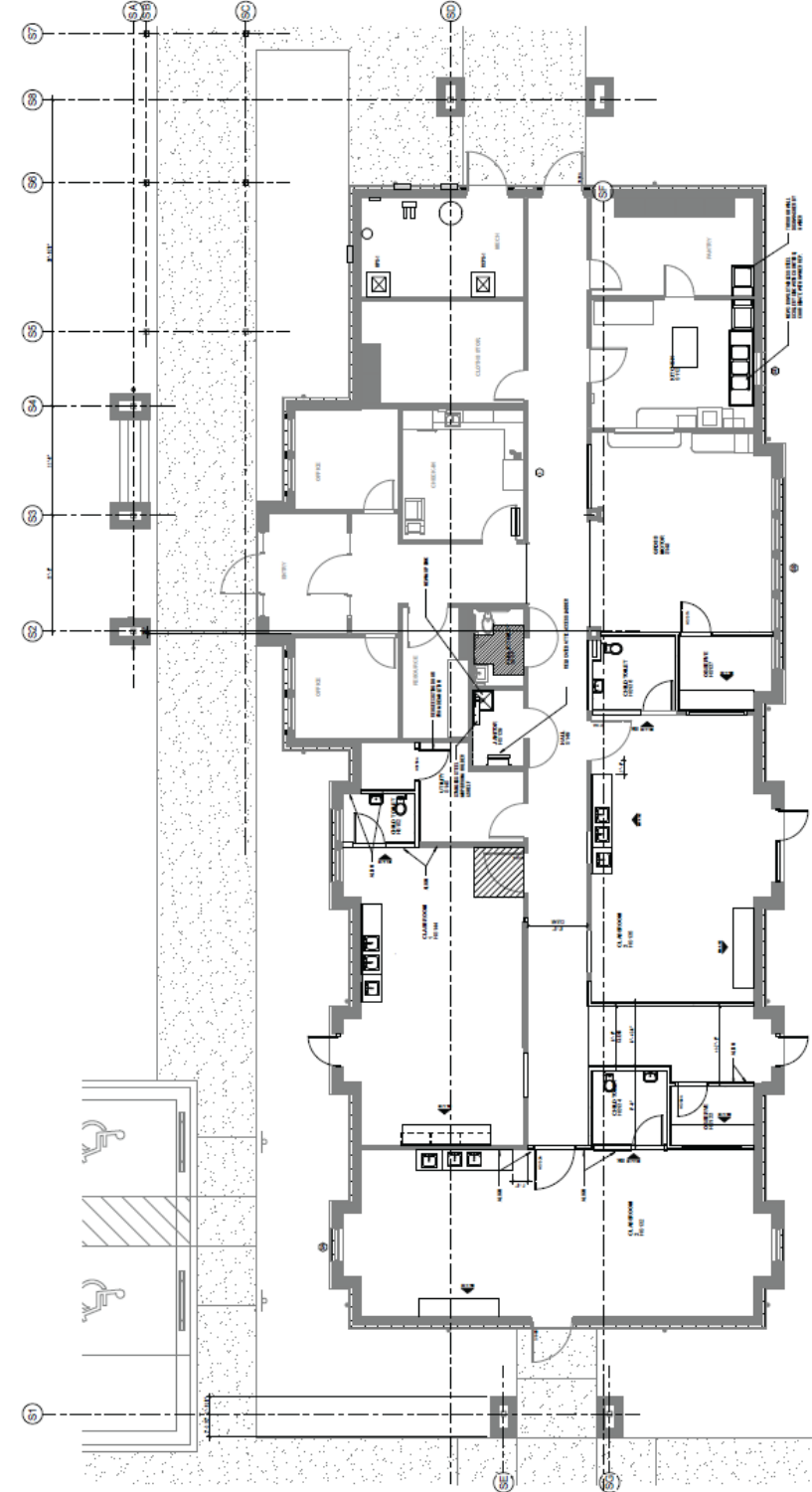
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10/15/2023

**PROJECT NO.**  
A-103

**DATE**  
10/15/2023

**PROJECT NO.**  
A-103

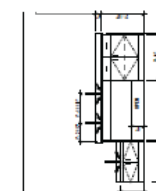
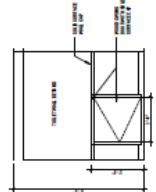
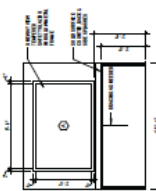
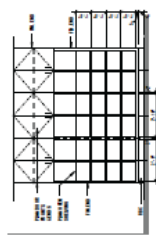
**DATE**  
10/15/2023



RENOVATION FLOOR PLAN  
1/8" = 1'-0"

**GENERAL FLOOR PLAN NOTES**

- SEE THE GENERAL NOTES TO THESE DRAWINGS FOR ALL NOTES.
- ALL DIMENSIONS ARE UNLESS OTHERWISE NOTED.
- ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE IBC AND ALL APPLICABLE CODES.
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- ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE IBC AND ALL APPLICABLE CODES.



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REES ASSOCIATES  
INC

ARCHITECTURE PLANNING INTERIORS  
1001 W. BROADWAY  
SUITE 1000  
DENVER, CO 80202  
TEL: 303.733.1100  
WWW.REESASSOCIATES.COM

**Contractor:**  
**Client:**  
**Project Name:**  
**Project Address:**

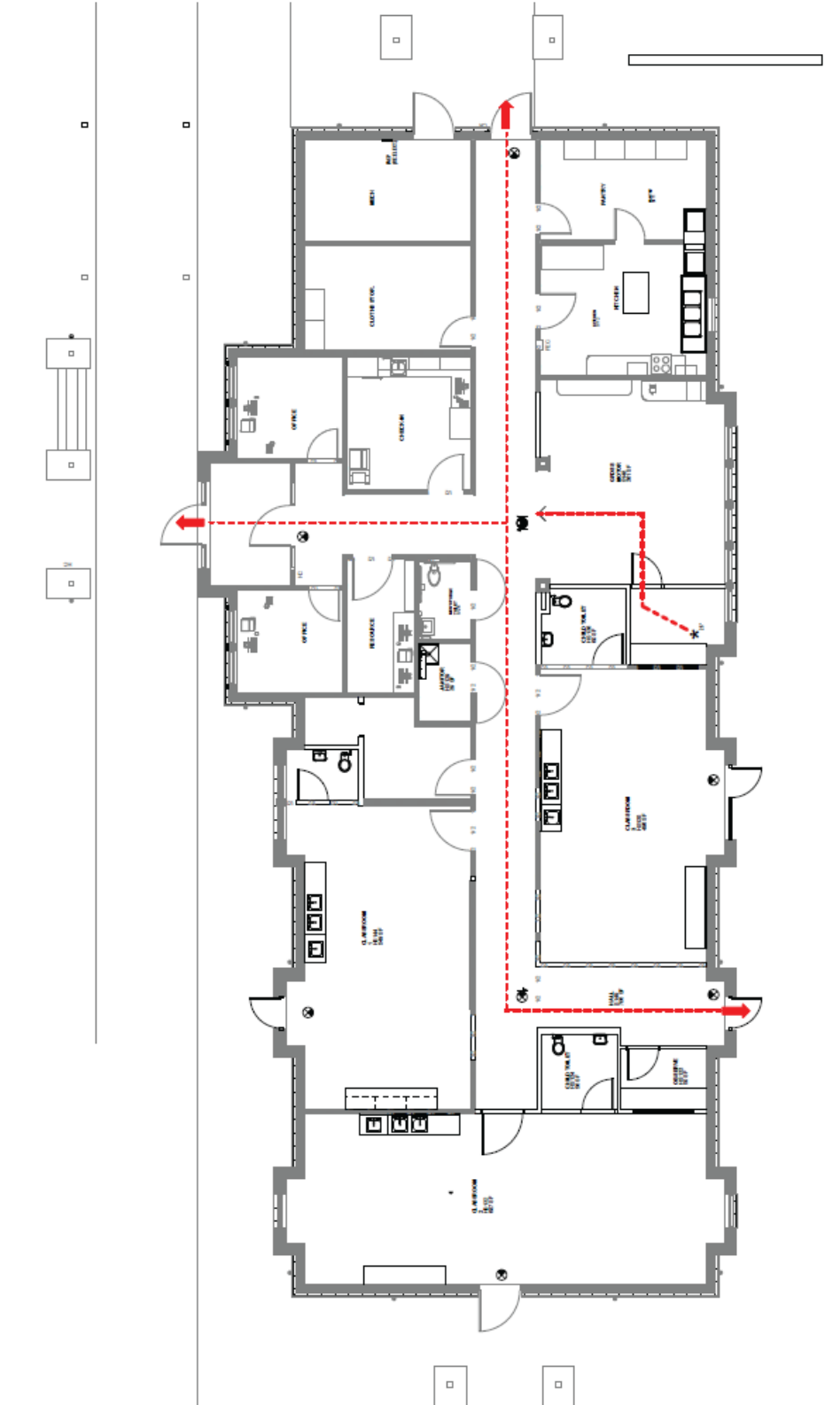
SUNBEAM FAMILY SERVICES  
**Sunbeam**  
Family Services  
CHILD WELFARE DIVISION

Scale:	1/8" = 1'-0"
Revision:	
Drawn:	
Checked:	
Approved:	
Date:	

**KEY PLAN**

**SHELTER LIFE SAFETY PLAN**

Sheet No. **G-006**  
Date: 08/08/2012



**LIFE SAFETY LEGEND**

EXIT	EXIT DOOR	EXIT DOOR SWING	EXIT DOOR LOCK
EXIT DOOR SWING	EXIT DOOR LOCK	EXIT DOOR SWING	EXIT DOOR LOCK
EXIT DOOR SWING	EXIT DOOR LOCK	EXIT DOOR SWING	EXIT DOOR LOCK
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**SHELTER LIFE SAFETY FLOOR PLAN**  
1/8" = 1'-0"



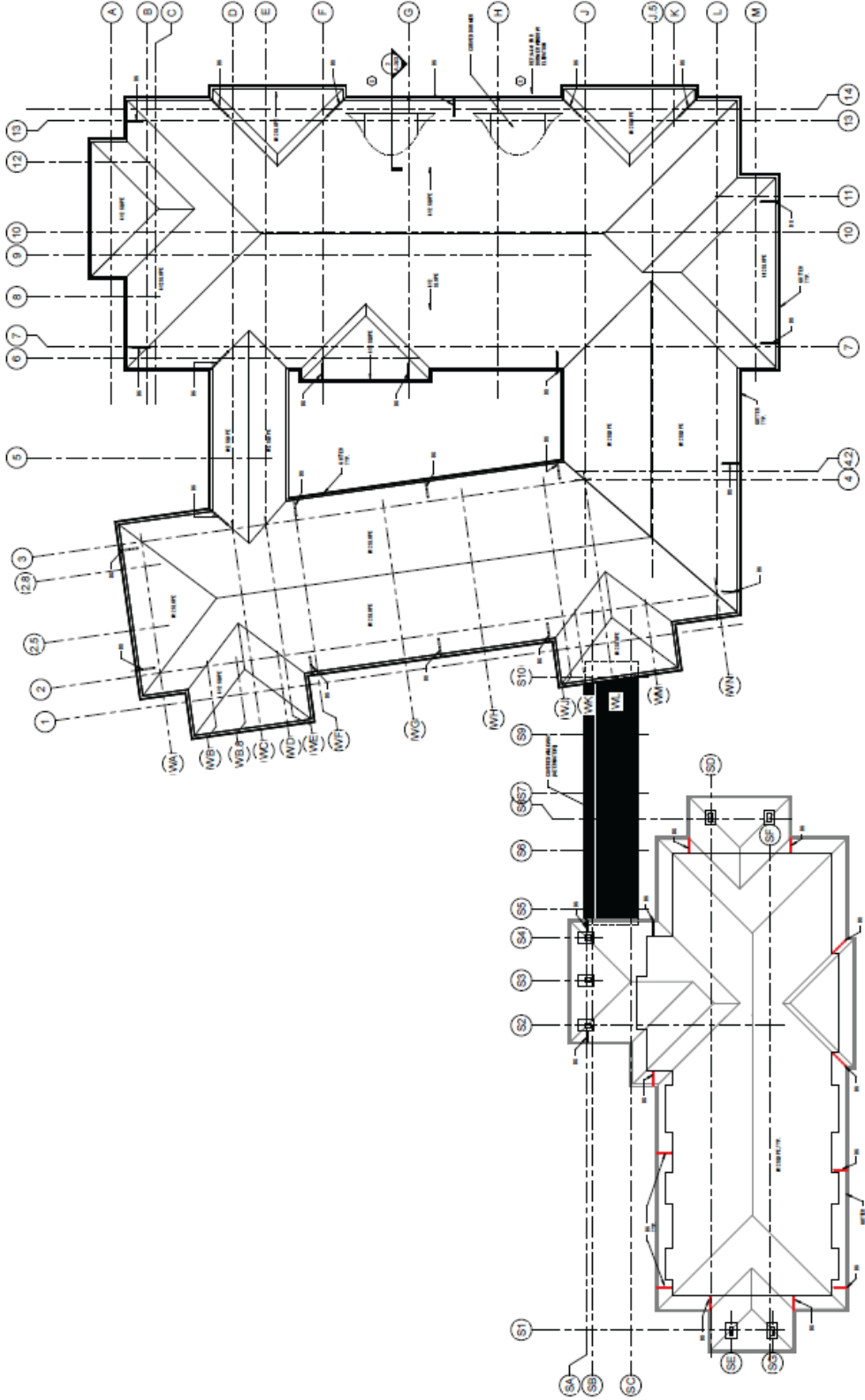
**CONTRACT:**  
SUNBEAM FAMILY SERVICES

**PROJECT:**  
SUNBEAM FAMILY SERVICES  
MECHANICAL ELECTRICAL  
PLUMBING

SUNBEAM FAMILY SERVICES  
**Sunbeam**  
Family Services  
Old Town City, Colorado

DATE	1/11/18
DESCRIPTION	MECHANICAL
PROJECT	SUNBEAM FAMILY SERVICES
NO. SHEET	107
TOTAL SHEETS	107
SCALE	AS SHOWN

CONCEPTUAL DESIGN  
**ROOF PLAN**  
DATE: 1/11/18  
**A-107**  
JUN 11, 2018

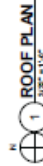


**ROOF NOTES:**

1. ALL ROOFING SHALL BE PERFORMED BY A LICENSED ROOFER.
2. ALL ROOFING SHALL BE PERFORMED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.
3. ALL ROOFING SHALL BE PERFORMED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.
4. ALL ROOFING SHALL BE PERFORMED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.

**ROOF PLAN ABBREVIATIONS:**

SEE DRAWINGS





## ATTACHMENT II: INTENT TO PROPOSE

This document is required. If any changes occur to the RFP timeline or document, all Bidders submitting an Intent to Propose by the deadline will receive notification of changes at the email address provided below.

### **BIDDER BUSINESS INFORMATION:**

Legal name of business: Tap Here to Enter

Legal address of business:

Street: Tap Here to Enter

City, State, Zip: Tap Here to Enter

### **BIDDER CONTACT INFORMATION:**

Contact name: Tap Here to Enter

Contact title: Tap Here to Enter

Contact email address: Tap Here to Enter

Contact phone number: Tap Here to Enter

### **ATTESTATION:**

**By my signature below, I attest I have the legal capacity to contract and authority to submit this formal intention to submit a proposal in response to the Sunbeam Family Services' "Building B" Request for Proposals.**

Bidder Representative Signature: \_\_\_\_\_

Bidder Representative Name & Title: Tap Here to Enter





## ATTACHMENT III: COVER SHEET

<b>Legal name of the business or individual making this application.</b>	<i>Tap Here to Enter</i>
<b>Federal ID# or Tax ID#</b>	<i>Tap Here to Enter</i>
<b>Name of owner:</b>	<i>Tap Here to Enter</i>
<b>Owner's e-mail:</b>	<i>Tap Here to Enter</i>
<b>Mailing Address:</b>	<i>Tap Here to Enter</i>
<b>Phone Number:</b>	<i>Tap Here to Enter</i>

**I verify that all information in this application is correct and true as of my signature below. I am duly authorized to bind my agency/corporation should by agency/corporation be awarded a contract. By submitting this proposal, I acknowledge, if a contract is awarded, that my agency/corporation will and must comply with all requirements of this RFP, associated contract, and applicable rules, regulations.**

\_\_\_\_\_  
Signature of Authorized Individual

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed / Typed Name of Authorized Agent



# ATTACHMENT IV: REQUIRED CRITERIA & ASSURANCES

All Bidders must adhere to the Criteria and Assurances listed below. Each requirement must be initialed by a duly authorized Bidder representative. Initialing below indicates understanding, acknowledgment, and commitment to adhere to the stated obligations. A copy of this completed document must be submitted with the proposal. No exceptions will be made.

The following criteria applies to any person authorized by contractor to perform activities under this RFP

\_\_\_\_\_ Must hold valid licenses and permits necessary to perform all activities under this RFP.

\_\_\_\_\_ Must comply with all applicable laws, regulations, building codes, and zoning requirements through the duration of the project.

\_\_\_\_\_ Must comply with Davis-Bacon and Related Acts.

\_\_\_\_\_ Must comply with any applicable Occupational Safety and Health Administration (OSHA) regulations and other relevant safety standards.

\_\_\_\_\_ Must agree to adhere to all conditions if my business is chosen to be a General Contractor.

\_\_\_\_\_ Services provided by the Contractor shall be limited by the Contractors qualifications, experience, and abilities. Services under this Agreement may be provided by any employee or agent of the Contractor, provided such person(s) are qualified to provide such services.

\_\_\_\_\_ The Contractor carries public liability, workers' compensation, and other insurance in such amounts and form as are acceptable and appropriate for the services provided.

\_\_\_\_\_ The Contractor complies at all times and is responsible for complying with the requirements of all applicable state worker's compensation and Occupational Diseases Act.

\_\_\_\_\_ The Contractor will communicate regularly and cooperatively with Sunbeam during the duration of any services performed pursuant to this RFP.

*Sunbeam reserves the right to negotiate and to fund full or partial applications.*

**The initialed obligations and signature below are done so by an individual authorized to bind and obligate the Bidder.**

\_\_\_\_\_  
Signature of Authorized Individual

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed / Typed Name of Authorized Agent



# ATTACHMENT V: BUDGET BUDGET WORKSHEET

## Instructions:

1. Fill in the "Contractor's Proposal" column with proposed expenses for each cost category.
2. Provide a detailed breakdown of costs for each category to ensure transparency and accuracy.
3. Provide justification for any deviations from the estimated costs.
4. Submit the completed budget using template below along with the proposal by the specified deadline.

**Project Name: Sunbeam Family Services "Building B"**

**Project Location: 1100 NW 14<sup>th</sup> Street, Oklahoma City, OK 73106**

<b>Cost Category</b>	<b>Contractor's Proposal (\$)</b>
1. Construction Materials	
2. Labor Costs	
3. Equipment Rental	
4. Subcontractor Costs	
5. Permits and Licenses	
6. Insurance	
7. Utilities	
8. Site Preparation	
9. Contingency	
10. Overhead and Profit Margin	
11. Other (Specify)	
<b>Total Estimated Cost</b>	



## ATTACHMENT VI: NARRATIVE INFORMATION

### **Instructions:**

Provide narrative and/or supporting documentation demonstrating:

- Qualifications for successfully performing project
- Relating work experience
- Quality assurance methods or processes to be used
- Risk and safety practices to include any citations within the previous (2) years
- Timeline for completion to include commencement date, and anticipated timeframe for completing each area of project



# ATTACHMENT VII: ADDITIONAL DOCUMENTATION

**Instructions:**

Include the following:

- Current W-9
- Current Certification of Insurance