

Request For Qualifying Providers
Belcroft Bible Church
Bowie, Maryland

DESIGN Partitions and Ceiling

- A. **Intent.** The Belcroft Bible Church downstairs assembly room provides space for games and meals. The Trustee Board desires a design for the room so that it will also become suitable as an educational space. It is contemplated that the design will: (1) Raise the low portion of the ceiling to a maximum height uniform with the rest of the ceiling to improve ambiance and facilitate recreation, (2) Replace the suspended ceiling tile with a system that is more recreationally-resistant, more attractive, reduces sound by 45 dB, and provides sufficient access to ducts, conduit and pipes, and (3) Adds partitions which close easily to create one main hallway plus six classrooms (each with a door) with complete privacy and sound levels reduced by 45 dB, and which retract compactly to permit full use of the room for recreation and meals. It is contemplated that the existing suspended ceiling system will be demolished, the boiler pipe and HVAC duct will be raised above the steel ceiling frames, a new ceiling and lighting will be installed, retractable partitions will be installed, and all applicable codes will be met. The designer will state whether the project needs to be permitted, and if so, that the designer will obtain the permit. The Board is looking for a cost-effective solution rather than bells and whistles.
- B. **Scope of Work.** For this RFQ “DESIGN Partitions and Ceiling” the successful respondent will design the project. The vendor’s bid price will include securing or producing necessary plans, designs and drawings, and securing any required permits. A subsequent RFQ “CONSTRUCT Partitions and Ceiling” will address construction of the project.
- C. **Bid Opening.** Bid solicitation begins Monday, September 21, 2009.
- D. **Bid Closing.** All bid responses must be *received* by Trustee Chairman Steve Waskiewicz, II, by 5:00 p.m. Tuesday, October 13, 2009. Bids shall be delivered to his attention via e-mail to bbcpartitions@gmail.com and one hard copy with original signature to 13000 Beechtree Ln, Bowie, MD 20715.
- E. **Pre-Bid Meeting.** An optional pre-bid meeting will be conducted by Jonathan Bosse at 1:00 pm Thursday, September 24, 2009 in the Belcroft Bible Church Fellowship Hall at 13000 Beechtree Ln, Bowie, MD 20715. The church will offer site drawings at the pre-bid meeting only as a courtesy. No allowance will be made to the successful bidder, at a later date, for additional work required because of his or her failure to observe existing conditions affecting the work or to obtain precise dimensions.
- F. **Questions.** To receive further information about this project, send your name and e-mail address to Associate Pastor Jonathan Bosse at jbosse@belcroftbiblechurch.org. Any questions about this bid shall be sent via e-mail to Jonathan Bosse by 5 p.m., Thursday, October 1, 2009. Responses will be disseminated by e-mail by Tuesday, October 6, 2009.
- G. **Bid Requirements.** The vendor must write a proposed contract, stating:
1. **Company.** State the company name and contact information.
 2. **Work to be done.** The trustees will give a **30%** weight to this part of the proposed contract. The vendor will state how it will fulfill “A. Intent” above, including:
 - L x W x H dimensions for the hallway and each of the 6 classrooms.

- Description of ceiling to be installed, including its effectiveness in reducing reflective sound.
 - Description of lighting to be installed.
 - Description of partitions to be installed, including make, model, and effectiveness in reducing reflective sound.
 - Why the room will be attractive and durable.
 - Any special features such as carpeting or treatment of the existing walls. These features are not required.
3. **Price.** The trustees will give a **40%** weight to this part of the proposed contract. The vendor will state:
- Total guaranteed price for the project. See “B. Scope of Work” above. Notice that the church is exempt from Maryland sales taxes. An affordable price is essential for this project to move forward.
 - Any options offered, showing separate pricing.
 - Payment requirements.
 - For how long the bid is valid. A longer period of validity is valued.
4. **Value Added.** The trustees will give a **30%** weight to this part of the proposed contract. The vendor will state:
- References, guarantees or other evidence that the vendor provides these qualities: cost-consciousness, knowledge of acoustics, familiarity with the Prince George’s County permitting process if applicable, knowledge of any applicable codes, cooperativeness, quality proposed materials, timeliness, and honesty.
 - The date on which the company will be available to begin the project, and estimated project duration.
 - The bidding firm’s licensing credentials.
5. **Signature.** The signer’s statement that he or she is authorized to make offers on behalf of the firm, plus the signer’s signature, title, and date.

H. **Bonds.** No bid bond or performance bond is required.

I. **Disputes.** Any dispute arising under a contract awarded as a result of this RFQ which is not disposed of by agreement shall be decided by Trustee Board. Pending the final decision of the dispute, the vendor shall proceed with the contract performance. Nothing hereunder shall be interpreted to preclude the parties from seeking, after completion of the contract, any and all remedies provided by law.

J. **Bid Errors.** Bidders are assumed to be informed regarding conditions, requirements, and specifications prior to submitting bids. Submitting a bid without being so informed will be at the bidder’s risk. Bids already submitted may be withdrawn without penalty prior to bid opening. Errors discovered after bid opening may not be corrected.

K. **Sub-Contracting.** The winning bidder may sub-contract any portion of the project but retains full responsibility for completion of every aspect of the project to the full satisfaction of Belcroft Bible Church.

L. **Rejections and Cancellations.** Belcroft Bible Church reserves the right to accept or reject any or all bids in whole or in part for any reason, to make awards in the best interest of the Church, and to cancel this solicitation in whole or in part, in its sole discretion.