

Evergreen Community Charter School
50 Bell Road • Asheville, NC 28805

**Request for Proposals
for Kitchen Modular Building Purchase**

February 16, 2024

Submission Deadline

March 1, 2024 at 4:00 pm local time

at

Evergreen Community Charter School

50 Bell Road, Asheville, NC 28805

828-298-2173 x1501

patrick.belser@evergreencs.org

Project Background

Evergreen is a K-8 public Charter school with a strong focus on environmental stewardship as well as social responsibility and equity. Eliminating barriers to an equitable school experience includes ensuring that all children, regardless of economic status, have access to a healthy lunch at school. In order that Evergreen can provide lunches to all of our students, we must add to our existing space and create a kitchen. To this end, we will be purchasing a 12 x 54-56' modular building to set in place per the aerial view attached.

Project Description

The School seeks to purchase a modular building including the upfit to be used as a kitchen to meet our needs per the attached designs..

Evergreen would like to have a modular building delivered on or close to July 1, 2024.

Proposal

Proposal Process

We encourage Proposers to visit the school's website at www.evergreencs.org in advance submitting a proposal to learn more about our mission and philosophy.

Proposal Questions - Any relevant questions concerning the Request for Proposals (RFP) or the Scope of Work shall be directed in writing via email to the school representative, Patrick Belser, at patrick.belser@evergreencs.org. Answers to the questions will be sent to all prospective building providers. No answers will be given on an individual basis.

Written proposals will be received at Evergreen or via email pursuant to the conditions set forth in the Evergreen Kitchen modular building Specifications until March 1, 2024, at 4:00 p.m. local time for providing the building as described for Evergreen Community Charter School.

Proposal Components

- Statement of qualifications
- Descriptions of projects of similar nature
- Description of proposed Project Team
- Cost proposal
- Contact information for three or more references

Timeline/Project Schedule

- School RFP Advertisement - February 16, 2024
- Non-mandatory Pre-submittal Meeting - upon request
- Proposal Submission Date - March 1, 2024
- Contract Awarded - March 15, 2024

RFP Evaluation Procedure

Evaluation of Proposals shall include:

- The ability, capacity, skill, financial, and other necessary resources to deliver building
- Experience on projects of a similar nature
- The ability of the Proposer to perform the work or provide the service promptly or within the time specified, without delay or interference, **and working in alignment the school calendar**
- The judgment, experience, and level of efficiency of the Proposer
- An understanding of the project and its objectives
- The degree of completeness of response as compared to the specific requirements described
- Proposer's ability to provide the required services as reflected and/or evidenced by qualifications (e.g., similar program experience)
- Project cost

Before the award of contract, the Proposer may be requested to provide additional qualifications, work history, and references. Evergreen may make reasonable investigations deemed necessary and proper to determine the ability of the proposer to perform the work, and the proposer shall furnish to Evergreen information as necessary for this purpose. Evergreen reserves the right to reject any proposal.

A selection committee will review and evaluate all proposals and responses to requests for qualifications and information.

At the discretion of the Facilities Committee, Evergreen may conduct interviews with short-listed firms to support final proposal rankings. Once a selection is made, Evergreen will contact the selected proposer to begin negotiations for agreement to contract terms and conditions that are deemed acceptable to both parties.

Contact Information

Inquiries regarding this Request For Proposals as well as completed submittals should be directed to:

Patrick Belser, Kitchen Project Manager
Evergreen Community Charter School
50 Bell Road, Asheville, NC 28805
patrick.belser@evergreenccs.org
828-298-2173, x 1501

Terms And Conditions

- Evergreen anticipates awarding a contract for services in March 2024
- All submitted proposals become the property of Evergreen. The Proposer should mark any and all pages of the proposal considered to be proprietary information. Any pages not marked accordingly will be subject to review by the general public after award of the contract. Requests to review the proprietary information will be handled in accordance with applicable legal requirements.
- The release of the RFP does not constitute an acceptance of any offer, nor does such release in any way obligate Evergreen to execute a contract with any other party. Evergreen reserves the rights to accept, reject, or negotiate any or all offers on the basis of the evaluation criteria contained within this document. The final decision to execute a contract with any party rests solely with Evergreen.
- Evergreen accepts no responsibility for any expense incurred by the Proposer in the preparation and presentation of a proposal. Such expenses shall be borne exclusively by the Proposer.
- Evergreen retains the right to reject any and all proposals submitted, in whole or in part, advertise for new qualified firms, abandon the RFP process, and to cancel or amend this RFP at any time prior to the execution of a written contract.
- Evergreen retains the right to waive any requirement of this RFP.

Attachments

- 3D View of Modular Placement
- Modular Kitchen Design and Needs