Request for Proposal (RFP)

General Contractor Services

God’s Pantry Food Bank

1685 Jaggie Fox Way, Lexington, KY 40511
(859) 288-5315
Background:

God’s Pantry Food Bank, Inc. (The Food Bank) is a private nonprofit corporation. Our mission is “reducing hunger by working together to feed Kentucky communities.” We currently serve 50 counties in Central and Eastern Kentucky and are governed by a 19-member volunteer Board of Directors. In Fayette County, we also operate four pantries where neighbors experiencing hunger can pick up an emergency supply of food.

Each year nearly 240,000 Kentuckians facing food insecurity can receive assistance from our network. Since 1955, the Food Bank has been helping individuals in need by acting as a bridge between available food sources and agencies servicing these needs. One of over 200 food banks nationwide, the Food Bank distributes food and grocery products through more than 475 food pantries and meal programs.

God’s Pantry Food Bank, Inc. is a member of Feeding America, the national network of food banks and food rescue programs. As an independent nonprofit 501(c)(3) organization, it meets Better Business Bureau Standards for Charitable Solicitations.

The Food Bank receives perishable and non-perishable food and other non-food products from wholesalers, retailers, brokers, food distributors, and food drives. Monies from fundraisers, grants, and monetary donations from a variety of sources are used to supplement these donations.

In addition to distributing food, the Food Bank has programs of its own that are provided to further assist its agencies and educate the community about hunger among the needy in our area.

Please refer to our website at: www.godspantry.org for additional information.

Project Overview:

God’s Pantry Food Bank has purchased a 113,966 square foot facility to be the new home of the Food Bank. The existing facility has 85,600 square feet of warehouse and 16,200 square feet of office space. The project will consist of remodeling the office space, installing 27,500 square foot of freezer/cooler, building out additional office space in the warehouse, and configuring warehouse racking.

The Food Bank intends to contract with a Construction Contractor (i.e., General Contractor-GC) to undertake the selective renovation of its new facility. The renovation scope includes office space and warehouse along with site work to supporting the facility. The GC will also be responsible for the installation of a new freezer/cooler.

The following drawings show the conceptual renovations and improvements to be made. These drawings are not designed build and will need the necessary modifications and approvals before construction begins.
Office and Warehouse Plans
II. SCOPE OF WORK

The following scope of services is included as a guide for the proposer. It is designed to identify the minimum service level expected from the successful firm and as such should be modified and augmented in the proposal, based upon the experience of the firm, as necessary to complete the project:

Project Scope of Work:

Project scope of work comprehends the selective renovation of God’s Pantry Food Bank’s warehouse, office space and associated site work. Specific work products/deliverables include, but are not limited to:

Building Work:

- Installation of Freezer/Cooler (27,500 Square Feet) including flex space
- Add temp controller receiving area
- Add fresh produce cooler
- Demo existing receiving office area
- Add new receiving office/storage area
- Expand/extend/reconfigure existing shipping office
- Reconfigure existing front office/locker room
- Add on new vestibule including stairs and elevator
- Replace warehouse lighting with LED food grade fixtures and lamps
- Add warehouse racking and curbing
- Finish and line warehouse flooring
- Replace damaged exterior panels, paint exterior, and add signage
- Replace roll up doors in electrical and compressor room
- Replace and repair HVAC units throughout the building
- Install bird netting under overhang
- Create charging station area for forklifts and pallet jacks
- Add wheat stalk motif on front of the building

Site work:

- Reconfigure and resurface parking lot
- Add “Mission” Plaza including wheat stalk representation
- Add Walking Trail
- Replace and install new fencing through property, including new gate
- Relocate fire plug in receiving pad area
- Modify receiving truck well to eliminate dock 8 and replace with new dock
- Eliminate stairs and modify shipping truck well to include surface level entrance
**Agreements:**

The Food Bank’s intent is to retain a GC with the qualifications and staff resources necessary to perform the services outlined in this document, within the timeframe noted, and for the duration of the project. The Food Bank will utilize a professional services agreement outlining the mutual understandings of the parties prior to commencing the project.

**III. GENERAL REQUIREMENTS**

The Food Bank invites interested parties to submit information as noted below, which will include timelines and cost budget for the scope of work noted above. To be eligible for consideration, a bidder must be/have:

- Legally licensed under applicable laws in the State of Kentucky.
- Personnel (including principals, project managers and other key personnel) with relevant experience with similar work and shall be competent to perform the services required under this RFP to all applicable codes, standards, rules, and regulations, including professional ethics.
- It is understood that all reports, information, or data prepared or assembled for this proposal by the bidder shall be confidential in nature and shall not be made available to any individual or organization other than The Food Bank, without the prior written approval of The Food Bank.

**IV. SUBMISSIONS**

All bids received in a timely manner will be reviewed and evaluated based on their qualifications and overall economics. Applicant’s Statement of Qualifications and Proposal should include detailed responses to each of the following requirements listed below:

**Company Overview and Qualification:**

1. Provide a brief history and background of your firm.
2. Provide a list of all team members and their respective qualifications, including consultants and sub-contractors, who will be working on this project.
3. Confirm your firm’s experience with similar projects and provide three examples of similar projects completed during the past five years.
Proposal:

1. Provide a description of how your firm will approach the project and provide the services outlined in Section II Scope of Work, within the timeframe noted. Include a description of how the project will be managed and who will do the work. Include a summary of the firm’s understanding and experience in coordinating projects with the City of Lexington.

2. Provide fee structure for the services outlined in Section II Scope of Work, outlining general conditions cost/rate, design/engineering (warehouse office space) and contractor fee (overhead and profit). Please also note how change orders are charged.

3. Confirm resource availability for the project work scope in the timeframe agreed upon.

All Statements of Qualifications and Proposals shall be prepared at the expense of the bidder.

Proposals will be accepted via e-mail by David Norman, Controller, at dnorman@godspantry.org up to and no later than 4:00 p.m. on Tuesday, March 21, 2023. In addition, please overnight three (3) hard copies of your proposal to David’s attention at God’s Pantry Food Bank, 1685 Jaggie Fox Way, Lexington, KY 40511 for delivery on Wednesday March 22, 2023.

V. SELECTION PROCESS

The Food Bank will select a GC firm to undertake this project based on their qualifications and overall economics. Critical factors in this selection will include responsiveness to this RFP, description of approach to the services, relevant project experience, qualifications of the responding firm and principal assigned staff, readiness to undertake the required services, ability to execute an acceptable written contract. Interviews will be conducted via Microsoft Teams with one or more qualified firms that have submitted proposals to determine the best fit for this project.

The Food Bank reserves the right to reject any or all proposals and to request written clarification of proposals and supporting materials. The Food Bank also reserves the right to accept the proposal most favorable to the project after all proposals have been examined and evaluated.

Questions regarding this RFP should be directed to:

David Norman
Controller
(859) 288-5315
dnorman@godspantry.org