



May 5, 2017

RE: School RFP for Build Services – Summer 2017 Blitz

Attention Interested Parties:

Center City PCS would like to engage a contractor to build out new office space, restroom, and modify existing instructional spaces at the Capitol Hill campus. Scope of work to include, but not limited to, existing instructional space modifications (i.e. flooring, paint, doors, drywall, etc.), new office space build out, new restroom outfit, and HVAC installation as necessary.

Background on Center City PCS:

Center City Public Charter Schools, Inc. operates six charter school campuses in the District of Columbia. Each campus serves approximately 225 PreK to 8th grade students (250 students at capacity). The school buildings are leased.

Campus/Site Information:

Center City PCS Capitol Hill Campus, built in 1921, is located at 1503 East Capitol Street, SE, in Washington, D.C. The building is 40,000 SF, and is 2 stories plus a basement.

Please include allowances for the following items in your proposal:

- Expedited permitting and processing
- Demolition – all wall tile, drywall, window board(s), shelving/millwork, mirror and/or sinks, fan and associated wiring, doorway for new office entry point, or any other applicable removals
- HVAC system work
- Electrical, including the addition of outlets and associated electrical engineering, and electrical work associated with new light fixtures
- Paint, including all drywall, doors, and window trims, existing walls, as necessary
- Plumbing and ancillary activities
- Flooring, including sub-floor/underlayment, VCT, and base (base should be included on both sides of new partitions)
- Drywall and partitioning – one wall to divide restroom from new office space, drywall installation over existing brick in instructional space, and one wall to divide restroom from existing storage space (please plan for high-impact drywall and insulation/soundproofing expenses)
- Doors and Framing - previous restroom door should be demoed and refitted as new office entry point. New doors with glass panel should be procured/installed at new office entrance, new restroom entrance, and instructional spaces.



Also, please include allowances for general conditions and contractor profit and overhead, or any additional work that will be necessary to complete the project that is not included in this RFP. Center City will manage telecom/data work. Contractor should be ready to start work on June 16th.

Detailed scopes of work and construction set drawings will be provided to all interested parties.

Proposal Requirements:

- 1) Firms or individuals should provide a proposal for scope of work listed above
- 2) Firm or individual should be licensed to work in the District of Columbia
- 3) A proposal must include a cost estimate, a duration estimate and confirmation that the work can be completed no later than August 6th, 2017
- 4) Bidders must include at least two references, one of which should be a school

Proposal Process:

Firms or individuals are encouraged to contact Center City PCS to gather information about our mission, values and culture. Additionally, firms are invited to contact Center City PCS to set-up in person informational meetings and/or a walk through site visit.

All proposals should be addressed to:

Natasha Harrison
Facilities Manager
Center City Public Charter Schools, Inc.
900 2nd Street NE, Suite 221
Washington DC 20002
Or via email to nharrison@centercitypcs.org

Please submit all proposals by Friday, May 26th, at 5:00 p.m. Center City PCS reserves the right to change the deadline during the process and will communicate the same with all interested parties.

Thank you for considering this request for proposal.

Sincerely,

Natasha Harrison
Facilities Manager
Center City Public Charter Schools, Inc.