



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

REQUEST FOR PROPOSALS

**EAST TRIANGLE YMCA DAY CAMP SHELTER AND
INTERNAL RENOVATIONS**

YMCA OF THE TRIANGLE

FEBRUARY 2025

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1.0 YMCA OF THE TRIANGLE OVERVIEW

The YMCA of the Triangle serves Wake, Chatham, Durham, Lee, Johnston, Orange, and Pamlico counties with nineteen branch locations and three overnight camps. For more than 163 years, YMCA of the Triangle has strengthened the foundations of our community. We are committed to nurturing the potential of children through Youth Development, improving the nation's health and well-being by promoting Healthy Living, and fostering a sense of Social Responsibility by providing opportunities to give back and support neighbors.

2.0 RFP PURPOSE AND BACKGROUND

The YMCA of the Triangle is soliciting proposals from qualified Construction Manager at Risk (CM-R) firms for the East Triangle YMCA construction project. The project will include the construction of a shelter, renovation of the pool house, covered porch extension, and kitchen upgrades. The selected CM-R firm will collaborate with the YMCA during the design and construction phases to ensure the timely and cost-effective completion of the project.

3.0 GENERAL INFORMATION

3.1 REQUEST FOR PROPOSAL DOCUMENT

The RFP is comprised of the base RFP document, any attachments, any exhibits, and any addenda released before Contract award. All attachments and addenda released for this RFP in advance of any Contract award are incorporated herein by reference.

3.2 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS

It shall be the Vendor's responsibility to read the Instructions, YMCA of the Triangle's general terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFP and comply with all requirements and specifications herein. Vendors also are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFP.

If Vendors have questions, issues, or exceptions regarding any term, condition, or other component within this RFP, those must be submitted as questions in accordance with the instructions in Section 3.4 PROPOSAL QUESTIONS. If the YMCA of the Triangle determines that any changes will be made because of the questions asked, then such decisions will be communicated in the form of an RFP addendum. The YMCA of the Triangle may also elect to leave open the possibility for later negotiation and amendment of specific provisions of the Contract that have been addressed during the question-and-answer period. Other than through this process, the YMCA may but will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor's proposal. This applies to any language appearing in or attached to the document as part of the Vendor's proposal that purports to vary any terms and conditions or Vendors' instructions herein or to render the proposal non-binding or subject to further negotiation. Vendor's proposal shall constitute a firm offer. By executing and submitting its proposal in response to this RFP, Vendor understands and agrees that the YMCA of the Triangle may exercise its discretion not to consider any and all proposed modifications Vendor(s) may request and may accept Vendor's proposal under the terms and conditions of this RFP.

Contact with anyone working for or with the YMCA of the Triangle regarding this RFP other than the YMCA of the Triangle Contract Specialist named on the face page of this RFP (or approved alternate) may constitute grounds for rejection of said Vendor's offer, at the YMCA of the Triangle's election.

3.3 RFP SCHEDULE

The table below shows the intended schedule for this RFP. The YMCA of the Triangle will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFP (Opening Date)	YMCA of the Triangle	February 3, 2025
Pre-Bid Walk	Vendor & YMCA	February 13, 2025 at 10:00am
Submit Written Questions	Vendor	February 14, 2025
Provide Response to Questions	YMCA of the Triangle	February 17, 2025
Submit Proposals (Closing Date/Time)	Vendor	February 21, 2025, by EOB
Proposal Review and Shortlist Notification	YMCA of the Triangle	February 25, 2025
Interviews	YMCA of the Triangle	Week of March 3, 2025
Notice of Award	YMCA of the Triangle	Mid-March, 2025

3.4 PROPOSAL QUESTIONS

Upon review of the RFP documents, Vendors may have questions to clarify or interpret the RFP to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by the listed due date and time.

Instructions: Written questions shall be submitted via the YMCA Procurement Portal or emailed to John.Newell@ymcatriangle.org by the date and time specified in section 3.3 RFP Schedule

Questions received prior to the submission deadline date, the YMCA of the Triangle's response, and any additional terms deemed necessary by the YMCA of the Triangle will be provided to Vendors who submit their Intent to Bid by the due date identified above and will become an Addendum to this RFP. No information, instruction or advice provided orally or informally by any YMCA of the Triangle personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding. Vendors shall rely only on written material contained in an Addendum to this RFP.

3.5 PROPOSAL SUBMITTAL

Proposals, subject to the terms and conditions made a part hereof, shall be submitted via the YMCA of the Triangle Procurement Portal.

Your submission must be uploaded and finalized prior to the stated Closing Date/Time. It is strongly recommended that you allow sufficient time to upload and finalize submissions prior to the Closing Date/Time.

See the "Requested Information" section for submission requirements.

Important Notes:

- System Requirements: Google Chrome, Internet Explorer 11, Microsoft Edge, or Mozilla Firefox. JavaScript and cookies must be enabled
- Uploading large documents may take considerable time, depending on the size of the file(s).
- For technical submission assistance, please contact Jaggaer.

Any costs incurred by Vendor in preparing or submitting proposals are the Vendor's sole responsibility; YMCA of the Triangle will not reimburse any Vendor for any costs incurred prior to award.

3.6 ALTERNATE PROPOSALS

Vendors may submit alternate proposals for various methods or levels of service(s) or that propose different options. Alternate proposals must specifically identify the RFP requirements and advantages addressed by the alternate proposal. Any alternate proposal, in addition to the marking described above, must be clearly marked with the legend: "Alternate Proposal #___ for "name of Vendor." Each proposal must be for a specific set of Services and must include specific pricing. If a Vendor chooses to respond with various service offerings, each must be offered with a separate price and be contained in a separate proposal document. Each proposal must be complete and independent of the other proposals offered.

3.7 DEFINITIONS, ACRONYMS AND ABBREVIATIONS

- a) **BAFO:** Best and Final Offer, submitted by a Vendor to alter its initial offer, made in response to a request by the YMCA of the Triangle.
- b) **BRANCH:** Any of the 20 Branches or 3 Overnight Camps operating under the Young Men's Christian Association of the Triangle, Inc.
- c) **BUYER:** The employee of the YMCA of the Triangle placed an order with the Vendor.
- d) **CONTRACT ADMINISTRATOR:** Representative of the YMCA of the Triangle who will administer this contract for the YMCA of the Triangle and serve as the primary point of contact for the YMCA of the Triangle after contract award.
- e) **CONTRACT LEAD:** Representative of the YMCA of the Triangle who corresponds with potential Vendors in order to identify and contract with that Vendor providing the greatest benefit to the YMCA of the Triangle.
- f) **E-PROCUREMENT SERVICES:** The program, system, and associated Services through which the YMCA conducts electronic procurement.
- g) **QUALIFIED PROPOSAL:** A responsive proposal submitted by a responsible Vendor.
- h) **RFP:** Request for Proposal
- i) **SERVICES:** The tasks and duties undertaken by the Vendor to fulfill the requirements and specifications of this solicitation.
- j) **VENDOR:** Provider, Supplier, bidder, proposer, company, firm, corporation, partnership, individual or other entity submitting a response to a Request for Proposal.
- k) **YMCA:** The Young Men's Christian Association of the Triangle Area, Inc.; YMCA of the Triangle, including any of its Branches, Camps, and/or Programs.

4.0 SCOPE OF WORK / SPECIFICATIONS

1. SCOPE OF WORK

Shelter:

- a. Provide and install a 40' x 60' shelter (see enclosed inspiration photo). Shelter to include storage area (no restrooms), power for convenience outlets, lighting under shelter roof, water fountain with bottle filler, sloped metal ribbed roof panels, decorative columns, cast-in-place concrete slab, foundation, grading, repairs to landscaping and adjacent areas impacted due to construction. The tables are by the owner.

Pool house renovation:

- a. Remove and replace existing with new: (5) ceiling fans, (4) doors, front gate (to be steel), mirrors, soap dispensers, door hardware, light fixtures, and shower hardware.
- b. Provide new sound system including; (2) ceiling speaker and (2) wall mounted to be installed on existing building. Wall-mounted audio control panel to be installed in Aquatic's office. System to include; audio player for pool area, amplifier, Bluetooth connection at the rack and wireless microphone.
- c. Aquatics office:
 - a. Patch and paint walls, trim, and ceiling.
 - b. Replace light fixture.
 - c. No flooring changes.
- d. Provide and install new check-in kiosk desk. Include power and data at desk, this will require cutting slab and pouring back (do not need to match stamp pattern or concrete color)
- e. New metal lockers for staff storage 72" tall with 9 lockers. See the attached inspiration photos.
- f. Re-paint trim, siding, walls, and ceiling throughout the space both interior and exterior. Repair drywall and trim prior to painting. Caulk trim to adjacent surfaces prior to painting.

- g. Remove cabinets from kids zone 3. Flooring to remain. Remove track lighting and repair holes. Remove the interior door leading into the adjacent restroom and fill in the opening with drywall. Finish both sides of wall including base and paint.
- h. Provide add alternate to install a floor drain between showers. Tie it into the closest floor drain. Pour back concrete to ensure the area in front of showers slopes to the added drain.
- i. Install non-slip paintable epoxy floor.
- j. Replace any missing tile base.
- k. Provide and install one (1) ADA shower seat in each restroom shower. Remove and dispose of wooden seat.

Covered Porch:

- a. Extend hallway between the two spaces (orange area). Grind down stamp concrete pattern and install concrete topping.
- b. Three season porch
 - 1. level concrete floor with new hallway.
 - 2. new walls, insulation, windows, drywall, ~~ACT ceiling~~.
 - 3. Install windows assume (12) each
 - 4. Install siding to match existing.
 - 5. Mechanical:
 - i. Remove existing heaters
 - ii. Install package unit, ductwork, and supply.
 - 6. Fire Sprinklers (with cages)
 - 7. Electrical:
 - i. code-compliant convenience outlets,
 - ii. one outlet and data jack at 60" AFF,
 - iii. LED can lights.
 - iv. Replace existing ceiling fans.
 - v. Power for new package units

KITCHEN:

- a. Remove and properly dispose of kitchen equipment.
- b. Remove free-standing freezer.
- c. Provide alternate for building 3-sided storage area where free standing freezer is located.
- d. Remove kitchen equipment from roof, repair roof as needed with new metal roof.
- e. Demo drywall back to studs.
- f. Demo ceiling tiles and grid.
- g. Install new drywall, ceiling grid, LED lights.
- h. Scarify, clean, and install LVT flooring surface.
- i. Grind down stamp concrete pattern and install concrete topping. Extend flooring into this added space.
- j. Install rubber base.
- k. Paint new walls along with cleaning and repainting existing doors.
- l. Provide add alternate to install (4) each windows.
- m. Mechanical:
 - a. remove Ptac units.
 - b. Install package unit
- n. Plumbing: Cap utilities including floor drains.
- o. Fire Sprinklers:
 - a. install cages around existing heads.
 - b. Remove anzal system
 - c. Install wet system in new enclosed space.
- p. Electrical:
 - a. install code-compliant convenience outlets
 - b. one outlet and data jack at 60" AFF

- c. LED 2x4 lights.
- d. Power for new package units

2. CONSTRUCTION MANAGER AT RISK:

- a. CM-R is to be a partner throughout the construction documents design process and provide periodic feedback on design to ensure the project is on track with the set construction budget.
- b. CM-R to advise the Team on costs, constructability, sequencing, overall schedule, and general construction. CM-R is to express concern when any of the above items might potentially be impacted by design, program, or owner changes.
- c. Advise the Team on early release packages and key milestone dates to ensure early and on-time procurement of materials.
- d. CM-R is to develop and track cost management items.
- e. The owner intends to utilize the YMCA standard short form contract for this project. In your response to the RFP, provide any comments on any items in the document your firm may take issue with. Include an explanation of your issue and provide a proposed modification.
- f. Review the enclosed Overall Project Schedule and provide any comments with your proposals.
- g. Provide your proposed project Team along with an organizational chart and resumes for the individuals you are committing to this project.
- h. Provide company qualifications for projects similar in size and scope. Along with references for these projects.
- i. CM-R is to provide a budget for the project based on the provided documents, site walk, and your experience.
- j. **Include in your RFP response the CM-R scope sheet Excel file.**
 - i. Summary – summary of costs.
 - ii. General Conditionals and General Requirements breakdown
 - iii. Cost of work
- k. CM-R is to be aware, that the YMCA building adjacent to three-season patio and pool is to remain operational during construction. CM-R phasing plan, schedule, and temporary measures are to ensure their planning includes this requirement.
- l. Work is to be completed by December 30, 2025
- m. CM-R is to provide all labor, materials, equipment, and all applicable taxes for the construction of this project.
- n. CM-R is to provide monthly sale tax reports to the YMCA with application for payment.
- o. CM-R is to provide monthly MWBE reports to the YMCA with application for payment.
- p. Owner includes the cost of construction material testing.
- q. CM-R is to include coordination with Owner staff and 3rd Party Project Manager.
- r. CM-R is to coordinate with local utility companies and owner vendors.
- s. CM-R to provide cost for builders' risk insurance.
- t. CM-R is to include general liability insurance.
- u. General Requirements are to include all field staff and requirements for construction. After CM-R award, no items deemed General Requirements are to be billed to the cost of work. Examples include but are not limited to; dumpsters, hoisting, fencing, cleaning, field foreman, etc.
- v. Laydown will be limited. With your proposal, provide a logistic plan outlining; storage area, trash, sanitary facilities, contractor office, and parking.
- w. CM-R understands they are working around an active community and is to ensure temporary measures are in place to protect members from construction activity.
- x. CM-R is to repair areas outside of the construction limits due to construction such as, but not limited to; staging areas, temporary cart paths, construction fencing, and construction activity.
- y. The CM-R scope of work is defined above.
- z. With proposal, contractor is to provide their proposed approach to the project including phasing or logistics plan(s)
- aa. Provide proposed overall design and construction schedule.

3. DESIGN:

1. Collaborate with the YMCA to refine phasing and improvement plans.
 - a. Site Plan design
 - b. Building concept
 - c. Feasibility for cross-access connection.
2. Facilitate work sessions / programming meetings with user groups.
3. Conduct initial discussions with regulatory agencies, local building, and zoning officials to review feasibility.
4. Prepare necessary documentation to record meetings and findings accurately.
5. Assess existing conditions, and documents, and review the site to ensure compliance with AHJ and all applicable codes.
6. Provide a detailed report on regulations, building codes, and MEP and FP requirements in addition to what was previously provided.
7. Architectural firm is to engage consultants as needed to develop fully permittable drawings including; Civil, landscaping, Structural, Mechanical, Plumbing, Electrical, Fire Protection, Fire Alarm, and project specifications.
8. Coordinate with utility providers and review any necessary relocations.
9. Coordinate with Geotechnical Engineer review of subsurface material for coordination with the covered patio.
10. Obtain necessary permits and approval from AHJ.
11. Promptly review, coordinate, respond, and resubmit AHJ permit review comments.
12. Work alongside the Owner and Contractor to develop phased plans and schedules, encompassing design, permitting, and construction stages.
13. Provide a schedule for design and permitting. Include time for the Owner progress review of the design. Firm to provide schematic design, 50% design development, 100% design development, 50% construction documentation, permit CD's and issue for construction documents.
14. Offer suggestions for any additional services that may be beneficial within the scope of work.
15. Project closeout documentation including as-built review, punch list, closeout documentation review.

4. DESIGN, PRICING, AND SCHEDULE DELIVERABLES:

1. Schematic Design:

This phase consists of a package based on the program and the description provided by the Owner and Team. The documents shall establish the scale and relationship of components. Preliminary selections of major building systems and construction materials.

- a. Floor plan concept and room plans
- b. Exterior elevations (all sides) with material callouts.
- c. Architectural site plan
- d. SD documents are to meet requirements for AHJ Site Plan or Appearance Board submittal and approval process.
- e. MEP, FP, and FA trade guidance
- f. Standard specifications for CM-R budget.
- g. Drawings are to be clean black and white lines and are to be scalable
- h. CM-R to review and confirm in-line with budget and schedule.

2. Design Development:

This package shall illustrate and describe the refinement of the project's design, and establish the scope, relationships, forms, size, and appearance of the project through the plans, sections, elevations, typical construction details, and equipment layouts. The package is to include outline specifications that identify major materials and systems and establish their general quality level.

- a. Room plans, floor plans, reflected ceiling plans.
- b. Back-of-house rooms: MEP, FP, FA, and Telco requirements and connection to existing.
- c. Exterior elevations for sides of the building being renovated.
- d. Wall sections and preliminary details.

- e. Structural foundation and structure member sizes
 - f. MEP, FP, and FA plans
 - g. Specification outline
 - h. CM-R to provide an estimate, schedule, and logistic plan.
3. Construction Documents:
This package shall outline in detail the requirements of the Project including Drawings and Specifications that establish the quality levels of materials and systems required for the project.
- a. Code summary sheets.
 - b. Architectural site plan
 - c. Floor and ceiling and plans
 - d. Exterior elevations
 - e. Plan and section details.
 - f. Door and window schedules
 - g. Interior finishes, interior elevations, and wall schedules.
 - h. Structural, MEP, FA and FA plan and details.
 - i. Specifications.
 - j. CM-R to provide an estimate, schedule, and logistic plan.
4. Construction Administration:
The Architect shall visit the Project site at intervals appropriate to the stage of construction. The purpose of the visits is to become familiar with the progress and quality of the work, to endeavor to guide Owner against deficiencies in the work, and to determine if the work, when completed will be in accordance with the contract documents.
- a. Architectural
 - i. Periodic site visits, (1) per month
 - ii. Review shop drawings, product data, and samples. Review time (10) working days.
 - iii. Review and approve change orders and monthly applications for payment.
 - iv. Prepare construction change directives, supplemental instructions, and other standard AIA documents as necessary for the project process.
 - v. Respond to RFI's and interpret that arise from building construction that do not comply with Construction Documents. Review time, five working days.
 - vi. Perform a punch list of the interior and exterior of the building. Issue with-in 3 business days of the reviewed area.
 - b. MEP, FP, FA:
 - i. Periodic site visits during construction rough-in.
 - ii. Perform final site visit and punch list.
 - iii. Provide a project completion letter as required by AHJ.

THE FOLLOWING ATTACHMENTS ARE AVAILABLE FOR DOWNLOAD FROM THE YMCA OF THE TRIANGLE PROCUREMENT PORTAL.

ATTACHMENT A: EAST TRIANGLE YMCA ARCHITECTURAL ORIGINAL BUILDING MARK-UPS

ATTACHMENT B: INSTRUCTIONS TO VENDORS

ATTACHMENT C: YMCA OF THE GENERAL TERMS AND CONDITIONS

ATTACHMENT D: CERTIFICATION OF FINANCIAL CONDITION
