



**ALFRED STREET BAPTIST CHURCH**

**REQUEST FOR QUOTE**

**GENERAL CONTRACTOR TO OVERSEE TWO FEDERALLY-FUNDED PROJECTS,  
MANAGE VENDORS AND TRADES, AND COMMUNICATE INFORMATION TO  
ALL INVOLVED PARTIES THROUGHOUT THE COURSE OF THE PROJECTS**

**Due Date for Submissions: Wednesday, March 24, 2021 by 5:00 P.M**

Alfred Street Baptist Church  
325 South Patrick Street  
Alexandria, VA 22314

QUOTES MUST BE SUBMITTED ON THE SPECIFIED DATE AND TIME. THE CHURCH WILL NOT CONSIDER QUOTES RECEIVED AFTER THE DUE DATE. AN AMENDMENT IS CONSIDERED A NEW QUOTE AND WILL NOT BE ACCEPTED AFTER THE SPECIFIED DATE AND TIME.

## **1. INTRODUCTION**

The Alfred Street Baptist Church (ASBC) is soliciting quotes from licensed qualified general contractors to manage the removal, ordering, and installation of target hardening doors, windows, and other security equipment at its four sites through a competitive cost bidding process. The two projects are federally funded by the U.S. Department of Homeland Security (DHS) and its Federal Emergency Management Agency (FEMA). Compliance with all applicable DHS/FEMA rules and regulations is required for this solicitation and projects.

## **2. BACKGROUND/ CHURCH HISTORY**

ASBC, a 501 (c) 3 organization, is 217 years old and traces its origins to 1803 during the period when Thomas Jefferson served as the third president of the United States. The church is listed in the National Register and is part of the Old and Historic Alexandria District (OHAD). The OHAD was established in 1946 and is the third oldest historic district in the United States.

Over the past 10 years the ASBC has experienced phenomenal growth from 2,500 members in 2008 to more than 10,000 in 2020. With this exceptional growth, the need to provide safer and more secure facilities to protect our members, employees, and visitors is even more critical. As a result of several national and local events, the need to mitigate the loss of life and property against threats and hazards has also become more and more critical. With these needs in mind, ASBC applied for and received two DHS/FEMA Nonprofit Security grants from the Government of the District of Columbia (DC) Homeland Security and Emergency Management Agency (HSEMA). DC HSEMA is the State Administrative Agent (SSA) for DHS/FEMA preparedness and nonprofit security grants for DC and the National Capital Region. As the SAA, DC HSEMA is the “grantee” and ASBC is a “subrecipient” of DC HSEMA. Therefore, the projects are also subject to compliance monitoring and enforcement by the SAA.

The subaward amount for ASBC’s first Nonprofit Security grant is \$95,497 with a performance period from September 1, 2019 to September 30, 2021. The subaward amount for the second NPS grant is \$90,000 with a performance period from September 1, 2020 to September 30, 2022. Both awards are designated as “equipment” subgrants and, therefore, include only minor interior construction work. No significant exterior changes are included in either subaward. However, any approvals for the projects required by the OHAD and Board of Architectural Review must be obtained. In addition, the general contractor must secure all code permits required by the City of Alexandria prior to beginning any work.

Since the award of the first grant, ASBC has been working with the SAA to obtain approval of its Project Management Plans (PMP) and Environmental and Historic Preservation (EHP) Screening Forms. Approval of both documents is required to expend grant funds. ASBC received approval of the PMPs for both grants and the EHP for the first grant. The EHP compliance review for the

second grant is in progress. In the meantime, ASBC is commencing with solicitation for quotes and selection of one general contractor to complete the two closely related projects.

### 3. SCOPE OF WORK

The scope of work is to manage the removal, disposal, procurement, and installation of the replacement equipment and other work specified in the two grant awards in accordance with DHS Authorized Equipment List (AEL) and all other applicable federal, state, and local rules and regulations. ASBC desires a general contractor to perform and manage the scope of work in consultation with the Church’s Security Grants Committee, Facility Management Director, and other key staff; and to ensure that all contracted work is performed by a qualified tradesman according to the work being performed.

#### **PROJECT ONE**

**FY 2019 Subaward ID:** 19NSGP669-01

**Amount:** \$95,497

**Period of Performance:** September 1, 2019 to September 30, 2021

During the period of performance, the General contractor will purchase and install target hardening and other physical security enhancements at ASBC’s four sites as follows:

**Site One:** Historic Church at 301 South Alfred Street

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|--------|--|
| 3.1.1. | Re-key one (1) existing interior door; no other replacements or changes to the historic chapel are included in this project. [Total approved budget: \$44] |
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**Site Two:** Modern sanctuary at 301 South Alfred Street (immediately adjacent and attached to historic church)

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|--------|---|
| 3.1.2. | Purchase and install five (5) bullet resistant double doors at existing door locations: <ul style="list-style-type: none"> <li>a. Three (3) exterior double doors to be replaced at the main entrance (facing east);</li> <li>b. One (1) exterior double door at the front lower Fellowship Hall entrance (also facing east);</li> <li>c. One (1) interior double door at the entrance to the Pastor’s Executive Suite on the third floor.</li> </ul> [Total approved budget: \$39,956] |
| 3.1.3. | Purchase and install four (4) alarm contacts and one (1) panic button: <ul style="list-style-type: none"> <li>a. One (1) of the four alarm controls will be installed at each of the four lower level windows located on the south rear side of the sanctuary; and</li> <li>b. One (1) panic button will be mounted on the south inside wall of the kitchen on the lower level.</li> </ul> [Total approved budget: \$500]   |

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| 3.1.4. | <p>Purchase and install two (2) video cameras in the parking garages to replace existing ones:</p> <ul style="list-style-type: none"> <li>a. One (1) to replace the existing video camera at the top right inside wall of the south rear parking garage; and</li> <li>b. One (1) to replace the existing camera at the top right inside wall of the north rear parking garage (facing Duke Street).</li> </ul> <p>[Total approved budget: \$19,190]</p>  |
| 3.1.5. | <p>Purchase and install one (1) card/fob reader in the rear elevator on the inside operating panel to control access to third floor command center, Pastor’s Executive Suite, and other offices and meeting spaces.</p> <p>[Total approved budget: \$3,698]</p>  |
| 3.1.6  | <p>Re-key 49 doors and replace keys to regain distribution control and logging of keys.</p> <p>[Total approved budget: \$2,142]</p>  |
| 3.1.7  | <p>Enhance an existing eight feet by thirteen feet command and control on the third floor with reinforced walls, one way glass and video screens. Purchase and install:</p> <ul style="list-style-type: none"> <li>a. Four (4) to six Level 8 safe room fiberglass 4x8 feet panels against the existing walls to reinforce them, requiring no construction;</li> <li>b. One (1) single bullet resistant door to replace the existing single entry door;</li> <li>c. One (1) bullet resistant plexiglass one way window in the existing two way glass window opening, requiring no new construction;</li> <li>d. Two 40 to 50 inch high definition video screens, affix to their own frames to be mounted on the wall to the left of the entry door to create a video wall; and</li> <li>e. Two (2) new freestanding workstations.</li> </ul> <p>[Total approved budget: \$9,212]</p> |

**Site Three:** Annex 1 at 325 South Patrick Street

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|---------|--|
| 3.1.8.  | <p>Purchase and install one (1) exterior bullet resistant double door to replace the existing glass double door at the front entrance to the building.</p> <p>[Total approved budget: \$7,041]</p> |
| 3.1.9.  | <p>Purchase and install one (1) panic button to be mounted on the wall behind the reception area at the front entrance to the building.</p> <p>[Total approved budget: \$100]</p>                  |
| 3.1.10. | <p>Re-key 68 doors and replace keys to regain distribution control and logging of keys.</p>  |

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|  | [Total approved budget: \$2,972] |
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**Site Four:** Annex 2 at 331 South Patrick Street

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| 3.1.11. | <p>Purchase and install two (2) solid wood doors with glass inserts, one single and one double, with fob access on the second floor landing, on either side of the top of the stairs, to prevent open access to employees;</p> <ul style="list-style-type: none"> <li>a. Construct an eight feet, 11 inches wide by eight feet, 6 inches high wall on the east side of the landing to accommodate the double door;</li> <li>b. Construct a seven feet, 2 inches wide by eight feet, 6 inches high wall on the west side of landing to accommodate the single door on the west side of the stairs.</li> <li>c. Purchase and install two (2) fob readers, one for the double door and the other for the single door as described above.</li> </ul> <p>[Total approved budget: \$7,700]</p> |
| 3.1.12. | <p>Purchase and install one (1) panic button to be mounted on the wall behind the reception area at the front entrance to the building.</p> <p>[Total approved budget: \$100]</p>  |
| 3.1.13. | <p>Re-key 65 doors and replace keys to regain distribution control and logging of keys.</p> <p>[Total approved budget: \$2,842]</p>  |

In summary, the FY 2019 grant for \$95,497 will fund the purchase\* and installation of:

- Five (5) bullet resistant exterior double doors (4 at 301 S. Alfred and 1 at 325 S. Patrick);
- One (1) bullet resistant interior double door (Pastor Executive Suite, 301 S. Alfred);
- One (1) bullet resistant interior single door (command center, 301 S. Alfred)
- Two (2) wood interior doors, one double and one single for 331 South Patrick;
- One hundred-eighty three (183) re-keyed doors and new locks;
- One (1) card reader for the rear elevator to limit access to the Pastor's suite;
- Two (2) video cameras for parking garages;
- Four (4) window alarm contacts, and
- Three (3) panic buttons to monitor access and enhance communications for staff;
- Materials to construct two walls at 331 South Patrick Street;
- Four (4) to six (6) Level 8 safe room fiberglass 4x8 feet panels for the control room;
- One (1) bullet resistant plexiglass one way window in the existing two way glass window opening in control room, requiring no new construction;
- Two (2) high definition video screens, 40 to 50 inch; and

- Two (2) new freestanding workstations for control room.

\*A list of approved equipment by item and AEL Code is attached to this document.

## **PROJECT TWO**

**FY 2020 Subaward ID:** 20NSGP669-01

**Amount:** \$90,000

**Period of Performance:** September 1, 2020 to September 30, 2022

The FY 2020 grant continues the target hardening improvements by providing funding to purchase and replace windows and additional doors as described below:

**Site One:** Historic Church at 301 South Alfred Street

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| 3.2.1. | Includes no additional work at this site. |
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**Site Two:** Modern sanctuary at 301 South Alfred Street

|        |  |
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| 3.2.2. | Purchase and install one (1) bullet resistant double door at the existing exterior lower level on the south side of the sanctuary facing the parking lot.<br>[Total approved budget: \$16,458] |
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**Site Three:** Annex 1 at 325 South Patrick Street

|        |   |
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| 3.2.3. | Purchase and install one (1) bullet resistant double door at the existing glass double door at the front entrance to Kids' Street Children Church.<br>[Total approved budget: \$16,458]                     |
| 3.2.4. | Purchase and install two (2) resistant school guard glass panes in the existing full window panes on either side of the main entrance to the office building (\$8,900).<br>[Total approved budget: \$8,900] |

**Site Four:** Annex 2 at 331 South Patrick Street

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| 3.2.5. | Purchase and install one (1) bullet resistant double door at the front main entrance doors to the building.<br>[Total approved budget: \$16,458] |
| 3.2.6. | Purchase and install seven (7) resistant school guard glass panes:   |

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|  | <p>a. Six (6) in the existing six window panes in their current locations surrounding the main entrance door; and</p> <p>b. One (1) will be used, as needed, to replace the two very narrow existing glass panes immediately adjacent to the entrance doors of both Buildings 325 and 331</p> <p>[Total approved budget: \$31,726 including partial freight cost of \$576]</p> |
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In summary, the FY 2020 grant for \$90,000 will fund the purchase and installation of:

- Three (3) bullet resistant doors to replace existing doors; and
- Nine (9) school guard glass panes to be installed within existing frames;

The general contractor’s management and administrative costs will be paid with ASBC funds.

#### 4. QUALIFICATIONS

The church is seeking a general contractor with the following qualifications:

- 4.1 Performed as the principal general contractor for at least three (3) church or large facility projects comparable to the size and magnitude of ASBC;
- 4.2 At least three (3) consecutive years of active business operations;
- 4.3 Liability insurance with aggregate coverage limits of at least \$2 million per occurrence or event;
- 4.4 Ability to secure a construction/surety performance bond for 100 percent of the contract price;
- 4.5 Current and active city, state, and federal licenses for all services proposed in this project;
- 4.6 Certified small or minority business, women’s business enterprise, or labor surplus area firm;
- 4.7 Prior experience working with FEMA or other grant funded projects and the AEL.

#### 5. DELIVERABLES

With period of performance for the FY 2019 grant already underway, time is of the essence for completion of the project. The General contractor shall be responsive to the listed deliverables. Failure to fully respond to the below listed Proposal Deliverables would deem the bid unresponsive. Deliverables associated with this contract are specified below. During the post award meeting, all deliverables shall be completed to the satisfaction of the Assistant Church Administrator and the SAA.

| DELIVERABLE  | PARAGRAPH                             | DUE DATE                           |
|--|---------------------------------------|------------------------------------|
| Secure bids, select vendor, and order impact resistant doors           | 3.1.2, 3.1.8, 3.2.2, 3.2.3, and 3.2.5 | Final Deliverable – April 12, 2021 |
| Secure bids, select vendor, and order two cameras for parking garages. | 3.1.4                                 | Final Deliverable – April 12, 2021 |

|  |                                       |                                       |
|--|---------------------------------------|---------------------------------------|
| Secure bids, select vendor, and order alarm controls and panic buttons.  | 3.1.3, 3.1.9, and 3.1.12              | Final Deliverable – April 12, 2021    |
| Secure bids, select vendor, and order card/fob reader for rear elevator. | 3.1.5                                 | Final Deliverable – April 12, 2021    |
| Secure bids, select vendor, and order items for command center.          | 3.1.7                                 | Final Deliverable – April 12, 2021    |
| Secure bids, select vendor, and order two wood doors.                    | 3.1.11                                | Final Deliverable – April 12, 2021    |
| Secure bids, select vendor, and order school glass panes.                | 3.2.4 and 3.2.6                       | Final deliverable – May 7, 2021       |
| Secure bids, select vendor, and order fob systems for 5 exterior doors.  | 3.1.1, 3.1.6, 3.1.10, and 3.1.13      | Final deliverable – May 7, 2021       |
| Installation of impact resistant doors                                   | 3.1.2, 3.1.8, 3.2.2, 3.2.3, and 3.2.5 | Final Deliverable – August 31, 2021   |
| Installation of two cameras in garages.                                  | 3.1.4                                 | Final deliverable – August 31, 2021   |
| Installation of alarm controls and panic buttons.                        | 3.1.3, 3.1.9, and 3.1.12              | Final deliverable – August 31, 2021   |
| Installation of card/fob reader in rear elevator.                        | 3.1.5                                 | Final deliverable – July 1, 2021      |
| Installation items in command center.                                    | 3.1.7                                 | Final deliverable – August 31, 2021   |
| Construction of walls and installation of two wood doors.                | 3.1.11                                | Final deliverable – August 31, 2021   |
| Installation of school glass panes.                                      | 3.2.4 and 3.2.6                       | Final deliverable – November 5, 2021  |
| Installation of fob systems for 5 exterior doors.                        | 3.1.1, 3.1.6, 3.1.10, and 3.1.13      | Final deliverable – September 3, 2021 |

**5.1 Monthly Status Report (MSR).** The general contractor shall provide a Monthly Status Report by the 5th business day of the month following the month being reported in an electronic format. Contents shall include:

- 4.1.1. A brief task description; a narrative review of tasks accomplished during the reporting period and/or significant events, status of major and minor milestones, and project/program deliverables.
- 4.1.2. Problem areas encountered and remedial actions taken or recommendations for solutions. Potential problems shall be addressed at the time of occurrence to the Assistant Church Administrator and Security Grants Committee Chair but shall also be included in the MSR.
- 4.1.3. A summary of the highlights of the previous month’s activities. The MSR shall include the key technical milestone met or actions accomplished. Also include planned work for the next period, deliverable status information on all active tasks, any problem



areas, and other relative information impacting their attainment. Address staffing issues that affect the successful completion of all task order requirements.

4.1.4. Recommendations and/or actions the general contractor took to overcome delays due to technical, regulatory or staffing issues.

4.1.5. Description of anticipated activities for the next reporting period, such as description of any travel or unique services to be provided and other relative information as necessary.

**4.2. Meetings, Briefings, Responses and Presentations** – The General contractor shall participate in the development, review, and staffing of Technical Reports. Deliver no later than (NLT) 10 business days after Assistant Church Administrator/Security Grants Committee Chair request.

## **5. GENERAL REQUIREMENTS**

### **5.1 General contractor Support.**

#### 5.1.1 Continuation of Services.

The general contractor shall ensure continuation of services during personnel absences due to sickness, leave, and voluntary or involuntary termination from employment such that impact to the ASBC is minimal and position vacancies do not exceed 10 business days.

#### 5.1.2 Vacancies.

In instances where the general contractor projects vacancies exceeding five (5) business days, the Consultant shall promptly notify the Assistant Church Administrator and Security Grants Committee Chair immediately. The General contractor shall provide follow-up documentation within 72 hours after notification, stating the date and time the position will be vacant, and the reason for the personnel vacating the position, the anticipated replacement date of personnel, and what management corrective action will be taken to ensure contract mission completion. The General contractor shall not invoice for any positions that are vacant.

#### 5.1.3 Professionalism.

The Assistant Church Administrator or designated representative may require the General contractor to remove from the job site any General contractor's employee or subcontractor working under this contract for reasons of misconduct, security violations, or found to be suspected to be under the influence of alcohol, drugs or other incapacitating agent. The Assistant Church Administrator has the authority to bar individuals from the installation. Such removal from the job site or dismissal from the premises shall not relieve the General contractor of the contract requirements.

#### 5.1.4 Post Award Meeting.

A post award meeting will be held NLT five (5) business days after the award of the contract. The

intent is to initiate the communication process between the ASBC Security Grants Committee and General contractor by introducing key task participants and explaining their roles, reviewing communication ground rules, and assuring a common understanding of subtask requirements and objectives. The post award meeting shall be held at the ASBC building located at 331 South Patrick Street, Alexandria, VA 22314.

**5.1.5 Attend Meetings**

The general contractor shall also attend and participate in meetings with all of the aforementioned entities on a dynamic or fluctuating schedule. The General contractor shall prepare meeting minutes as required and provide them to the Assistant Church Administrator/Security Grants Committee Chair by a predetermined date.

**5.2 Documents, Data Rights and Intellectual Property.**

The ASBC will furnish or make available to the general contractor any documentation/material deemed necessary to accomplish requirements of this contract. The ASBC will retain ownership of all data entered, processed, or generated by the General contractor performance of the tasks set forth in the invitation for bids.

**6. EVALUATION CRITERIA FOR BIDS**

The general contractor will submit five (5) hard copies of their quotes as well as an electronic copy. There may be a requirement for an oral presentation. Quotes will be evaluated based on the responses to the Statement of Work items as described above, each with a weighted value. ASBC selection committee may conduct interviews with the selected consultant firms to present their understandings of the ASBC development program, and present their respective approaches in providing analysis in response to the key task items.

| <b>CRITERIA</b>   | <b>WEIGHTED FACTOR</b> |
|---|------------------------|
| Overall Quality of Quotes (Are costs clearly displayed with demolition, installation, and materials itemized)       | <b>40%</b>             |
| Availability and capacity to perform services (scope of work) and conclude work on time                             | <b>30%</b>             |
| Responsiveness and understanding of work to be done (scope of work and breakdown of quantity of materials required) | <b>10%</b>             |
| Specific experience with DHS/FEMA projects and AEL codes  | <b>10%</b>             |
|   |                        |

|  |             |
|--|-------------|
| Qualifications and experience of general contractor and project team based on recent experience (all subcontractors are included and clearly identified) | 5%          |
|  |             |
| References   | 5%          |
|  |             |
| <i>*Previous experience and performance working with ASBC</i>  |             |
| <b>Total</b>   | <b>100%</b> |

(Rating points range from 0 to 5 with 0 being unsatisfactory and 5 being excellent. Rating point is then multiplied by the weight factor to obtain weighted rating)

\*Note: Positive previous experience and no previous experience will constitute a score of zero (0). Negative experience points will be deducted from the overall score.

## 7. ADMINISTRATIVE INSTRUCTIONS

The due date for responses to this solicitation is Wednesday, March 24, 2021 by 5PM EST. All questions must be submitted by 5pm EST March 16<sup>th</sup>,2021. The quotes will be delivered in five (5) hard copies and an electronic copy to Rev. Anthony Brownlow, 325 South Patrick St, Alexandria, VA 22314, [abrownlow@alfredstreet.org](mailto:abrownlow@alfredstreet.org). Page limit is five (5) one-sided pages for all quotes. All questions should be directed to Rev. Anthony Brownlow, 703-683-2222. ASBC reserves the right to change any dates. The quote shall address the following:

- Detailed breakdown of costs (not counted in page limit)
- Understanding of the requirement
- Ability to accomplish the work on time
- Provide three references
- Certificate insurances and bonds
- The analysis will be completed within ten (10) business days of contract award.

## 8. ADDITIONAL INFORMATION

### 8.1 Smoke Free Environment and Possible Interruptions.

The church campus is a smoke free environment and smoking is not permitted on the campus. Due to the COVID 19 restrictions, recording and production activities for virtual services may require the general contractor to interrupt their work at any time as not to interfere with the production process or other unexpected events.

### 8.2 COVID 19 Precautions.

Face coverings are required while on site. COVID precautions can potentially change at any time; contractors shall be required to follow all current COVID 19 regulations