

Request for Proposal (RFP) for Basement Lab Renovation at Lincoln University

Project Number: TBA

Issue Date: July 15, 2025

Proposal Submission Deadline: August 15, 2025, 5:00 PM CDT

Project Title: Lincoln University – Basement Lab Renovation

Location: Foster Hall, Lincoln University Campus, 820 Chestnut St., Jefferson City, Missouri, 65101

Contact: Marquan Martin, Lincoln University

Phone: (573) 681-5291

Email: martinm@lincolnu.edu

Introduction

Lincoln University invites qualified contractors to submit competitive bids for the renovation of the Basement laboratory in Foster Hall on the Lincoln University campus in Jefferson City, Missouri. The project involves a comprehensive renovation of the lab space to modernize facilities and ensure compliance with current standards. This Request for Proposal (RFP) outlines the scope of work, submission requirements, and evaluation criteria for selecting a contractor.

Project Overview

The Basement Lab Renovation project aims to upgrade the existing laboratory space to enhance functionality, safety, and aesthetics. The selected contractor will provide all labor, materials, and equipment necessary to complete the work unless otherwise specified.

1. Scope of Work

The scope of work includes, but is not limited to, the following:

A. Millwork

- Remove and store existing countertops for reinstallation.
- Remove and dispose of existing millwork.
- Install new millwork (exterior color to be selected by Lincoln University).
- Reinstall existing countertops.

B. Walls and Ceiling

- Remove and dispose of existing ceiling tiles, grid work, diffusers, and lighting.
- Install new ceiling grid and tiles.
- Repair minor wall defects and paint walls and trim (color to be selected by Lincoln University).

C. Doors & Hardware

- Install new entry door slabs with hardware compatible with access control systems (specifications to be determined by Lincoln University).

D. Window Coverings

- Install new shades (color to be selected by Lincoln University).

E. Flooring

- Remove existing flooring and cove base.
- Install new heat-welded sheet vinyl flooring with 6-inch vinyl cove base (color to be selected by Lincoln University).

F. Electrical

- Install new 2x4 LED lighting in the ceiling grid.
- Replace all outlets and switches, including new cover plates where applicable.

G. Plumbing

- Remove and replace all existing plumbing fixtures.
- Saw-cut trench in concrete floor slab to install a drain for an emergency shower and eyewash station.
- Infill trench and prepare for flooring installation.

H. Additional Requirements

- Include an allowance for identifying and repairing a gas leak in the line entering the lab.
- Alternate #1: Provide pricing to install new black epoxy resin countertops as an alternative to reinstalling existing countertops.

2. Project Schedule

- The contractor shall propose a schedule for completing the work within a reasonable timeframe.
- Normal working hours are Monday through Friday, 8:00 AM to 5:00 PM.
- The desired project start date is to be determined upon contract award.

3. Proposal Requirements

Interested contractors must submit the following by the submission deadline:

- Company Profile: Overview of the contractor's experience, qualifications, and relevant project history.
- Lump Sum Price: A detailed breakdown of costs for the specified scope of work, including the gas leak allowance.
- Alternate Pricing: Separate pricing for Alternate #1 (black epoxy resin countertops).
- Proposed Schedule: A timeline for completing the work, including mobilization and key milestones.

- Insurance and Bonding: Proof of insurance (Workers' Compensation, Builders Risk, Employer's Liability, Comprehensive Automobile Liability, and Commercial General Liability on an occurrence basis) and bonding capacity, if applicable.
- References: Contact information for at least three clients from similar projects completed within the past five years.
- Certifications: Any relevant certifications or licenses held by the contractor.

Proposals must be submitted electronically to martinm@lincolnu.edu by 5:00 PM CDT on August 15, 2025. Late submissions will not be considered.

4. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Cost (40%): Competitiveness and clarity of the lump sum price and alternate pricing.
- Experience and Qualifications (30%): Demonstrated experience with similar projects and ability to meet the scope requirements.
- Schedule (20%): Feasibility and efficiency of the proposed timeline.
- References (10%): Feedback from previous clients on performance, reliability, and quality of work.

9. Submission Instructions

Proposals must be submitted in PDF format via email to martinm@lincolnu.edu with the subject line "RFP – Basement Lab Renovation Proposal."

Questions regarding this RFP should be directed to Marquan Martin at the contact information provided, no later than August 8, 2025.

10. Reservation of Rights

Lincoln University reserves the right to reject any or all proposals, waive minor irregularities, or negotiate with any contractor to achieve the best outcome for the project.

Note: A site visit is set for 7/23/2025 at 9:00am. Contact Marquan Martin for more information. If you are not available on 7/23/2025, contractors are encouraged to conduct a site visit prior to submitting proposals. Contact Marquan Martin to schedule a visit.

Lincoln University looks forward to receiving competitive proposals for this important project. Thank you for your interest.