



Request For Proposal - RFP
NCGTP Administrative Building
3802 Hwy 58 N
Kinston, NC 28504

The North Carolina Global TransPark is looking for a general contractor to perform remodeling, electrical, plumbing and other related types of work. The list of work to be performed is listed below.

1. Remove right wall (29' 6", including door) in entrance. Relocate electrical and other outlets and fire alarm to main wall. Repair ceiling and main wall as needed due to wall removal.
2. Up fit space as discussed by building two walls in lobby to create office. Frame new walls for the office using 20-gauge 3 5/8" metal studs. Install 38" X 38.5" glass window in new wall with voice opening and slide opening at bottom of glass to match glass in existing office right of lobby.
3. Replace all damaged or discolored ceiling tiles.
4. Remove blue wall covering, prep wall surface and paint.
5. Replace all carpet throughout new office space. (as approved by NCGTP)
6. Repair walls and touch up painting throughout the entire office space.
7. Replace or repair all outside window seals. (Twelve —40 7/8" X 55 3/4" X 1" insulated glass and twelve 40 7/8" X 22 3/4" X 1").
8. Install 120V power outlet in telecommunications room.
9. Install a 220V outlet in the kitchen and a 220V outlet in room 109 on the wall adjacent to the electrical room (North wall).
10. Install awning over the back two entry doors.

11. Replace hot water heater.

12. All debris cleaned up and hauled away.

(See Attached Tabulation Sheet)

A MANDATORY ATTENDANCE Pre-Proposal meeting will be held on March 6, 2017 at 10:00a.m. A guided site tour will be provided by the NCGTP Staff.

Mailing address and Contact Information

Mr. Levia Williamson,
North Carolina Global TransPark Authority
3800 Hwy 58 N
Kinston, North Carolina 28504
lfwilliamson@ncdot.gov
(252) 523-1351 - Ext. 302

A minimum of two copies of the proposal should be submitted to Levia Williamson no later than Close of Business March 10, 2017;

The contractor will begin the work by March 15, 2017 and be completed with the work in 30 days;

The contractor will submit monthly billing, with all associated documentation – the billing will be submitted via- e-mail to Levia Williamson - lfwilliamson@ncdot.gov and Mary Jane Westphal - mjwestphal@ncdot.gov ; additionally a hard Copy will be mailed to

Ms. Mary Jane Westphal
North Carolina Global TransPark Authority
3800 Hwy 58 N
Kinston, North Carolina 28504

The Proposals will be evaluated by the following criteria:

1. The contractor's capabilities – please include qualifications to perform work with a list of relevant references, with names and contact information of contact persons, for whom similar work has been done;
2. The proposed methodology for accomplishing the work
3. The cost of the Project

The Contractor must follow all of federal, state and local laws, ordinances, rules and regulations that may in any manner affect the type of work outlined in the proposal (such as local permits); obtain those permits and reflect this in the cost and progress or performance of the Work;

All Contractors are hereby notified that they shall have proper Contractor's licenses as required by the state laws governing their respective trade in the state.

Any questions of substantial importance having economic impact received from potential contractors should be in writing and all responding answers must also be in writing. All questions and answers must be provided all contractors for preparing their proposal

Final Contractual Agreement Minimum Requirements:

1. All contractual agreements will be governed by the laws of North Carolina unless prior approval has been received from the Attorney General's Office.
2. All contracts shall be cancelable upon a specified, reasonable, written notice at any time by the Authority for unsatisfactory performance or for the convenience of the Authority.
3. Contracts may provide for an option to require a performance bond.
4. No public official is to benefit personally from any contract with the Authority.
5. All contracts will stipulate that the contract is entered into in compliance with State and Federal antitrust laws.
6. A contractor shall furnish all workers compensation, liability insurance, and other insurance as may be required to protect itself and the Authority from claims which may result from the performance of the contract
7. Contracts may provide for an option to require a performance bond.
8. The North Carolina Global TransPark Authority has been exempt from sales and use tax on direct purchases of all items. General Statute 105-164.29A,
9. All contractors must complete the attached CERTIFICATION OF ELIGIBILITY - Under the Iran Divestment Act as required by, G.S. 147-86.55