



# Junior Achievement<sup>TM</sup> of Delaware

10.2023

## Request for Proposals

For Capital Improvements to the JA Campus  
Experiential Learning Facility in  
Wilmington, Delaware

RFP Coordinator: Rob Eppes [rob.eppes@ja.org](mailto:rob.eppes@ja.org)

Junior Achievement of Delaware, Inc.

522 S. Walnut Street  
Wilmington, DE 19801

## Table of Contents

### Contents

Table of Contents.....	2
I. Introduction.....	3
II. Scope of Work.....	4
III. General Information for Respondent.....	5
IV. Proposal Submission and Review Process.....	7

## **I. Introduction**

### **A. Purpose**

Junior Achievement of Delaware (JA-DE) is currently seeking proposals in response to this Request for Proposals (“RFP”) from qualified organizations or individuals interested in providing Construction Labor, Materials & Services as part of the American Rescue Plan Capital Projects Fund improvements to the JA Campus facility.

### **B. Project Background**

The JA Campus serves school-age students with a culminating Capstone Simulation experience where they become adults for a day, managing household budgets, taking on jobs, and running an entire economy. The JA Campus also hosts student conferences and competitions and other functions related to Junior Achievement’s mission to inspire and prepare young people to succeed locally, and in a global economy.

The JA Campus has served students since the 2003-24 academic year. The original design featured an open floor plan to encourage student exploration and immersion. Since the time of this original design, the need for capital upgrades has emerged based on new requirements for State of Delaware Childcare Licensing Rules & Regulations, as well as, significant changes to Safety & Security standards for educational facilities in general.

A list of construction projects to be reviewed can be found in the appendices, including:

- A. Project general descriptions
- B. Architectural Drawings

### **C. Junior Achievement of Delaware Background**

Junior Achievement of Delaware was founded in 1956 to provide high school students the opportunity to run their own micro-businesses under the guidance of local business volunteers. Over the years, JA – DE has evolved to provide Work Readiness, Entrepreneurship, and Financial Literacy learning experiences to students from Kindergarten through 12<sup>th</sup> grade. Business and community volunteer role models continue to play an integral role in JA experiences, making them relevant to students' educations and futures.

JA – DE content is available online, JA – DE curriculum is presented by educators and volunteers in local classrooms, at the worksites of local employers that host JA students, in community centers, and at the Wilmington JA Campus experiential learning facility. Today JA – DE is working closely with the Delaware Department of Education to integrate Delaware Financial Literacy Standards; Delaware Pathways (Career Programs of Study); and Delaware Business Roundtable "Delaware Growth Agenda," Strategy 1.7, which is geared at increasing Youth Entrepreneurship Education in the State.

## **II. Scope of Work**

### **A. Key Components**

- Construction/Installation of Barrier Walls and Doors  
Lobby, Kitchen and Tunnel hallway areas require security barriers and key card access doors
- Installation of Handwashing Sink in Kitchen  
Add a separate handwashing sink to comply with Childcare licensing requirements
- Repair/Remediation of Concrete Floor  
Address issues with joints in concrete floor

### III. General Information for Respondent

JA – DE at its sole discretion reserves the right to alter the dates listed below and/or add to or remove schedule activities.

#### A. Accessing the RFP

Entities with an interest in responding to this RFP can request a PDF copy of this document by emailing the RFP Coordinator with “JA –DE ARPA CFP Projects RFP Document Request” in the subject line before November 15, 2023 or downloaded at this link:

<https://delaware.ja.org/events/interviews-contractor-presentations-arpa-capital-fund-projects> and scrolling down to select the RFP button

#### B. RFP Schedule

EVENT	ESTIMATED COMPLETION DATE
RFP Issued	October 16, 2023
Virtual Q&A Meeting (Optional)	October 31, 2023
Final Date for Submitting Questions	Nov. 15, 2023
RFP Responses Due	Nov. 30, 2023
Interview – Contractor Presentations	Dec. 15, 2023
Contract Signing	Jan. 15, 2024
Project Start	June 15, 2024

Applicants who have questions about information contained in this RFP may Submit questions via email with “JA –DE ARPA CFP Projects RFP Question” in the subject line on or before the date specified on the RFP schedule. The questions submitted and JA – DE’s response will be posted on:

<https://delaware.ja.org/dA/0adf6090e7/registrationPdf/ARPA%20CAPITAL%20RFP%20QUESTIONS%20AND%20ANSWER%20POSTS.pdf>

All proposals must be received through email on or before the date specified on the RFP schedule.

### C. RFP Coordinator

Rob Eppes

Email: [rob.eppes@ja.org](mailto:rob.eppes@ja.org)

President

Junior Achievement of Delaware, Inc.

### D. Content of Proposals

Respondents submitting a proposal shall use the following outline and criteria:

- A description of the firm's qualifications to perform the required service being proposed. Include the firm's experience with similar projects.
- A technical proposal must include the following elements, and may be provided in an outline or narrative format:
  - Overview that lists each of the specific projects the firm is including in its proposal
  - Primary person responsible for successful completion of each project
  - The timeframe for completion of each project
- Notarized document with original signature attesting to the firm's Fair Compensation practices
- An estimated budget broken out by project, task and individual sub-contractor with billing rates for each
- A budget narrative that details each budget category for which funding is allocated, what each expenditure includes and how each of these costs was calculated
- Resume's of key staff and subcontractor qualifications
- Descriptions of similar projects the firm has completed in the past five years, including three references from previous customers with contact information

- One photograph example of a relevant recently completed project
- Supplemental information – including any other material that demonstrates the firm’s qualifications to complete the project(s)

#### E. Selection Criteria for Applicant Responses

<b>Proposal Components</b>	<b>Maximum Points</b>
1. Applicant (Firm and Key Individuals) Qualifications to Complete the Project(s)	25
2. Timeframe for Completion of the Project(s)	25
3. Budget and Budget Narrative	25
4. Notarized Attestation to firm's Fair Compensation Practices	25
	100

### IV. Proposal Submission and Review Process

#### A. Submission

Respondents who wish to compete for funding for the project(s) must submit all of the following:

1. An electronic copy of the entire proposal
2. One paper copy of the entire proposal with original signatures

All proposals (electronic and paper) must be submitted to the Junior Achievement of Delaware office by 12:00pm on Nov. 30, 2023. Proposals received after this time will not be accepted, reviewed or evaluated.

Email the electronic copy to: [rob.eppes@ja.org](mailto:rob.eppes@ja.org)

Mail or Deliver the original signed paper copy to:

Junior Achievement of Delaware, Inc.  
522 S. Walnut Street  
Wilmington, DE 19801

## **B. Format and Length of Proposal**

Proposal should be formatted to letter size, with one-inch margins on all sides, using a font of not less than 12 points with double spacing. The suggested maximum length of the technical proposal, excluding resume's, references and supporting materials, is not more than 20 double spaced pages.

## **C. Application Review and Award Process**

Proposals received by the submission deadline will be reviewed first for technical compliance with the RFP instructions and completeness of the application in responding to all required information. Applications that pass the initial technical compliance screening will then be reviewed by a team of Junior Achievement of Delaware staff and rated according to the scoring criteria provided in this RFP.

A recommendation for awarding the contract will be made to the President and will result in a contract award letter from Junior Achievement and contract acceptance conditions to be signed and returned by the contractor. Junior Achievement reserves the right to shortlist, interview the best candidates, and negotiate the final contract. Further information about the contract process will be provided to the successful applicant following the awarding of the contract.



APPENDICES FOLLOW

## Junior Achievement of Delaware Breakroom/Kitchen Project 1

### Scope of Work:

#### Drawing A-103: Breakroom/Kitchen

- Demo wall finish and casework cabinetry as required to install new hand washing sink, including distribution domestic water and sanitary piping distribution.
- Furnish and Install (1) 3'0" x 7'0" wood door in HM frame w/ storeroom function cylindrical lockset and mop/kick plates
- Furnish and Install CFMF wall w/ painted GWB.
- Furnish and Install hand washing sink (equal to Elkay SEHE-17X17" X 15" Wall mount hand sink with gooseneck faucet
- Furnish and install pump to existing sanitary drainage at existing sink.

COATS

FURNISH AND INSTALL HAND WASHING SINK EQUAL TO ELKAY SEHS-17X 17" X 15" WALL MOUNT HAND SINK WITH GOOSENECK FAUCET.

FURNISH AND INSTALL PUMP TO EXISTING SANITARY DRAINAGE DISTRIBUTION AT EXISTING SINK. CONNECT TO EXISTING VENT PIPING AT EXISTING SINK.

DEMOLISH WALL FINISH AND CASEWORK CABINETRY AS NECESSARY TO INSTALL NEW HAND WASHING SINK AND TO DISTRIBUTION DOMESTIC WATER AND SANITARY PIPING DISTRIBUTION.

FURNISH AND INSTALL (1)3'0"X7'0" FLUSH WOOD DOOR IN HOLLOW METAL FRAME WITH STOREROOM FUNCTION CYLINDRICAL LOCKSETS AND MOP/KICK PLATES.

BREAKROOM

FURNISH AND INSTALL CFMF WALL WITH PAINTED GYP. BRD. FINISH BOTH SIDES AT JAMBS AND HEAD.

TUNNEL

1

A-103

# ENLARGED FLOOR PLAN - BREAKROOM

SCALE: 1/4" = 1'-0"

2-27-23

A-103

DATE

SHEET NO.

PROJECT:

**JUNIOR ACHIEVEMENT  
VARIOUS RENOVATIONS**

522 SOUTH WALNUT STREET  
WILMINGTON, DE 19801-5230



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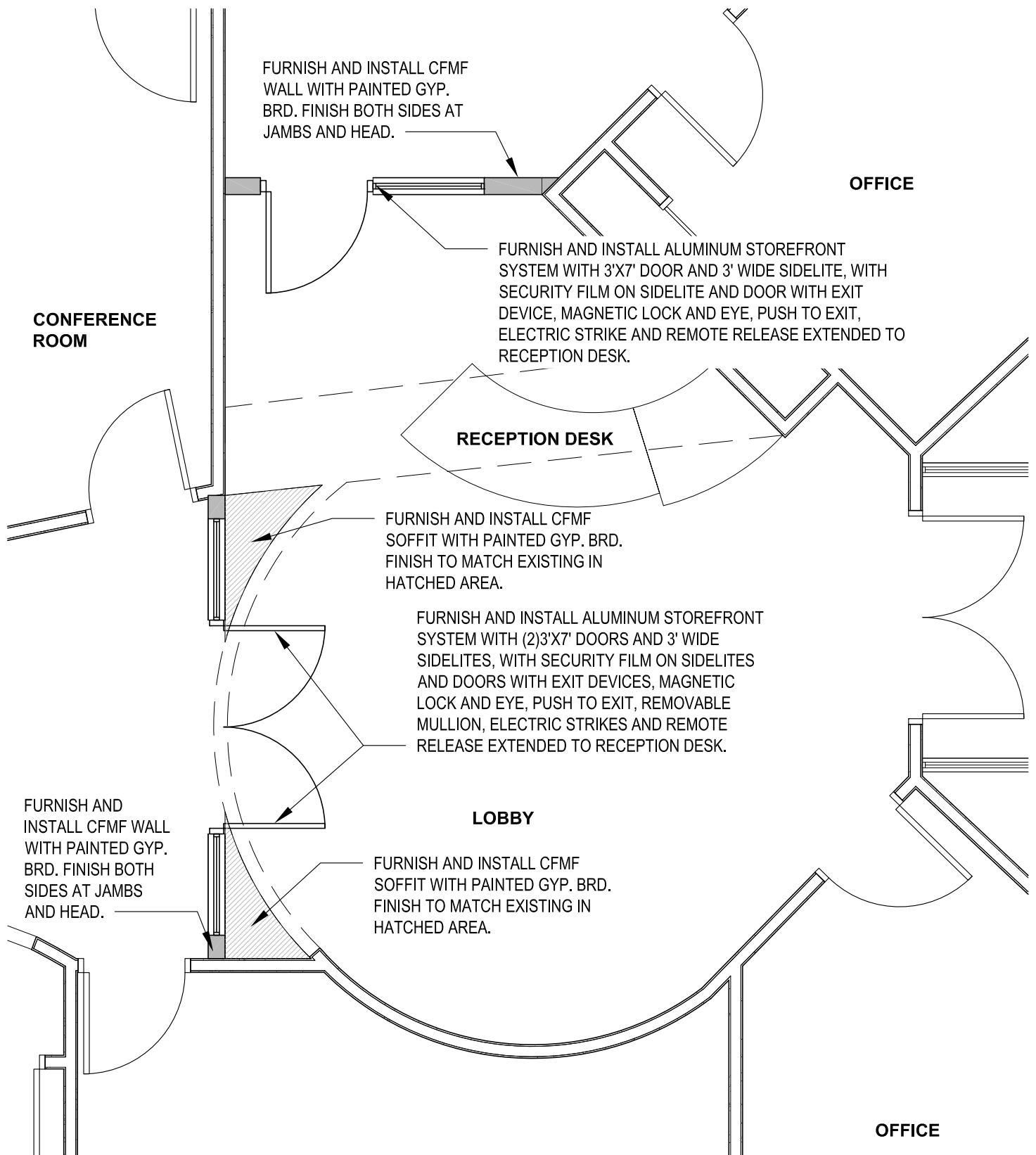
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Project 2 - Lobby for the Junior Achievement per A-104 drawing provided by Studio JAED

Scope of Work:

Drawing A-104: Lobby

- Furnish and Install CFMF Wall w/ painted GWB in area(s) identified.
- (3) total- 1 single, 1 double - Furnish and Install Aluminum Storefront system w/ 3'X7' door & 3' wide sidelight; including security film on sidelite & door w/ exit device- all accessories (magnetic lock & eye, push to exit, electric strike, remote release)
- Furnish and Install CFMF soffit w/ painted GWB.



1  
A-104

# ENLARGED FLOOR PLAN - LOBBY

SCALE: 1/4" = 1'-0"

2-27-23  
DATE

A-104  
SHEET NO.

PROJECT:

**JUNIOR ACHIEVEMENT  
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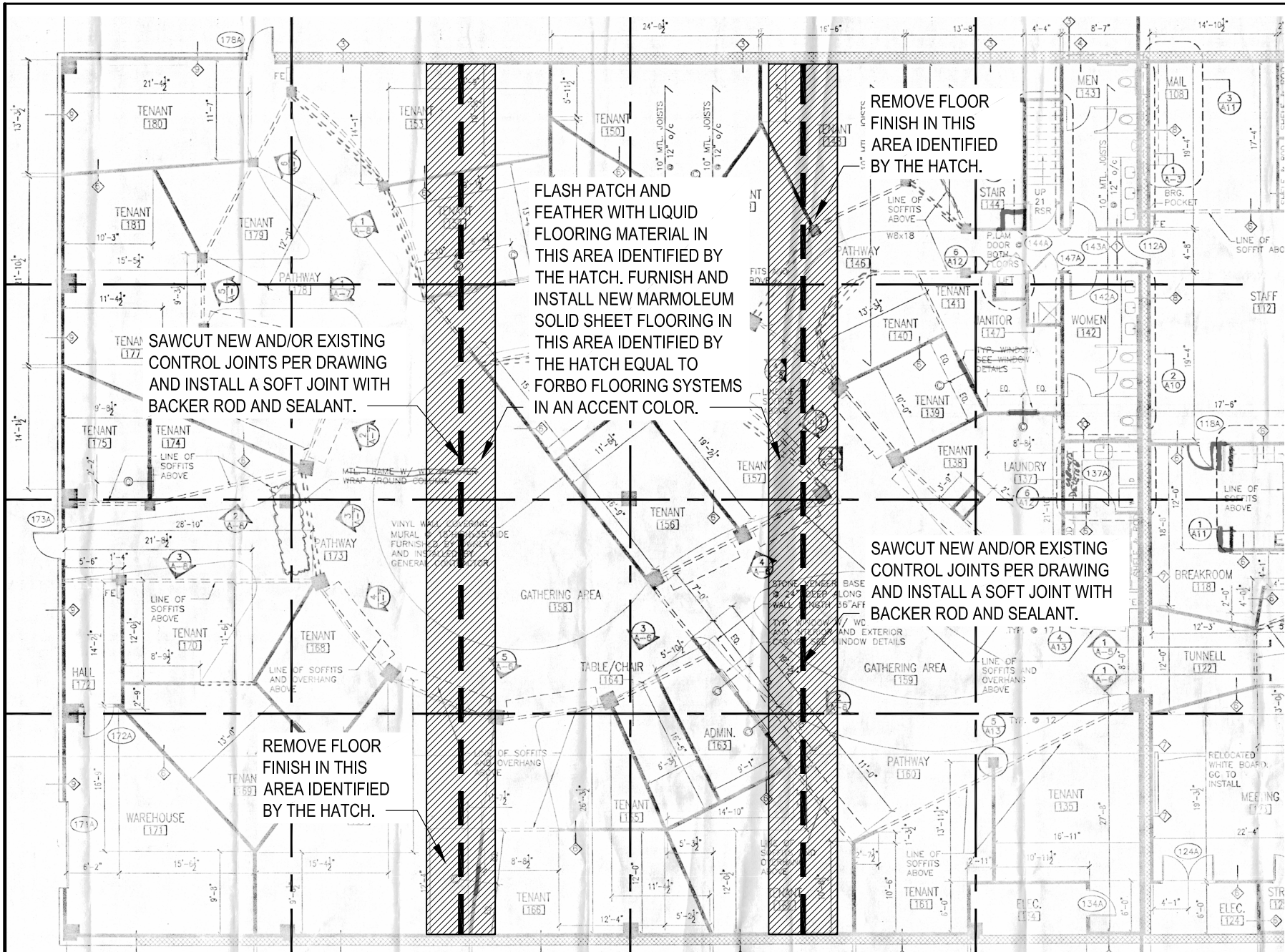
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### PROJECT 3: Junior Achievement- Slab Repairs

#### Scope of Work:

A-105 drawing provided by Studio JAED

- Remove Flooring in area(s) identified.
- Sawcut control joints & install a soft joint w/ backer rod & Sealant in area(s) identified.
- Flash Patch & Feather w/ liquid flooring material in area(s) identified.
- Furnish and Install new Marmoleum solid sheet flooring in area identified (equal to Forbo Flooring Systems in an accent color)



1  
A-105

# FLOOR PLAN - SLAB REPAIR

SCALE: 1/16" = 1'-0"

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PROJECT:

2-27-23  
DATE

A-105

SHEET NO.

June 11, 2023

Junior Achievements of Delaware  
522 South Walnut Street  
Wilmington, DE 19801

PROJECT 4: Junior Achievement- Tunnel Barrier

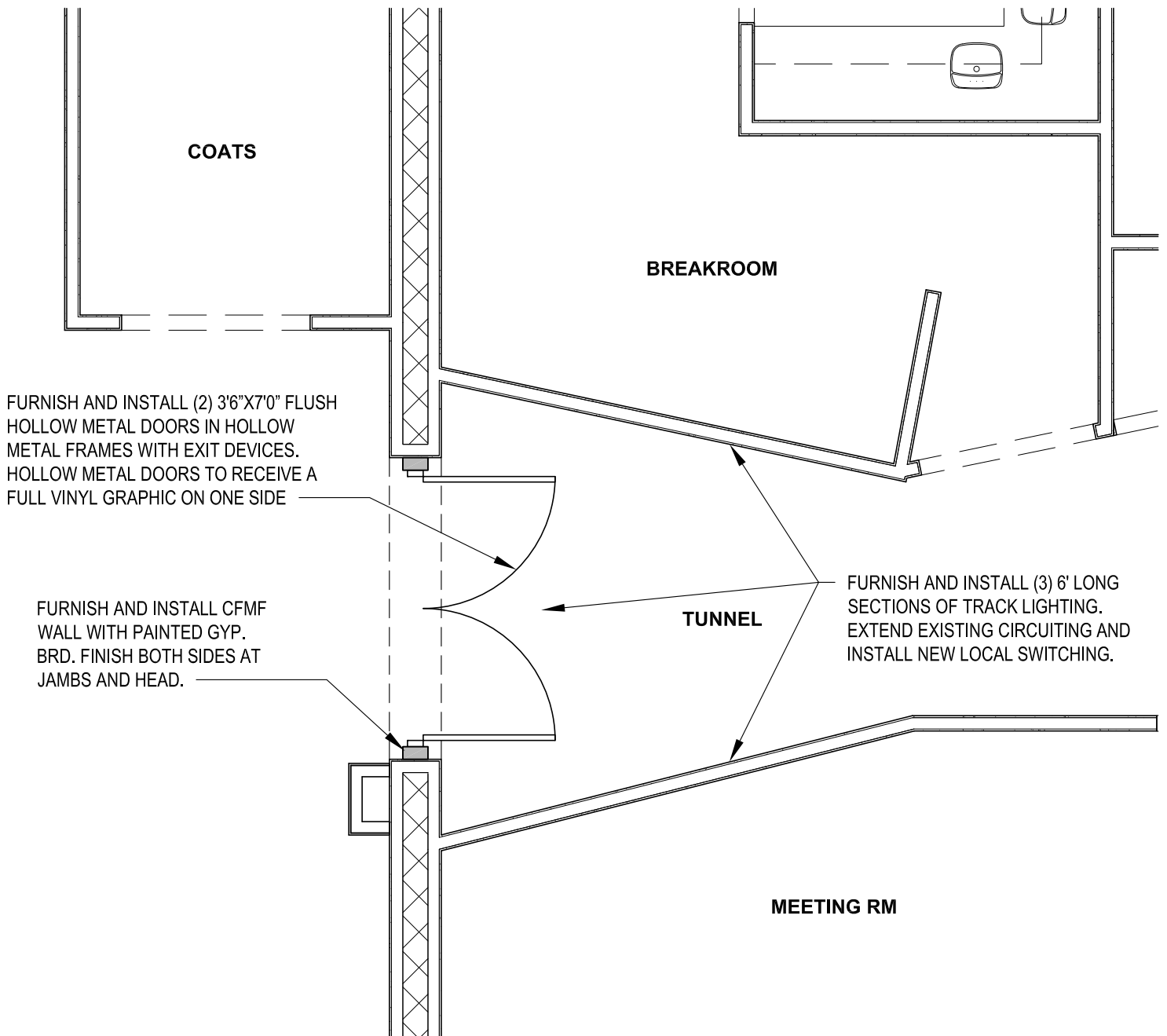
A-101 drawing provided by Studio JAED

Scope of Work:

Drawing A-101: Tunnel

- Furnish and Install (2) 3'6" X 7'0" HM Doors w/ HM Frames w/ Exit Devices; Vinyl Graphic one-side on HM Frames
- Furnish and Install (3) 6' long sections of track lighting; Extend circuiting and install new local switching.
- Furnish and install CFMF wall w/ painted GWB.





1  
A-101

# ENLARGED FLOOR PLAN - TUNNEL

SCALE: 1/4" = 1'-0"

2-27-23

A-101

DATE

SHEET NO.

PROJECT:

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