



Request for Proposal (RFP)

Stinson Hall Instructional Laboratory Renovation and Modernization Project

Stillman College
Tuscaloosa, Alabama 35401

REQUEST FOR PROPOSAL (RFP)

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I. PURPOSE OF RFP

Stillman College invites qualified architectural, engineering, and construction firms (or integrated design-build teams, where permitted) to submit proposals for the Stinson Hall Instructional Laboratory Renovation and Modernization Project. Stillman College is located at 3601 Stillman Blvd, Tuscaloosa, Alabama, 35401.

The purpose of this project is to modernize STEM instructional infrastructure in support of undergraduate student success, compliance, and institutional effectiveness, consistent with federal funding requirements, accreditation standards, and best practices in higher education laboratory design.

II. COLLEGE HISTORY AND SITE DESCRIPTION

Stillman College, authorized by the General Assembly of the Presbyterian Church in the United States in 1875, held its first classes in 1876 and was chartered as a legal corporation by the State of Alabama in 1895. At that time, the name was changed from Tuscaloosa Institute to Stillman Institute.

III. OBJECTIVES

The objective of the Stinson Hall Instructional Laboratory Renovation and Modernization Project is to fully renovate and modernize existing instructional laboratories in Stinson Hall to support safe, compliant, and high-quality undergraduate STEM instruction. This renovation will enhance institutional effectiveness by replacing outdated laboratory infrastructure, enhancing safety systems, and creating functional teaching laboratories that align with current standards and best practices.

Specific objectives include:

1. Modernize outdated laboratory infrastructure through full demolition of existing laboratory interiors and replacement of aging casework, benches, flooring, finishes, and utilities required for safe instructional use.
2. Improve laboratory safety and code compliance by upgrading ventilation, plumbing, electrical systems, emergency safety equipment (e.g., eyewash stations and safety showers), and related infrastructure to meet applicable standards and regulatory requirements.
3. Enhance instructional quality and flexibility by creating modern laboratory layouts that support current Biology and Chemistry curricula, future instructional technologies, and improved student learning outcomes.
4. Minimize disruption to academic operations through coordinated scheduling, phased construction where feasible, and clear communication with campus leadership and academic units.
5. Deliver the project on time and within budget with defined project management, quality control, and close-out documentation standards.

IV. SCOPE OF WORK

The selected firm shall provide all labor, materials, supervision, coordination, and services necessary to complete the Stinson Hall Instructional Laboratory Renovation and Modernization Project in full compliance with all applicable federal, state, and local labor laws, safety regulations, and building codes.

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

1. Full Interior Demolition and Removal

- Full demolition of existing laboratory interiors as required to support renovation.
- Removal and disposal of old laboratory benches, fixed casework, workstations, and associated furnishings.
- Removal of outdated fixtures, finishes, and flooring materials; haul-off and disposal in accordance with applicable regulations.

2. Flooring Replacement and Interior Finishes

- Subfloor preparation, patching, and leveling as needed.
- Installation of new laboratory-appropriate flooring (durable, cleanable, and chemical-resistant where required).
- Repair and restoration of interior finishes necessary to support safe instructional use.

3. New Laboratory Benches, Casework, and Workstations

- Installation of new lab benches, casework, storage, and student workstations suitable for teaching laboratories.
- Installation of an instructor demonstration station and/or designated preparation areas as required.

4. Electrical and Technology Infrastructure Upgrades

- Electrical upgrades, including dedicated circuits, outlets, and capacity improvements required for instructional laboratory equipment.
- Modernized lighting systems emphasizing functionality and energy efficiency where feasible.
- Coordination for technology readiness to support current and future instructional delivery.

5. Plumbing, Water, and Emergency Safety Systems

- Plumbing upgrades to support laboratory sinks and lab functions.
- Installation and/or upgrades for eyewash stations, safety showers, and other emergency safety infrastructure where applicable.

6. Mechanical / HVAC and Ventilation Improvements

- Mechanical and HVAC modifications necessary to meet laboratory ventilation, airflow, and air quality requirements.
- Adjustments to support safe lab conditions consistent with applicable codes and standards.

7. Site Protection, Safety, and Coordination

- Protection of adjacent occupied instructional spaces during construction (barriers, dust control, signage, access control).
- Coordination with campus facilities, academic departments, and compliance offices.

8. Close-Out and Project Completion

- Final inspections, punch list completion, and project close-out documentation.
- Final walk-through and turnover of spaces ready for instructional use.
- As part of project close-out, the Contractor shall submit documentation demonstrating compliance with the Build America, Buy America Act (BABAA), including manufacturer certifications, product origin documentation, and any approved waivers for materials incorporated into the project.

V. SPECIFIC CONDITIONS

The following Specific Conditions apply to this project and shall be incorporated into the Contractor's planning, pricing, and execution. Failure to comply with these conditions may result in delays, removal from the worksite, or other corrective action as determined by Stillman College.

1. Site Verification and Existing Conditions

Bidders are strongly encouraged to conduct a site visit to verify existing field conditions, access routes, work area dimensions, and any constraints that may affect pricing, schedule, or constructability. The Contractor shall be responsible for confirming site conditions prior to commencing work.

2. Work in an Occupied Academic Environment

Stinson Hall is an active campus facility. The Contractor shall plan and execute work in a manner that minimizes disruption to College operations, including academic instruction and administrative functions. The Contractor must maintain safe access and egress routes as required by the College at all times.

3. Work Hours, Access, and Check-In Procedures

Work hours, building access requirements, and check-in procedures will be coordinated with Stillman College Facilities. The Contractor shall comply with all campus visitor protocols, security requirements, and identification procedures for employees, subcontractors, and deliveries.

4. Staging, Storage, and Deliveries

Staging areas, temporary storage locations, and delivery routes must be approved in advance by Stillman College. Materials shall not be stored in corridors, stairwells, exits, or areas that compromise safety or building access. The Contractor is responsible for maintaining orderly staging and secure storage of equipment and materials.

5. Protection of Adjacent Areas and Existing Building Components

The Contractor shall protect all adjacent spaces, corridors, doorways, building finishes, and existing infrastructure not designated for demolition. Protection measures shall include, as necessary, temporary barriers, floor protection, coverings, and signage. Any damage to College property caused by the Contractor shall be repaired or replaced at the Contractor's expense.

6. Dust Control, Noise Control, and Housekeeping

Because the project includes demolition and flooring replacement, the Contractor shall implement appropriate containment measures to control dust, debris, and airborne particulates. The Contractor shall provide daily housekeeping, including removal of debris, securing tools/materials, and maintaining clean and safe pathways in and around the work zone. Excessive noise and disruptive activities shall be coordinated with the College in advance.

7. Utility Shutdowns and Service Interruptions

Any required interruption of utilities (including electrical, water, HVAC, or data systems) must be coordinated with Stillman College Facilities in advance and shall not occur without written approval from the College. The Contractor shall provide sufficient notice and propose shutdown windows that minimize disruption to campus operations.

8. Safety Requirements and Compliance

The Contractor shall comply with all applicable safety requirements, including OSHA standards and College safety protocols. The Contractor is responsible for maintaining a safe jobsite, including the use of personal protective equipment (PPE), restricted access to work zones, clear signage, and safe work practices appropriate for an occupied campus environment.

9. Unforeseen / Concealed Conditions and Change Authorization

If concealed or unforeseen conditions are encountered (including damaged substrate, hidden utilities, structural concerns, or unsafe conditions), the Contractor shall immediately notify Stillman College Facilities. The Contractor shall not proceed with work outside the approved scope without written authorization from the College.

10. Final Clean-Up, Close-Out, and Turnover Requirements

Upon completion, the Contractor shall remove all debris, temporary protections, and construction materials and shall leave the renovated space clean and ready for instructional use. The Contractor shall complete all punch list items and provide close-out documentation as required, which may include warranties, product information, and applicable inspection approvals.

11. Build America, Buy America Act (BABAA) Compliance

This project is funded in whole or in part with federal financial assistance and is subject to the Build America, Buy America Act (BABAA) requirements under Section 70914 of the Infrastructure Investment and Jobs Act and applicable federal regulations, including 2 CFR Part 184.

The Contractor shall comply with all BABAA requirements, including but not limited to:

a. **Domestic Production Requirement**

All iron and steel products, manufactured products, and construction materials permanently incorporated into the project shall be produced in the United States unless a waiver is approved by the cognizant federal agency.

b. **Procurement and Subcontract Flow-Down**

The Contractor shall incorporate BABAA requirements into all subcontracts, supplier agreements, and procurement actions related to this project.

c. **Material Certification**

Prior to installation, the Contractor shall obtain and maintain manufacturer certifications confirming BABAA compliance for applicable materials and products.

d. **Documentation and Record Retention**

The Contractor shall maintain documentation demonstrating compliance, including certifications, invoices, product origin records, and related supporting materials, and shall provide such documentation upon request by Stillman College or federal representatives.

e. **Non-Compliant Materials**

Materials determined to be non-compliant shall not be installed. If installed without authorization, the Contractor shall remove and replace such materials at no additional cost to Stillman College unless a waiver has been approved.

f. **Waiver Requests**

Any request for a BABAA waiver shall be submitted in writing with supporting justification. The Contractor shall not procure or install non-domestic materials without written approval from Stillman College and the cognizant federal agency.

g. **Pre-Construction Coordination**

BABAA requirements shall be reviewed during the pre-construction meeting to ensure understanding of certification expectations, documentation procedures, and waiver protocols.

VI. Contractor Responsibilities

The selected Contractor shall be responsible for providing all labor, supervision, materials, tools, equipment, transportation, and services necessary to complete the Stinson Hall Instructional Laboratory Renovation and Modernization Project in accordance with this RFP and all applicable federal, state, and local laws and codes.

At a minimum, the Contractor shall:

1. Assign a qualified Project Manager/Site Superintendent who will serve as the primary point of contact and oversee daily on-site operations and subcontractor coordination.
2. Obtain and maintain all required licenses, permits, and inspections, unless otherwise directed by Stillman College in writing.
3. Maintain required insurance coverage and comply with all institutional safety requirements and regulatory standards applicable to the work.
4. Coordinate sequencing and scheduling to meet agreed project milestones and minimize disruption to campus operations.
5. Ensure quality workmanship and project controls, including correcting defective work and maintaining compliance with approved plans/specifications.
6. Submit required documentation and close-out deliverables, including warranties, product information, inspection sign-offs, and other turnover materials required by the College.
7. Review project specifications and notify Stillman College of any materials that may present BABAA sourcing challenges.
8. Propose compliant alternatives when domestic products are unavailable or present schedule risks.
9. Coordinate with subcontractors and suppliers to ensure BABAA documentation is obtained and maintained.
10. Provide periodic updates regarding procurement of BABAA-covered materials.
11. Submit a final certification at substantial completion confirming BABAA compliance or approved waiver coverage for all applicable materials.

VII. SELECTION PROCESS

Stillman College will review proposals to determine the contractor best qualified to successfully complete **the** Stinson Hall Instructional Laboratory Renovation and Modernization Project in accordance with the requirements of this RFP.

The selection process will include the following steps:

1. **Administrative Review (Responsiveness Screening)**
Proposals will be reviewed for completeness, timely submission, required forms/attachments, and compliance with the RFP instructions. Proposals that are incomplete or non-responsive may be rejected.
2. **Evaluation and Scoring**
Responsive proposals will be evaluated by a College review committee using the evaluation criteria outlined below. The College may request clarification, additional documentation, or supplemental information during this process.
3. **Interviews / Presentations (Optional)**
Stillman College reserves the right to invite one or more firms to participate in interviews, presentations, or follow-up discussions to further assess qualifications, technical approach, and project readiness.

4. Reference and Background Checks

The College may contact references and review past performance on similar projects, including schedule adherence, quality of work, and change order history.

5. Final Selection and Notice of Award

Following evaluation, Stillman College intends to select the firm that provides the best overall value to the College. A Notice of Award will be issued to the selected contractor. Contract award is contingent upon successful negotiation of final terms, verification of insurance and licensing requirements, and approval by the College as required.

6. Right to Reject / Cancel

Stillman College reserves the right to reject any or all proposals, waive minor irregularities, request revised proposals, or cancel and reissue this RFP if deemed in the best interest of the College.

VIII. EVALUATION CRITERIA

Proposals will be evaluated based on a best-value approach. The College will consider both qualifications and cost, with emphasis on the contractor's demonstrated ability to deliver safe, code-compliant instructional laboratory renovations on schedule and within budget.

Evaluation Criteria and Weights (100 Points Total)

1. Firm Qualifications and Relevant Experience (25 points)

- Demonstrated experience completing comparable renovation projects (preferably instructional labs, STEM facilities, or higher education projects)
- Qualifications and experience of key personnel (Project Manager, Superintendent, major subcontractors)
- Evidence of performance in occupied-building renovations and complex construction sequencing
- Demonstrated experience complying with federal domestic sourcing requirements (e.g., BABAA, Buy American, federal grant-funded construction projects)

2. Technical Approach and Understanding of the Scope (25 points)

- Clear understanding of the project requirements (demolition, new flooring, casework, utilities, safety infrastructure, etc.)
- Proposed methodology for demolition, installation, and coordination with campus operations
- Safety approach and risk management strategies appropriate for an academic environment

3. Project Schedule and Capacity (15 points)

- Proposed schedule, milestones, and sequencing plan
- Evidence of capacity to mobilize and complete the work within required timeframes
- Plan to minimize disruption to academic operations, including managing noise, dust, and access

4. Cost Proposal and Value (25 points)

- Completeness and clarity of the pricing proposal
- Reasonableness of pricing in relation to the scope and deliverables
- Transparency of cost assumptions and inclusion of appropriate allowances/alternates (if applicable)

5. References and Past Performance (10 points)

- Quality of references from similar projects
- Track record for workmanship, communication, and schedule performance

- History of change orders, claims, or unresolved disputes (if disclosed or discovered through references)

Stillman College is not obligated to award to the lowest-cost proposal and will select the proposal that represents the best overall value to the College.

IX. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

All Information True – By submitting a response, Respondents represent and warrant that all information provided in the response submitted is true, correct, and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, may be excluded from consideration.

Cost of Responses – Stillman College will not be responsible for any costs incurred by Respondents in the preparation or submittal of responses to this RFP.

No Contract / No Commitment – This RFP is issued for the purpose of receiving proposals and does not constitute a contract, commitment, or promise to award a contract.

Contract Negotiations – If this RFP results in a contract award by Stillman College, the final scope of work, project schedule, pricing, and contractual terms will be determined during contract negotiations and will be subject to approval by Stillman College as required.

Right to Reject / Waive / Cancel – Stillman College reserves the right to evaluate the responses submitted; waive minor irregularities; request clarification or additional information; accept any response or portion of a response; reject any or all responses if deemed in the best interest of the College; or cancel and reissue this RFP process at any time.

Confidentiality of Responses – Respondents should clearly mark any portion of their proposal that contains proprietary or confidential business information. Stillman College will use reasonable efforts to protect such information; however, Respondents acknowledge that the College's obligations may be subject to applicable public disclosure requirements and legal obligations.

Addenda and Notifications – Stillman College may issue addenda, clarifications, or responses to questions during the RFP period. Respondents are responsible for monitoring all notifications and addenda and for incorporating such information into their proposals.

Insurance Requirements – The selected Respondent shall provide certificates of insurance issued by an insurer authorized to transact insurance in the State of Alabama, including general liability insurance and any other coverage required by Stillman College prior to commencement of work.

Compliance with Laws and Policies – Respondents must comply with all applicable federal, state, and local laws, codes, and regulations, as well as Stillman College safety requirements and operational policies applicable to working on an active campus.

No Subcontractor Substitution Without Approval – The selected Respondent shall not substitute key personnel or major subcontractors identified in the proposal without prior written approval from Stillman College.

By submitting a proposal, Respondents acknowledge that this project is subject to BABAA requirements and agree to comply with applicable domestic sourcing, certification, and documentation obligations if selected.

X. PROPOSAL SUBMITTAL INSTRUCTIONS AND REQUIRED CONTENT

Stillman College invites qualified firms to submit proposals for the Stinson Hall Instructional Laboratory Renovation and Modernization Project. Proposals must be submitted in accordance with the instructions below. Failure to follow these requirements may result in the proposal being deemed non-responsive.

A. Submittal Deadline and Delivery Method

Proposals must be submitted as a **single PDF document** and received no later than:

SUBMITTAL DEADLINE: Wednesday, April 15, 2026.
DELIVERY METHOD: Email (Single PDF Attachment)
SUBMIT TO: Dr. Eric Buckles, Chief of Staff
EMAIL ADDRESS: ebuckles@stillman.edu

Email Subject Line Format (Required):
Company's Name – "RFP – Stinson Hall Instructional Laboratory Renovation and Modernization Project"

Late proposals may not be accepted.

B. Format Requirements

Proposals must be clear, well-organized, and submitted as **one (1) PDF file**. Vendors should ensure the PDF includes all required information and attachments in the order outlined below.

C. Questions and Clarifications

All questions regarding this RFP must be submitted in writing to the designated contact:

Contact: Dr. Eric Buckles, Chief of Staff
Email: ebuckles@stillman.edu

Stillman College reserves the right to issue written clarifications or addenda. Vendors are responsible for incorporating all addenda into their proposals.

D. Required Proposal Content (Checklist)

The proposal must include the following sections, in the order listed:

1. Cover Letter (Signed)

Include a signed cover letter on company letterhead confirming:

- The firm's intent to provide services for this project
- Acceptance of the requirements outlined in this RFP
- The name, title, phone number, and email of the primary point of contact

2. Firm Profile and Qualifications

Provide:

- Legal name of the firm and business address
- Years in business and type of business entity
- Applicable contractor license information
- Summary of relevant experience with renovation and modernization projects, preferably instructional labs, STEM facilities, or higher education projects

3. Project Team and Key Personnel

Include:

- Names and roles of key project personnel (Project Manager, Superintendent, etc.)
- Brief resumes or qualifications of key staff
- List of major subcontractors (electrical, plumbing, HVAC, casework, flooring, etc.), if known at time of submission

4. Relevant Project Experience (Similar Projects)

Provide a minimum of **three (3)** comparable projects, including:

- Project name and location
- Scope description (demolition, lab benches/casework, flooring, MEP upgrades, etc.)
- Total project cost (approximate is acceptable)
- Owner/Client contact name, phone number, and email
- Completion date and outcomes

5. Technical Approach and Work Plan

Provide a narrative describing:

- Understanding of the project scope, including demolition, bench removal, flooring replacement, and utility upgrades
- Proposed approach to sequencing and coordination in an occupied facility
- Safety plan summary, including dust control, barriers, signage, and protection of adjacent spaces
- Quality control plan and process for resolving issues

6. Preliminary Project Schedule

Provide a proposed schedule that includes:

- Anticipated start date and completion date
- Major phases and milestones (demolition, rough-ins, flooring, casework install, inspections, close-out)
- Any assumptions related to procurement lead times (casework, flooring materials, etc.)

7. Cost Proposal / Pricing

Provide a detailed cost proposal that includes:

- Total project cost (lump sum)
- Itemized pricing by major category (recommended), such as:
 - Demolition
 - Flooring and finishes
 - Casework/benches and installation
 - Electrical upgrades

- Plumbing upgrades
- HVAC/ventilation modifications
- General conditions/project management
- Identification of any allowances or alternates (if applicable)

8. Insurance and Compliance Documentation

Provide:

- Proof of insurance or confirmation of ability to meet College insurance requirements upon award
- Confirmation of compliance with applicable laws, codes, and safety requirements
- Disclosure of any legal claims, safety violations, or contract disputes within the past five (5) years (if applicable)

9. References

Provide a minimum of **three (3)** professional references, preferably from comparable renovation projects, including:

- Name, title, organization
- Phone number and email
- Relationship to the firm and project type

10. Acknowledgement of Addenda (if applicable)

Include confirmation that the Respondent has received and incorporated all addenda issued by Stillman College.

E. Proposal Validity Period

Proposals must remain valid for a minimum of **ninety (90) days** from the submittal deadline unless otherwise stated by Stillman College.

Note: This RFP will be publicly posted on the Stillman College website and distributed through appropriate procurement and construction industry channels to ensure open and competitive participation.