

Request for Proposal (RFP)

Geneva Hall Deferred Maintenance Renovation Project

Stillman College
Tuscaloosa, Alabama 35401

RFP Issue Date: May 13, 2026
Proposal Deadline: Sunday, June 10, 2026 by 5:00 p.m. CDT
Delivery Method: Email (Single PDF Attachment)
Submit To: Dr. Eric Buckles, Chief of Staff
Email Address: ebuckles@stillman.edu
**Projected Substantial
Completion:** September 30, 2026

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

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I. PURPOSE OF RFP

Stillman College invites qualified contractors (or integrated design-build teams, where permitted) to submit proposals for the Geneva Hall Deferred Maintenance Renovation Project. Stillman College is located at 3601 Stillman Blvd, Tuscaloosa, Alabama 35401.

The purpose of this project is to address critical deferred maintenance needs at Geneva Hall, including replacement of roofing systems, exterior elements, doors, windows, and plumbing infrastructure. This project is funded through the Alabama HBCU Deferred Maintenance Grant Program (Act 2025-270) administered by the Alabama Commission on Higher Education (ACHE), and is subject to all applicable grant conditions, state procurement requirements, and applicable federal regulations.

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. Today, Stillman College is a Historically Black College and University (HBCU) serving undergraduate students in Tuscaloosa, Alabama. The Stillman College campus was listed on the National Register of Historic Places in 2021.

Geneva Hall was completed in 1954 as a residence hall for women and is currently being renovated to serve as a Center for Excellence in STEAM and Troops to Teachers. The building has the following characteristics:

- Year Built: 1954; renovated in 1999 and 2014
- Structure: Two-story building
- Size: Approximately 27,900 square feet

As a building constructed in 1954 and located on the Stillman College campus — which is listed on the National Register of Historic Places — Geneva Hall may be a contributing structure within the historic district. Respondents should be aware that work on contributing structures within National Register historic districts is generally expected to follow the Secretary of the Interior's Standards for the Treatment of Historic Properties. Contractors are encouraged to propose materials and methods consistent with those Standards, particularly for window and door replacement. Additional requirements may be incorporated by addendum pending AHC consultation.

The building currently requires critical deferred maintenance attention, including aging roofing, deteriorated exterior components, non-compliant door hardware, rotted windows, and deteriorating plumbing systems that pose operational, safety, and compliance concerns.

III. OBJECTIVES

The objective of the Geneva Hall Deferred Maintenance Renovation Project is to address critical deferred maintenance needs to restore safe, functional, and compliant building conditions consistent with the requirements of the ACHE grant award and Stillman College's institutional needs.

Specific objectives include:

1. Address deferred roofing deficiencies by replacing existing roof shingles, gutters, and downspouts to restore weather-tight building conditions and prevent ongoing damage to building systems and interiors.
2. Restore and upgrade exterior envelope components by replacing deteriorated or non-compliant doors (including installation of ADA-compliant accessible hardware), and replacing rotted metal windows to improve building security, energy performance, and accessibility compliance.
3. Repair and upgrade plumbing systems by replacing deteriorated pipe and plumbing infrastructure to restore safe and functional building utility systems.
4. Deliver the project on time and within budget with defined project management, quality control, and close-out documentation standards, consistent with the grant award payment schedule and ACHE requirements.
5. Minimize disruption to campus operations through coordinated scheduling and clear communication with campus leadership.

IV. SCOPE OF WORK

The selected firm shall provide all labor, materials, supervision, coordination, and services necessary to complete the Geneva Hall Deferred Maintenance Renovation Project in full compliance with all applicable federal, state, and local labor laws, safety regulations, and building codes. The scope of work is limited to the deferred maintenance activities outlined in the ACHE grant award and includes, but is not limited to, the following:

1. Roofing Replacement

- Full replacement of existing roof shingles.
- Replacement of gutters and downspouts.
- Inspection and preparation of roof decking and substrate as needed to support new roofing installation.
- Removal and disposal of existing roofing materials in accordance with applicable regulations.

2. Exterior Doors and ADA-Accessible Hardware

- Replacement of exterior doors as required.
- Installation of ADA-compliant accessible door hardware on all replaced doors, meeting applicable ADA Standards for Accessible Design and building codes.
- Related frame, trim, and threshold work as needed.

3. Metal Window Replacement

- Removal of rotted and deteriorated metal windows throughout the building.
- Installation of replacement windows appropriate for the building type, providing improved weather performance, security, and compliance.
- Related framing, flashing, trim, and sealing as required for complete and weathertight installation.

4. Plumbing and Pipe Replacement

- Replacement of deteriorated pipe and plumbing systems as identified in the approved scope.
- Restoration of functional plumbing infrastructure to meet applicable code requirements.
- Related patching, repair, and restoration of walls, ceilings, or finishes disturbed during plumbing work.

5. Site Protection, Safety, and Coordination

- Protection of adjacent occupied spaces, corridors, and building systems during construction.
- Coordination with campus facilities, academic departments, and administration.

6. Close-Out and Project Completion

- Final inspections, punch list completion, and project close-out documentation.
- Final walk-through and turnover of completed spaces.
- Submission of all required close-out documentation, warranties, and compliance certifications.

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. Contact Dr. Eric Buckles at ebuckles@stillman.edu to schedule a site visit. The Contractor shall be responsible for confirming site conditions prior to commencing work.

2. Work in an Occupied Campus Environment

Geneva Hall is located on an active college campus. 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 replacement or demolition. 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

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 water, plumbing, electrical, or other 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 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. Grant Compliance and Scope Limitations

This project is funded through the Alabama HBCU Deferred Maintenance Grant (Act 2025-270) and is subject to the stipulations outlined in the ACHE Notice of Awarded Project. The Contractor shall ensure that all work performed is limited to the specific deferred maintenance activities described in the approved grant scope. Any proposed change in scope must be reviewed and approved by Stillman College and, if required, by ACHE prior to proceeding.

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

Upon completion, the Contractor shall remove all debris, temporary protections, and construction materials and shall leave all renovated areas clean and fully functional. 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.

12. Alabama Public Works Law Compliance

This project is subject to the Alabama Public Works Law (Title 39, Code of Alabama 1975). The Contractor shall comply with all applicable requirements, including performance bond and payment bond requirements as required by law, and all other applicable statutory obligations.

13. Historic District Awareness and Compliance

The Stillman College campus is listed on the National Register of Historic Places (listed 2021). Geneva Hall, constructed in 1954, may be a contributing structure within the historic district. Contractors shall be aware of this status and shall propose materials, methods, and replacement elements — particularly for windows and doors — that are consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties. The College is consulting with the Alabama Historical Commission (AHC) regarding Geneva Hall's contributing status, and additional requirements or clarifications may be issued by addendum. The

Contractor shall not take actions that would compromise the historic character or integrity of the building without prior written approval from Stillman College.

I. CONTRACTOR RESPONSIBILITIES

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

At a minimum, the Contractor shall:

6. 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.
7. Obtain and maintain all required licenses, permits, and inspections, unless otherwise directed by Stillman College in writing.
8. Maintain required insurance coverage and comply with all institutional safety requirements and regulatory standards applicable to the work.
9. Coordinate sequencing and scheduling to meet agreed project milestones, the ACHE grant payment schedule, and to minimize disruption to campus operations.
10. Ensure quality workmanship and project controls, including correcting defective work and maintaining compliance with approved plans and specifications.
11. Submit required documentation and close-out deliverables, including warranties, product information, inspection sign-offs, and other turnover materials required by the College.
12. Comply with all requirements under the Alabama Public Works Law (Title 39), including furnishing performance and payment bonds as required.
13. Notify Stillman College immediately of any unforeseen conditions, proposed scope changes, or circumstances that may affect the project schedule or budget.

VII. SELECTION PROCESS

Stillman College will review proposals to determine the contractor best qualified to successfully complete the Geneva Hall Deferred Maintenance Renovation 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 RFP instructions. Proposals that are incomplete or non-responsive may be rejected.

2. Evaluation and Scoring

Responsive proposals will be evaluated by the Director of Facilities or 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 deferred maintenance renovations on schedule and within budget.

Evaluation Criterion	Points
1. Firm Qualifications and Relevant Experience	25

2. Technical Approach and Understanding of Scope	25
3. Project Schedule and Capacity	15
4. Cost Proposal and Value	25
5. References and Past Performance	10
TOTAL	100

1. Firm Qualifications and Relevant Experience (25 points)

- Demonstrated experience completing comparable renovation projects, including roofing, window replacement, door replacement, and plumbing work.
- Qualifications and experience of key personnel (Project Manager, Superintendent, major subcontractors).
- Evidence of performance in occupied-building renovations, including campus or institutional facilities.
- Demonstrated ability to manage projects of similar scale within defined budgets and timeframes.

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

- Clear understanding of the project requirements (roofing, gutters/downspouts, doors with ADA hardware, window replacement, and plumbing).
- Proposed methodology for sequencing work in an occupied campus environment.
- Safety approach and risk management strategies appropriate for an active academic campus.

3. Project Schedule and Capacity (15 points)

- Proposed schedule demonstrating ability to complete work by September 30, 2026.
- Evidence of capacity to mobilize and complete the work within required timeframes.
- Plan to minimize disruption to campus operations during construction.

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 renovation 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 is true, correct, and complete. Respondents who provide false, misleading, or incomplete information 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, 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 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.

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.

Bond Requirements – In accordance with the Alabama Public Works Law (Title 39, Code of Alabama 1975), for contracts of \$100,000 or greater, the selected Contractor shall furnish a performance bond equal to 100% of the contract price and a payment bond equal to at least 50% of the contract price, each issued by an Alabama surety company.

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.

Grant Compliance – This project is funded through the Alabama HBCU Deferred Maintenance Grant Program (Act 2025-270). The selected Contractor must comply with all applicable grant conditions and ACHE requirements, and must limit work to the deferred maintenance scope approved in the ACHE Notice of Awarded Project.

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.

X. PROPOSAL SUBMITTAL INSTRUCTIONS AND REQUIRED CONTENT

Stillman College invites qualified firms to submit proposals for the Geneva Hall Deferred Maintenance Renovation 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

Submittal Deadline:	Sunday, June 10, 2026 by 5:00 p.m. CDT
Delivery Method:	Email (Single PDF Attachment)
Submit To:	Dr. Eric Buckles, Chief of Staff
Email Address:	ebuckles@stillman.edu
Subject Line:	[Company Name] – RFP – Geneva Hall Deferred Maintenance Renovation Project

Late proposals may not be accepted.

B. Pre-Proposal Site Visit

A site visit is strongly encouraged and may be arranged by contacting Dr. Eric Buckles at ebuckles@stillman.edu. In accordance with Alabama law, if a pre-bid meeting is scheduled, it will be held at least seven (7) days prior to the proposal deadline.

C. Questions and Clarifications

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

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. Format Requirements

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

E. 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 (Alabama contractor's license required).
- Summary of relevant experience with roofing, window replacement, door replacement, plumbing, and similar deferred maintenance or renovation 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 (roofing, plumbing, 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 (roofing, window/door replacement, plumbing 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 (roofing, gutters/downspouts, doors with ADA hardware, window replacement, and plumbing).
- Proposed approach to sequencing and coordination in an occupied campus facility.
- Safety plan summary, including protection of adjacent spaces and campus users.
- Quality control plan and process for resolving issues.

6. Preliminary Project Schedule

Provide a proposed schedule that includes:

- All work must be substantially completed no later than September 20,206. This is a firm deadline tied to grant funding requirements.
- Major phases and milestones (roofing, windows, doors, plumbing, inspections, close-out).
- Any assumptions related to procurement lead times or weather constraints.

7. Cost Proposal / Pricing

Provide a detailed cost proposal that includes:

- Total project cost (lump sum).
- Itemized pricing by major category (recommended), such as:
 - o Roofing replacement (shingles, substrate preparation)
 - o Gutters and downspouts
 - o Exterior door replacement and ADA hardware
 - o Metal window replacement
 - o Plumbing/pipe replacement
 - o 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 Alabama contractor's license and ability to comply with applicable laws, codes, and the Alabama Public Works Law.
- Confirmation of ability to provide performance bond (100%) and payment bond (50%) as required.
- 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, and 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.

XI. 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 is publicly posted on the Stillman College website and distributed through appropriate procurement and construction industry channels in compliance with Alabama Public Works Law (Title 39, Code of Alabama 1975) to ensure open and competitive participation.