

YWCA of Southern Arizona – House of Neighborly Services
—
Request for Proposals for Qualified General Contractor Services for Facility
Improvements

TIMELINE:

BID DUE DATE: Friday, Nov. 7, 2025

BID OPENING DATE: Friday, Oct. 17, 2025

PRE-BID MEETING: 9 a.m., Monday, Oct. 27, 2025

REQUIRED PRE-CONSTRUCTION MEETING: To be held the second week of November 2025.

DESIRED PROJECT COMPLETION: February 28, 2026

PROJECT LOCATION: 243 W. 33rd St., South Tucson, AZ. 85713

DESCRIPTION OF SERVICES REQUIRED – SCOPE OF WORK

YWCA of Southern Arizona-House of Neighborly Service is seeking a qualified general contractor to complete necessary improvements to make the facility available as a community meeting space and for agency programming. These improvements include projects in four separate buildings (labeled aerial photograph attached):

1) Project Involves:

Buildings 2, 3, 4, 5:

- (a) Demolition and removal of existing HVAC units;
- (b) Installation of new HVAC units. Installation will include supply registers, ductwork, and any necessary electrical and plumbing upgrades to support the HVAC systems; and
- (c) Once HVAC install is complete, roof repair to include recoat and penetration sealing

Building 1

- a) Removal of existing flooring;
- b) Installation of new flooring;
- c) Procurement and install the following commercial-grade appliances and equipment:
 - a. Dishwasher
 - b. Water heater
 - c. Gas range
 - d. Required incidental electrical and plumbing improvements
- d) Schedule, oversee, manage and inspect the Project throughout all phases.



All work is to be done to required local laws and regulations, to all applicable building codes, and all removed material disposed of lawfully.

SUBMITTAL INFORMATION

To be considered for this project, the following items shall be submitted:

- 1) Statement of Qualifications, portfolio, or similar including the following:
 - a) Firm name, address, phone/email, brief history and services offered by your firm;
 - b) Services to be provided by your firm and services to be provided by outside subcontractors (including name and license number) on this particular job;
 - c) Related experience describing projects of a similar scope and nature with date of completion;
 - d) State of Arizona licenses as applicable;
 - e) At least three specific references that may be contacted including name, title, company affiliation, mailing address, email address;
 - f) Identification of a lead project manager who will have day-to-day responsibility for this project. This person should have the demonstrated experience and time available to manage the entire project.
- 2) Bid with breakdown of labor, parts and materials, and other costs and projected time to complete the project.
- 3) Proof of General Liability Insurance in an amount no less than \$1,000,000 each

claim and \$1,000,000 aggregate.

- 4) Proof of Business Automobile Liability Insurance in an amount no less than \$1,000,000 Combined Single Limit.
- 5) Proof of Worker's Compensation Liability in an amount no less than \$1,000,000 Each Accident, \$1,000,000 Disease-Each Employee, and \$1,000,000 Disease-Policy Limit.

Submission of bid by contractor is interpreted to mean the contractor agrees to the specifications, instructions, conditions and descriptions of the project contained in this solicitation.

All contractor information provided should be current and accurate within the past three (3) months.

Bids are due no later than 5:00 PM on Nov. 7, 2025. Late submittals will not be accepted.

Interested parties shall email or deliver sealed, complete submittal packages to:

Email:

amartinez@ywcatucson.org

If emailing your bid, please ensure your bid is received by requesting an email delivery receipt.

Mail or drop-off:

YWCA Southern Arizona – House of Neighborly Services

Attn: Amanda Martinez

525 N. Bonita Ave.

Tucson, AZ 85745

You will be notified by email or phone by November 14, 2025, of a contractor(s) selection decision.

Any questions or requests for clarification of this RFP must be made, in writing, in advance of the bid deadline by contacting Amanda Martinez at 520-447-8911 or amartinez@ywcatucson.org

TERMS AND CONDITIONS – FEDERAL STANDARDS

These projects are funded through a federal Community Development Block Grant and therefore must comply with all federal laws, rules and regulations as outlined below:

Davis-Bacon Act (Public Law 107-217), as amended;
Contract Work Hours and Safety Standards Act (40 USC 327 et seq.);
Copeland Anti-Kick Back Act (18 USC 874 et seq.);
Section 3 of the HUD Act of 1968 as amended;
OSHA Act as amended (Public Law 91-596; and,
all rules and regulations applicable to the Acts set forth above.

All contractors/subcontractors responding to this solicitation must be registered with the Arizona Registrar of Contractors (or equivalent other-State entity) and not be suspended or debarred from contracting for federal monies. Registration will be verified prior to contractor selection. As a reminder, Davis-Bacon requirements apply to the entirety of this project, labor costs should be considered and adjusted accordingly

TERMS AND CONDITIONS - NON-DISCRIMINATION

In conjunction with the applicant's provision of the contemplated contracting services, the applicant shall agree not to discriminate against any employee or applicant for employment because of race, color, religious creed, age, marital status, national origin, sex, sexual orientation, gender identity or gender expression, intellectual disability, or physical disability (unless it is demonstrated by the applicant that such intellectual disability or physical disability prevents the applicant's performance of services contemplated under this RFP). Additionally, such non-discrimination provision shall include, but not be limited to, employment, promotions, demotions, transfers, recruitment and recruitment advertising, layoff or termination, compensation, and selection for training. The applicant shall agree to take affirmative action to ensure equal employment opportunities.

TERMS AND CONDITIONS – COMPLETION AND PAYMENT

Final inspection before work acceptance shall be coordinated among all parties and deficiencies addressed before work is considered complete. Payment terms will be set in consultation with the selected contractor(s) but we anticipate partial payment at time of completion (post-inspection) and the remaining portion once federal procurement reporting standards are fulfilled.

TERMS AND CONDITIONS - RIGHTS RESERVED

The YWCA of Southern Arizona reserves the right to (i) amend, modify, or withdraw this RFP, (ii) revise any requirements of this RFP, (iii) require supplemental statements or information from any respondent of this RFP, (iv) accept or reject any or all responses to this RFP, (v) revise the schedule to advertise, receive and review responses to this RFP, (vi) renegotiate or hold discussions with any applicants to this RFP and allow such applicant/s to correct deficient responses which may not completely conform to the instructions contained herein, or immediately eliminate such responses which are incomplete or unresponsive to this RFP, (vii) accept the lowest responsible proposal, (viii) consider alternatives, (ix) pursue any and/or all ideas generated by this request, (x) alter any timelines, and (xi) cancel and reissue, in whole or in part, this RFP. Responses to this RFP shall be prepared at the sole expense of the applicant and shall not be reimbursed. Additionally, responses to this RFP shall not obligate the YWCA of Southern Arizona to procure any of the services described herein from such applicants. The YWCA of Southern Arizona also reserves the right to waive as informality any irregularities, minor errors and/or omissions in content and form in submittals other than late submissions, to permit the correction of minor clerical errors, request additional or supporting documentation, and to waive any requirements of this RFP when it determines that waiving a requirement is in the best interest of YWCA of Southern Arizona.

A copy of the general wage determination found in (General Decision Number: AZ20250040 8/29/2025) and decisions for the locality in which the work shall be performed is included in these specifications. In addition, this project must be undertaken in compliance with Executive Order 11246 of September 24, 1965, and with the rules, regulations, and relevant orders of the Secretary of Labor.

Thank you for your interest in this project and I look forward to working with you.
Sincerely,

Amanda Martinez
Operations Manager
YWCA of Southern Arizona