

Cape Cod Lighthouse Charter School
Office Reconfiguration Project
at
195 Route 137, Harwich, MA 02645

Solicitation for Responses

The **Cape Cod Lighthouse Charter School**, a Commonwealth Charter School (the “Awarding Authority”) located at 195 Route 137, Harwich, Massachusetts (the “Property”), invites proposals for the interior office reconfiguration of its facility located at 195 Route 137 as described in the following Project Description/Scope of Work.

PROJECT DESCRIPTION / SCOPE OF WORK

The Project includes the following:

Objective:

The purpose of this project is to reconfigure the existing office space to better support operational needs and improve overall space utilization. The reconfiguration will modify the layout of the current main office, business office, and co-office to include the following updated configuration:

- A redefined **main office**
- A **smaller business office**
- An **additional single office**
- the **division of large co-office**

Scope Details:

1. Design Development

- Conduct a walkthrough and evaluate the existing conditions of the main office, business office, and co-office space.
- Meet with designated stakeholders to determine spatial needs, functionality goals, and operational priorities.
- Review existing architectural drawings, if available, and identify structural, mechanical, and code-related considerations.
- Propose layout options that incorporate a reconfigured main office, a reduced-size business office, a new single-user office, and the retention of the co-office.
- Ensure proposed layouts meet ADA compliance, fire safety regulations, and any other applicable codes.
- Prepare scaled design drawings, including floor plans and elevations.
- Provide basic material and finish recommendations compatible with institutional use.
- Coordinate with any consultants (e.g., MEP engineers) as needed during the design phase.

2. Demolition & Preparation

- Selective demolition of interior non-load-bearing walls, partitions, and finishes as required to accommodate the new layout.
- Removal and relocation of electrical, data, and HVAC systems affected by layout changes.
- Proper disposal of debris in accordance with local regulations.

3. Construction & Layout Modifications

- Construction of new partition walls to establish the additional single office and reconfigure existing office spaces.
- Installation of doors, hardware, and sound-insulating materials where appropriate.
- Reframing and resizing of the existing business office to reduce square footage while maintaining functionality.
- Ensuring uninterrupted access and continuity of the co-office layout.
- 4. **Interior Finishes**
 - Repair and patching of floors, ceilings, and walls affected by demolition and construction.
 - Installation of new finishes (paint, flooring, ceiling tiles, etc.) consistent with existing finishes or as specified in the Final Plans.
- 5. **MEP (Mechanical, Electrical, and Plumbing)**
 - Modification and extension of electrical and data outlets to meet new layout needs.
 - Relocation or adjustment of HVAC vents and thermostats as required.
 - Ensuring all lighting is appropriately distributed for each space.
- 6. **Compliance & Coordination**
 - All work shall comply with current building codes, ADA requirements, and local zoning regulations.
 - Contractor shall coordinate with building staff to minimize disruption to daily operations.
 - Final walkthrough and punch list completion prior to project close-out.

DUE DATE

- Please email mgallucci@cclcs.info to obtain **Prevailing Wage Sheet**
- Responses are due by 3:00pm on July 16th, 2025, and should be submitted in person to the office at the Property or to Michele Gallucci, Business Manager, via email mgallucci@cclcs.info.

REQUIREMENTS:

1. Project-related prior experience is preferred; please indicate in response any experience working on interior construction projects and include a minimum of two references.
2. If selected, must furnish a 50% Payment bond if the cost of the work exceeds \$25,000. A certified or company check made payable to **Cape Cod Lighthouse Charter School**.
3. Massachusetts Labor Harmony and OSHA requirements and non-debarment (see attached)
4. Payment of Prevailing wages (Dept of Labor Standard wage sheet available upon request).
5. If selected, a Statement of Compliance with the tax laws of the Commonwealth of Massachusetts.
6. Proposals/pricing to be honored for 90 days; work shall commence in accordance with the dates above.
7. Parties to enter into contractual agreement after selection is made and prior to work commencing.

AWARDING AUTHORITY

The Awarding Authority reserves the right to reject any proposals, if it be in the public interest to do so or if it determines that such proposal does not represent a person competent to perform the work as specified or that less than three bids were received and that the prices are not reasonable for acceptance without further competition.

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Please sign and date and submit along with your response.

Harmony Law and OSHA Statement

The undersigned hereby certifies that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work; that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and that he will comply fully with all laws and regulations applicable to awards made subject to section 44A.

Non-debarment Statement

The undersigned further certifies under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity. The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

Company Name: _____

Name of Company Representative: _____

Signature of Company Representative: _____

Date: _____

