

REQUEST FOR PROPOSAL (RFP)

Closing Date: Thursday, October 15th, 2026 – 5:00pm

Contract Administrator: Joseph Harvey

Telephone: 828-837-2775 x. 130

Mobile: 253-314-4937

E-Mail Address: joe@folkschool.org

Web Address: <https://www.folkschool.org>

Item: **New House Project RFP – General Contractors**

Agency: John C. Campbell Folk School (JCCFS)

Location(s): Cherokee County
One Folk School Road, Brasstown, NC 28902

Scope: This Request for Proposal (RFP) shall cover the procurement of a licensed contractor to construct a house as designed by Alliance Architecture. The design consists of a single-level house with 6 bedrooms with 6 ADA compliant ensuite bathrooms. The building will be constructed as “solar ready” and will include a full-house back-up generator. The house will include sprinklers meeting the IBC and NFPA standards for Group R2 classification.

Please be advised that all notifications, releases, and amendments associated with this RFP will be posted at: <https://www.folkschool.org/procurement>

JCCFS will make no attempt to contact contractors with updated information. It will be the responsibility of each contractor to periodically check this site for the latest details.

READ THIS REQUEST CAREFULLY

****** This RFP and all exhibits/appendices shall be made a part of the contract awarded to the successful bidder. ******

SIGNATURE SHEET

Item: **New House Project RFP – General Contractors**

Agency: John C. Campbell Folk School (JCCFS)

Closing Date: Thursday, October 15th, 2026 – 1:30pm

We submit a proposal to furnish requirements in accordance with the specifications listed herein. I hereby certify that I (we) do not have any substantial conflict of interest sufficient to influence the bidding process on this bid. A conflict of substantial interest is one which a reasonable person would think would compromise the open competitive bid process.

Legal Name of Person or Entity Represented:

Telephone:

Email:

Mailing Address:

Physical Address:

City, State, Zip:

EIN #

DUNS Number:

Signature of Authorized Representative:

Date:

Typed or Printed Name of Signature:

Title:

SECTION I
GENERAL INFORMATION

- 1.1 Purpose:** The scope of work is to construct a 6 bedroom / 6 bath house. The design consists of a single-level house with 6 bedrooms with 6 ADA compliant ensuite bathrooms with a gravel parking area to accommodate 6 vehicles.
- 1.2 Description of John C. Campbell Folk School (JCCFS):** John C. Campbell Folk School (JCCFS) Tucked away in the mountains of western North Carolina, the John C. Campbell Folk School offers weeklong and weekend classes for adults in craft, art, music, dance, cooking, gardening, nature studies, photography, writing, and more. Our non-competitive and small-sized classes are offered year-round on a scenic 270-acre campus, attracting students from all over the world. JCCFS has been determined to be exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code. JCCFS is governed by a 15-member, Volunteer Board of Directors. The Administrative Office is located at 4590 Brasstown Road, Brasstown, North Carolina. Note that the mailing address is One Folk School Road, Brasstown, NC 28902.
- 1.3 Site Visit:** There will be a **Mandatory Pre-Bid Meeting at 10:00 am EST on Tuesday, September 15, 2026 at the Woodturning Studio; 123 Rock House Road, Brasstown, NC 28902 (see attached map).** Firms who do not attend the Mandatory Pre-Bid Meeting will not be eligible to submit a Bid. A general discussion of the project will take place at the pre-bid meeting. The pre-bid meeting will begin promptly at 10:00 am EST and the Owner reserves the right to disqualify firms arriving late to the pre-bid meeting. A walk-thru of the project and site will be provided after the meeting. If there are mitigating circumstances that prevent a representative from your firm to attend on this date, contact the Buildings and Grounds Director at the phone number below to justify a second meeting to be offered. All communication that would take place at a second meeting will be shared with those that attend the September 15th meeting. Attending a later meeting does not allow for any additional time to prepare your bid submission.
- 1.4 Bid Documents:** Bid Documents may be obtained online or at the office of Buildings and Grounds Department, 41 Plateau Lane, Brasstown, NC 28902, phone (828) 837-2775 Ext 130. A copy of the Register of Bid Documents, listing current Bid Document recipients, may be obtained through the Buildings and Grounds Director. Office hours are 8am - 4:30pm.
- 1.5 Bid Submission:** Completed proposals may be submitted by mail or hand-delivered in person. Proposals must be received by JCCFS by 5:00PM on Thursday, October 15th, 2026. It is the sole responsibility of the Bidder to ensure all proposals are received at the administrative office by the closing date and time; late proposals will not be considered.

Proposals must be addressed as follows:

Mail

Attn: New House General Contractors
Proposal
John C. Campbell Folk School (JCCFS)
One Folk School Road
Brasstown, NC 28902

Hand Delivered

Attn: New House General Contractors
Proposal
John C. Campbell Folk School (JCCFS)
Admin Office
One Folk School Road
Brasstown, NC 28902

SECTION II
CONDITIONS TO BIDDING

- 2.1 Inquiries:** All inquiries regarding this Request for Proposal shall be submitted via email to Joe Harvey, Contract Administrator, at joe@folkschool.org by **5:00pm on Friday, October 2nd, 2026**. There will be a Q&A document on the bid website to answer most questions.
- 2.2 Cost of Preparing Bids:** All costs associated with the preparation of this bid, including the costs of determining the nature of the engagement, preparing the bid, submitting the bid, negotiating for the contract and any other costs associated with responding to this Request for Proposal are the sole responsibility of the Bidder and JCCFS will not reimburse any costs incurred in preparation of this proposal. All responses will become the property of JCCFS once submitted in response to this RFP.
- 2.3 Advertising:** In submitting a proposal to JCCFS, the Bidder agrees not to use the results of their proposal as a part of any commercial advertising without prior approval of JCCFS.
- 2.4 Confidentiality:** In submitting a proposal the Bidder agrees not to discuss or otherwise reveal the contents of the proposal to any outside source (except potential subcontractors) until after the award. Bidders not in compliance with this provision may be excluded from the proposal. Only discussion authorized by JCCFS is exempt from this provision.
- 2.5 Acceptance or Rejection:** JCCFS reserves the right to accept or reject any or all bids or part of a bid; to waive any informalities or technicalities; clarify any ambiguities in bids; modify any criteria in the RFP; and unless otherwise specified, to accept any item in a bid.
- 2.6 Evaluation of Bids:** The Bid award shall be made in the best interest of JCCFS, as determined by JCCFS. Considerations are focused toward, but not limited to:
- 2.6.1 Technical Proposal:** Bidders must carefully review Section III Scope of Services and provide Project Understanding, and Scope of Work.
 - 2.6.2 Pricing Proposal:** Bidders must carefully review Section III Scope of Services and provide a clear, total, and complete pricing for any or all options individually..
 - 2.6.3 Insurance:** Bidders must be licensed and maintain insurance.
 - 2.6.4 Start Date and Completion Date:** Bidders must provide a project timeline by phase ensuring to specify the estimated start date and completion date for the work based on their availability and experience with similar projects.
 - 2.6.5 Adequacy and Completeness:** The submitted Bid Packet ***must*** contain a completed Signature Sheet (page 2), Certification Sheet (page 12) and provide the requested information in **Section 4** of this RFP.
 - 2.6.6 Compliance with Terms and Conditions:** The Contractor must review all terms and conditions set forth in this RFP and must certify the ability to meet those terms and conditions on page 9 for the Bid to be considered.
- 2.7 Review Process:** JCCFS reserves the right to make an award without further discussion of the proposals submitted; therefore, proposals should be initially submitted on the most favorable term, from both technical and price standpoints, which the Bidder can propose.

JOHN C. CAMPBELL FOLK SCHOOL
One Folk School Road, Brasstown, NC 28902
Phone: (828) 837-2775 <https://www.folkschool.org>

- 2.8 Notification of Award:** It is expected a decision selecting the successful Bidder will be made on or near November 16th, 2026. Upon conclusion of final negotiations with the successful Bidder, all Bidders submitting proposals in response to this RFP will be informed in writing whether or not they have been selected.
- 2.9 Contractual Obligation(s):** This RFP, including the terms and conditions set forth within, will be considered a contractual agreement between JCCFS and the awarded Contractor(s) once the successful proposal is offered by JCCFS, and accepted by the awarded Contractor(s). At the discretion of JCCFS, the awarded Contract(s) may be required to enter into an additional contractual agreement for the services proposed in this RFP.
- 2.10 Amendments:** All amendments issued by JCCFS regarding the terms and conditions, desired services, or requirements of the bid will be posted at www.folkschool.org/procurement. It is the responsibility of all Bidders to check the website for any amendments or updates to the Q&A document on the bid website, even if the proposal was sent to you via postal mail.

SECTION III

SCOPE OF SERVICES

3.1 Technical Proposal

The John C. Campbell Folk School is building a new one-story house near the Woodturning Studio. There is a demand by our students for more single-occupancy rooms with private ADA compliant bathrooms. Bidders may bid on the entire system only. Proposals may include partner vendors if turnkey services are not provided by the bidder alone.

- 3.1.1 Provide contractor services to construct a single-level house with 6 bedrooms with 6 ADA compliant ensuite bathrooms as designed by Alliance Architecture. Designs are included here. The design consists of a single-level house with 6 bedrooms with 6 ADA compliant ensuite bathrooms. The building will be constructed as “solar ready” and will include a full-house back-up generator. The house will include sprinklers meeting the IBC and NFPA standards for Group R2. There will be a gravel parking area to accommodate 6 vehicles. Contractor shall confirm the location of all underground utilities in the worksite prior to starting construction.

3.2 Materials

- Materials are specified in the Alliance Architecture designs provided. These may be negotiated if there’s value engineering opportunities or the unavailability of specified materials.

3.3 Specifications (Please refer to construction designs attached)

3.3.1 Site Prep Notes

- Prior to construction, the owner, architect, and contractor shall hold a pre-construction meeting. Construction access, staging, stockpiling, safety, and sequencing will be discussed at this meeting.
- All project activity shall be confined to the area within the limits of disturbance.
- Demolition/clearing/grubbing shall occur in accordance with construction sequencing.
- In locations where construction or grading are located adjacent to or over potential utilities, the contractor must spot dig along the potential conflict area in order to expose the utility and determine the outer limits and depth of the utility.
- Soft dig in areas of potential utility conflicts.
- Notify the owner if any utility or other subsurface conflicts arise during earthwork.
- Stockpile gravel/soil from demo location in a location identified by the owner.

- When clearing and grubbing, take extra care not to more than necessary damage/remove trees.
- Contractor to prepare a safety and access plan, prior to the start of construction, for construction during school use time.

3.3.2 General

- Call 811 to locate all utilities prior to digging.
- Where conflicts occur between notes, drawings, or specifications, the contractor shall not proceed with the affected work until the architect issues a clarification.

3.3.3 Approvals

- It's important to anticipate and plan with the owner contingencies around certain hazardous or loud activities during construction. Examples are: power and water cut-offs, trenching across roadways, blocking access to houses or studios, etc. The owner will need to communicate these activities to the students and staff.
- Owner to be contacted for decisions on finishing materials and paint colors.

3.3.4 Construction

- Contractor shall be responsible for providing all applicable building permits, labor, materials, and equipment required to perform the specified work.
- All aspects of work shall be performed in accordance with all applicable local, state, and federal regulations pertaining to worker safety.
- Contractor shall coordinate all site activities with owner or designated representative. Contractor shall be responsible for coordinating delivery, storage, and handling of all materials required for the project.
- All disturbed areas shall be stabilized within 30 working days following the completion of land disturbing activities. If there are more stringent soil stabilization guidelines put in place by local, county, state, or federal agencies or called for based on permit requirements then the more stringent guidelines shall control and govern on the project.
- Contractor to coordinate with owner on what spoils should be stockpiled and what should be disposed of off-site at a pre-designated landfill site.

3.3.5 Grading

- Grading will be done in accordance to the grading plan.

3.4 Pricing Proposal

Contractors must provide a pricing proposal that includes all work required to build a 6 bedroom / 6 bathroom house as designed. Pricing must include all work necessary to complete the project.

The complete proposal should be itemized.

SECTION IV
PROPOSAL FORMAT

- 4.1** Proposal: Each submitted proposal **must include** the following:
- 4.1.1 **Pricing Proposal:** Total cost to complete the entire project. This includes any pre or post tasks needed to complete the job (such as landscaping, signage, digging, utility location, site cleanup, etc.)
 - 4.1.2 **Evidence of Accords:** Contractors must provide a copy of their certificate of General Contractor's License, insurance, general liability, and Worker's Compensation documentation attached with proposal.
 - 4.1.3 **References:** Contractors must provide a minimum of three references.
 - 4.1.4 **Start and Completion Date:** JCCFS anticipates awarding the selected contractor no later than November 16th, 2026. Contractors must provide an estimate of when the project can be started and completed. Due to on-campus events and activities, this project ideally must be completed by October 1st, 2027. If you wish to propose an alternative schedule that is more beneficial to you or for the project success (ie: material availability) include that in your bid with a detailed explanation of why the alternate schedule should be considered.
 - 4.1.5 **Signature Sheets:** Pages 2 and 12 within this document are to be printed, signed, and returned with proposal.

SECTION V
GENERAL PROVISIONS

5.1 Contract

This RFP will be made part of a contract between JCCFS and the awarded Contractor(s), unless otherwise amended. Prior to execution additional information and/or documentation may be required by JCCFS.

5.2 Independent Contractor

Both parties, in the performance of this contract, shall be acting in their individual capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agency of one party shall not be construed to be the employees or agency of the other party for any purpose, whatsoever.

5.3 Sub-Contracting

The Bidder agrees to disclose, in the bid submission, any services bid which will be sub-contracted. Provide a list of proposed/confirmed subcontractors for the various services/trades that you will not provide internally. Services include but are not limited to: extended warranties and service contracts.

5.4 Project Start and Completion Date

The estimated project start and completion dates should be specified by the bidder in the proposal. Due to on-campus events and activities, this project ideally must be completed by October 1st, 2027. The specific completion date will be negotiated during the award process of the successful proposal.

5.5 Payment

Contractor may specify preferred payment schedule. Once a successful proposal has been chosen and the procurement model and pricing has been determined, JCCFS will negotiate with the successful bidder the final invoicing and payment schedule.

5.6 General Indemnity: The Contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify JCCFS, assume entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the Contractor or their employees, including losses, expenses or damages sustained by officials (including the Executive Director, the Board of Directors, as well as employees) from any and all such losses,

expenses, damages, demands and claims. The Contractor further agrees to defend any suit or action brought against officials (as outlined above) based on any such alleged injury or damage and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, the Contractor agrees to purchase and maintain, during the life of this contract, general liability insurance as outlined above. The obligations of the Contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self- insurance maintained by or for the use and benefit of the Contractor.

- 5.7 Hold Harmless:** The Contractor shall indemnify JCCFS against all claims for injury to or death of any persons; for loss or damage to any property; and for infringement of any copyright or patent occurring in connection with or in any way incidental to or arising out of the occupancy, use, service, operations, or performance of work under this contract.

JCCFS shall not be precluded from receiving the benefits of any insurance the Contractor may carry which provides for indemnification for any loss or damage to property in the Contractor's custody and control, where such loss or destruction is to JCCFS property. The Contractor shall do nothing to prejudice JCCFS's right to recover against third parties for any loss, destruction, or damage to JCCFS property.

Certification Statement

By submitting this sealed bid, the potential Contractor certifies the following:

- The proposal is signed by an authorized representative of the entity.
- All costs, direct and indirect, have been determined and are included in the pricing proposal.
- No substantial conflict of interest exists which influenced the submitted bid.
- The bidder has read and understands the terms, conditions, and requirements set forth in this Request for Proposal and agrees to them with no exceptions. If exceptions exist, those exceptions must be certified and attached to this bid and noted below.
- Do you have any exceptions to this bid? _____

Individual/Entity Represented: _____

By:

Signature

Typed or printed name

Title

Date

