

# **REQUEST FOR PROPOSAL**

for

## **DESIGN-BUILD SERVICES**

Goodwill Industries of Upstate/Midlands SC

Date of Issuance: April 30, 2026

Proposal Due Date: May 22, 2026

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## **I. INTRODUCTION AND PURPOSE**

Goodwill Industries of Upstate/Midlands South Carolina (“Goodwill”) invites qualified Design-Build teams to submit proposals for the design and construction of a new Midlands Youth and Family Center to be located in Columbia, South Carolina, directly across from Goodwill’s existing retail store at:

**111 Highland Center Drive  
Columbia, SC 29203**

Goodwill invites proposals until May 22, 2026.

### **Point of Contact:**

Wayne Owens  
wowens@goodwillsc.org  
115 Haywood Road  
Greenville, SC 29607

The Company reserves the right to reject any and all proposals, to waive any informalities or irregularities and to make the selection among the proposals as are deemed in the best interest of Goodwill. Goodwill is not liable for any costs incurred to prepare or present a response to this RFP.

## **1. PROJECT GOALS**

Goodwill seeks a partner who can:

1. Deliver a cost-effective, high-quality facility
2. Design flexible spaces that support youth, families, and workforce programs
3. Create a safe, trauma-informed, and inclusive environment
4. Minimize lifecycle operating costs through durable materials and energy efficiency
5. Deliver the project on schedule with high transparency and accountability
6. Respect the surrounding neighborhood and existing Goodwill operations

## **2. PRELIMINARY SPACE PROGRAM (CONCEPTUAL)**

Respondents should assume the Center may include, but is not limited to:

- Youth program classrooms and activity spaces
- Family services offices and meeting rooms
- Workforce training and computer labs
- Multipurpose rooms and flexible event space
- Counseling and private support rooms
- Administrative offices

- Common areas, collaboration spaces, and waiting areas
- Restrooms on each level
- Secure storage and support spaces
- Vertical circulation (elevators and stairs)
- Building systems and support areas

Proposers are encouraged to recommend spatial efficiencies and adjacencies that reduce cost while achieving program goals.

### **3. SITE CONSIDERATIONS**

- 2-acre parcel across from existing Goodwill retail store
- Respondents should plan for:
  - Parking (surface or structured as appropriate)
  - Safe pedestrian access
  - Drop-off/loading zones
  - Stormwater management
  - Zoning and code compliance (City of Columbia / Richland County)
- Coordination with adjacent Goodwill operations is required during construction

### **4. SUSTAINABILITY AND BUILDING PERFORMANCE**

While formal certification (e.g., LEED) is not mandatory, proposals should include:

- Energy-efficient building systems
- Durable, low-maintenance materials
- Consideration of natural light and indoor air quality
- Opportunities for reduced operating and utility costs
- Optional sustainability enhancements with associated first-cost and lifecycle cost impacts

### **5. RESPONSIBILITIES**

The selected team will be responsible for:

- Programming refinement and schematic design
- Design development and construction documents
- Permitting and approvals
- Site preparation and construction
- Coordination with utilities and authorities
- Procurement of subcontractors and materials
- Construction management and quality control
- Commissioning and closeout
- Post-construction warranty support

## **6. ADDITIONAL PROPOSAL REQUIREMENTS**

### **A. Team Qualifications**

- Design–Build team structure and roles
- Relevant experience with:
  - Youth, education, community, or social service facilities
  - Multi-story buildings
  - Projects of similar size and complexity
- South Carolina licensure and certifications
- Resumes of key personnel

### **B. Project Understanding and Design Approach**

- Narrative describing understanding of Goodwill's mission and project goals
- Conceptual design approach (diagrams, sketches, or renderings encouraged)
- Proposed building height and total square footage
- Description of flexibility and future adaptability

### **C. Cost Proposal (Required)**

Provide a detailed cost estimate including:

- Design fees
- Preconstruction services
- Site work
- Building construction (by CSI divisions or similar format)
- General conditions
- Insurance, bonding, and permits
- Contingency (clearly defined)
- Escalation assumptions
- Total guaranteed maximum price (GMP), if applicable

Goodwill prefers transparent, open-book costing.

### **D. Project Schedule (Required)**

Provide a detailed timeline including:

- Design phases
- Permitting duration
- Construction duration
- Substantial completion
- Final completion

- Include assumptions and key schedule risks.

## **E. Risk Management and Controls**

- Quality assurance and quality control plan
- Safety plan
- Cost and schedule control methods
- Identification of major project risks and mitigation strategies

## **F. MWBE and Local Participation**

- Commitment to minority-, women-, and small-business participation
- Use of local subcontractors and vendors
- Workforce development or apprenticeship opportunities, if applicable

## **G. References**

- Minimum of three (3) relevant project references
- Include client contact information and project outcomes

## **II. GENERAL**

### **BACKGROUND AND OVERVIEW**

Goodwill is a South Carolina not-for-profit corporation. Our agency was founded in 1902. First South Carolina store opening in Greenville, SC in 1973. We are a 501c3 organization. An overview of our organization follows:

Two major operating divisions:

1. Retail Division – Currently operating 41 retail stores, 2 outlet stores, 6 specialty stores and 3 eCommerce sites in Upstate and Midlands of South Carolina. These stores operate primarily from donated inventory, which is received at numerous donation centers. In addition, a portion of donated goods income results from the sale of salvage.
2. Career Solutions Division – The heart of our organization and the reason our Retail Division and support functions exist. Our employment and training programs are supported through the profits from our retail operations, donations, grants, and limited governmental funding.

Located across 16 counties within the Upstate and Midlands of SC, Goodwill is more than a not-for-profit. We are a person-to-person phenomenon that fosters material and economic sustainability throughout the local community. One that accepts gently-used goods, sells them in our more than 41 retail stores, then uses the proceeds to fund career training and placement services across a wide variety of industries. We are individuals from all walks of life, exchanging worth and finding value in all its different forms. Simple convenience for some. Profound opportunity for others. Goodwill to all.

Additional information regarding Goodwill can be found on our website, <https://goodwillsc.org>

## **REQUIREMENTS FOR SELECTION**

Goodwill seeks proposals from qualified providers of new construction and design-build delivery. The objective is to secure the most efficient and effective high quality facility. Goodwill may award a contract to the best service provider with innovative ideas, which may not be the low price proposer. Goodwill reserves the right not to award some or all of the services contemplated herein.

## **GENERAL PROPOSAL REQUIREMENTS**

It is requested that proposals be prepared in a comprehensive manner as to content. Although permissible, there is no necessity for expensive binders, color displays or other promotional material. The proposal should be prepared in a format that will permit ready identification of your response to each component of this RFP in a concise manner.

The proposal must be signed by the duly authorized partner or officer who will have overall responsibility for work under the proposal.

All pricing proposals must remain in effect for at least one hundred twenty (120) days beginning the next business day after the proposals are opened. Goodwill is not responsible for any costs incurred in the preparations and presentation of your proposal.

The selected proposer will be expected to enter into a contract or engagement letter with Goodwill in a form acceptable to Goodwill.

## **CONTRACT AWARD**

Goodwill shall have the right to select who in the opinion of Goodwill will be in the best interest of and/or the most advantageous to Goodwill after considering the criteria set forth in this RFP. Goodwill reserves the right to waive any minor informalities or technicalities in proposals received, as may be deemed in the best interest of Goodwill in Goodwill's sole discretion. Additionally, Goodwill reserves the right to reject all Proposers at any time prior to execution of a contract and to resolicit (or not) in its sole discretion. A decision to terminate the solicitation process may be made at any time before Goodwill enters into a contract with a selected Proposer. A recommendation of contract award does not constitute a contract.

All proposals will be subject to a review and evaluation process. It is the intent of Goodwill that all proposers responding to this RFP, who meet the requirements, will be ranked in accordance with the criteria established in these documents. Goodwill will consider all responsive and responsible proposals received in its evaluation and award process.

Firms submitting a proposal along with the required information and documentation will have their proposal evaluated and scored based on the evaluation criteria set forth

herein.

Further, each proposal will be evaluated for full compliance with the RFP instructions to the proposers and the terms and conditions set forth within the RFP document.

Proposals will be scored and ranked in accordance with Goodwill's criteria. **Goodwill is not obligated to make an award to the Proposer with the lowest bid or price submitted.** Proposals will be evaluated and an award made to that Proposer who is determined to be responsible and responsive to this Request for Proposal and whose proposal is the most advantageous to Goodwill in terms of price, quality of service, the Proposer's qualifications and capabilities to provide the specified services and comply with the applicable conditions of this Request for Proposal and Contract, and who in the judgment of Goodwill will best serve the needs and interests of Goodwill.

## **TERMS OF ENGAGEMENT**

If the vendor intends to revise its fee schedule after the initial period, it must give written notice to Goodwill at least ninety (90) days in advance of any fee change. Fees may be changed only on the contract anniversary date. These fees are subject to negotiation and approval by Goodwill and may not exceed the annual consumer price index-urban (CPI-U) for the most recently available 12-month trailing period.

## **TERMINATION**

Goodwill reserves the right to cancel the contract, at any time, without cause and without penalty with a minimum thirty (30) days written notice.

Termination or cancellation of the contract will not relieve the Proposer of any obligations or liabilities resulting from any acts committed by the Proposer prior to the termination of the contract.

## **SELECTION PROCESS**

### **1. Schedule**

Request for Proposals Issued	April 30, 2026
Questions Due	May 8, 2026 by 4:00 pm EST
Responses to Questions Distributed	May 15, 2026
Proposals Due (Submission Deadline)	May 22, 2026
Panel to Review	May 25 – 29, 2026
Award Notification Date	June 1, 2026
New Contract Begin Date	Upon Award Notification

Goodwill reserves the right to cancel and/or modify the RFP dates at any time.

**2. Proposers are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at proposer's own risk, and they cannot secure relief on the plea of error. Questions regarding the RFP:**

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

Goodwill's Purchasing Agent

Email: [purchasing@goodwillsc.org](mailto:purchasing@goodwillsc.org)

Subject line: Goodwill Industries of Upstate/Midlands SC RFP – [Company Name]

Questions should be directly tied to the RFP and asked in consecutive order, from beginning to end, following the organization of the RFP. Each question should begin by referencing the RFP page number and subject number to which it relates.

**3. Submission Instructions**

Submission of proposals shall be in electronic format and submitted to the secure portal provided to bidders by GIUMSC.

Compliance with the proposal submission deadline will be determined by timestamp of upload of documents to the portal.

**4. Right to Reject**

Upon receipt of proposals, Goodwill will review each response to this Request for Proposal. Failure to properly address all of the items set forth below may disqualify the prospective Design Build proposal. Goodwill reserves the right to reject any or all proposals at its sole discretion. We may interview one or more proposers to further assist in the review process and will award the contract at the sole discretion of Goodwill.

**CRITERIA FOR EVALUATION AND SELECTION**

Proposals will be evaluated based on the following criteria:

- Responsiveness to the requirements of the RFP, as well as the relevance of the responses to the needs of Goodwill
- Scope of services offered
- Experience of the bidder in providing similar services to public and not-for-profit organizations
- Professional experience and qualifications of the individuals assigned to the - project
- Financial strength, adequacy of financial controls, security and compliance with all applicable state and federal regulations for the services proposed
- Implementation/transition plan
- Cost proposal (including both direct and indirect costs)

**II. SCOPE OF SERVICES**

## **A. GENERAL DESIGN-BUILD SERVICES**

The vendor awarded the contract will be Goodwill's primary construction partner. This vendor will provide high quality cost effective workmanship consisting of:

- Programming refinement and schematic design
- Design development and construction documents
- Permitting and approvals
- Site preparation and construction
- Coordination with utilities and authorities
- Procurement of subcontractors and materials
- Construction management and quality control
- Commissioning and closeout
- Post-construction warranty support

## **III. FORMAT FOR PROPOSALS**

Proposers must respond to each item in this section by listing the item number and providing a complete response to each question.

### **A. QUALIFICATIONS & EXPERIENCE**

1. Provide a brief general overview and history of your organization, including parent and/or subsidiary companies and number of employees.
2. Provide the address of the office(s) that will cover Goodwill's territory.
3. Describe the experience of the bidder in providing similar services for public and not-for-profit entities.
4. Include references and/or examples of work similar to project.

### **B. KEY PROPOSED PERSONNEL & TEAM**

1. Provide the name, title, address, phone number, and email address of the primary contact person(s) assigned to this project.
2. Provide information on the key personnel that will work with Goodwill.  
Information must include:
  - a. Proposed role with regard to Goodwill's account;
  - b. Biographical information;
  - c. Experience working with other public and not-for-profit entities;
  - d. Number of years of experience in this field;
  - e. Number of years with your company.
3. Customer Service
  - a. Will the bidder designate a specific customer service representative for Goodwill rather than an 800-number or e-mail address?
  - b. What are the hours of operation of each customer service unit involved in supporting the proposed service?

## **C. CONFLICTS OF INTEREST**

1. Disclose whether your company or any individuals assigned to provide services to Goodwill have any potential conflicts of interest with Goodwill, or any Board members or employees of Goodwill and, if so, the nature of the conflict.

## **D. INSURANCE REQUIREMENTS**

1. Confirm that the bidder will procure and maintain the following policy of insurance:

The Service Provider shall provide at its own cost and expense during the life of the contract, the following insurance coverages to Goodwill (30) thirty business days prior to the commencement of any work. All service providers including any independent contractors and subcontractors utilized must comply with these requirements. All insurance policies shall be issued by companies authorized to do business under the laws of the State of South Carolina. The insurance shall be evidenced by certificates and/or policies including premiums as determined by Goodwill Industries of Upstate/Midlands SC. It shall be an affirmative obligation upon the Service Provider to advise Goodwill's Purchasing Agent, , e-mail [purchasing@goodwillsc.org](mailto:purchasing@goodwillsc.org), 115 Haywood RD, Greenville, SC 29607 within 24 hours or the next business day of cancellation, non-renewal or modification of any stipulated insurance and failure to do so shall be construed to be a breach of this Agreement/contract. Goodwill Industries of Upstate/Midlands SC reserves the right to require additional coverages and limits based upon the particular service or change in service provided by the Service Provider.

If the service provider maintains higher limits than the minimums shown below, Goodwill requires and shall be entitled to coverage for the higher limits maintained by the service provider.

Comprehensive General Liability, Professional Liability, Errors and Omissions Insurance coverage with limits of liability not less than \$500,000 Each Occurrence/\$1,000,000 Aggregate. The Certificate of Insurance shall indicate an Occurrence Basis. Goodwill Industries of Upstate/Midlands SC shall be endorsed as an additional insured under the General Liability coverage. The Service Provider's General Liability coverage shall be primary and non-contributory.

For policies written on a Claims-made basis, service provider shall maintain a retroactive date prior to or equal to the effective date of the contract. In the event the policy is canceled, non-renewed, switched to an occurrence form or there is a change in retroactive date, or any other event triggering the right to purchase a Supplemental Extended Reporting Period (SERP) during the life of this contract, the service provider shall agree to purchase a SERP with a minimum reporting period of not less than three (3) years. Coverage is to apply on a primary basis.

For policies written on a Claims-made basis, service provider shall maintain a retroactive date prior to or equal to the effective date of the contract. In the

event the policy is canceled, non-renewed, switched to an occurrence form or there is a change in retroactive date, or any other event triggering the right to purchase a Supplemental Extended Reporting Period (SERP) during the life of this contract, the service provider shall agree to purchase a SERP with a minimum reporting period of not less than three (3) years. Coverage is to apply on a primary basis.

## **E. CONTROL**

1. Describe the company's security environment. Specifically cover the physical and digital security and software safeguards that you have put in place to control access to data.
2. Describe the company's security procedures for its information reporting system, both for access and information protection

## **F. NEW SERVICES AND IDEAS**

1. Describe any new services or ideas that will enhance Goodwill's use of space, design and efficiencies.
2. Please provide any additional information that you believe to be pertinent but not specifically requested elsewhere in the RFP.

## **G. SUB-CONTRACTING**

Subcontractors may be used to perform work under the Agreement. If the proposer intends to use subcontractors, the bidder must identify in the proposal the names of the subcontractors and the portions of the work the subcontractors will perform. The successful Proposer shall be fully responsible for the services and work provided by a subcontractor under the terms of this formal solicitation. The successful Proposer agrees that any employee or agent of the Proposer and any agent/employee of a subcontractor to the Proposer shall be removed from Goodwill jobsite or City/County premises upon request by Goodwill Manager or designee. Such request will only be issued to remove a person if Goodwill Manager or designee has a reasonable basis (as determined in his or her discretion) that the presence of such person on Goodwill property or at a City/County jobsite is not in the best interest of Goodwill, or its employees, guests, visitors or citizens. Additionally, a person may be directed to be removed if the person is reasonably deemed to be under the influence of drugs or alcohol, or is behaving in any manner reasonably determined to be unacceptably disruptive or in violation of any criminal law.

The bidder must provide the following information concerning each prospective subcontractor:

1. Complete name of the subcontractor;
2. Complete address of the subcontractor;
3. Type of work the subcontractor will be performing;
4. Percentage of work the subcontractor will be providing;

5. Evidence, as set out in the relevant section of this RFP, that the subcontractor is registered and, if applicable, holds a valid State of South Carolina business license;
6. A written statement, signed by each proposed subcontractor, that clearly verifies that the subcontractor is committed to render the services required by the contract; and
7. A copy of the prime-contractor/sub-contractor contract verifying the prime-contractor has the sole responsibility for any and all services under this RFP and is financially liable, without exception, to Goodwill for all services contracted by the proposer under this RFP.

The bidder's failure to provide this information may cause Goodwill to consider its proposal nonresponsive and reject it. The substitution of one subcontractor for another may be made only at the discretion and prior written approval of Goodwill.

## **H. PRICING**

1. For how long will the bidder guarantee the proposed cost?
2. Provide a complete cost detail. Cost related to all services described in the proposal must be listed – even if the service is not specifically referenced on the pro forma. Also, include any one-time or set-up charges, research fees, minimum fees, and all other fees that will be associated. As a general rule of thumb, please include any information related to the Cost being charged to Goodwill.