

REQUEST FOR PROPOSAL (RFP)

Commercial Building Remodel

Junior League of Phoenix, Inc.

2505 N. Central Avenue

Phoenix, AZ 85004

June 22, 2026

1. Organization Overview

Founded in 1935, the Junior League of Phoenix has been part of the fabric of the Valley for nearly a century. As a 501(c)(3) nonprofit organization, our mission is to advance women's leadership for meaningful community impact through action, collaboration, and training, empowering women and girls in the Phoenix community. Through hands-on service and structured leadership development, the Junior League equips women with the skills, confidence, and experience to lead both within the organization and throughout the community.

Over the decades, Junior League members have contributed thousands of volunteer hours and helped support initiatives that strengthen Phoenix. Junior League volunteers have played a role in preserving the historic Orpheum Theatre and have partnered with organizations serving women, children, and families across the Valley, including groups such as the Girl Scouts and Ronald McDonald House. Our organization has a strong legacy that has helped develop generations of civic leaders, including former Arizona Supreme Court Justice and U.S. Supreme Court Justice Sandra Day O'Connor. The Junior League of Phoenix is also widely known for its annual Community Rummage Sale, a beloved local tradition that will celebrate its 90th anniversary next year. This large-scale event raises thousands of dollars annually to support donations to local nonprofit organizations.

We want our headquarters to reflect our legacy in the community. A place that makes members proud and serves as a hub for leadership training, volunteer coordination, nonprofit collaboration, and community events. Through this remodel, we have the opportunity to create a welcoming and functional space that supports leadership development and community impact for decades to come. We invite partners who share our commitment to Phoenix to help bring this vision to life.

As a mission-driven nonprofit organization, we respectfully request nonprofit pricing consideration and welcome in-kind support where feasible.

2. Project Overview

The Junior League of Phoenix, Inc. is seeking proposals from qualified, licensed, insured, and bonded General Contractors to complete a commercial remodel of our headquarters located at the address above.

As a leadership development and volunteer organization dedicated to strengthening the Phoenix community, the Junior League of Phoenix uses its headquarters as the central hub where members train as leaders, coordinate volunteer initiatives, and collaborate with community partners. This space supports the planning and execution of programs that benefit the community.

The existing commercial building requires significant updates to better support the Junior League's operations, programming, and gatherings. Through this remodel, we aim to transform the facility into a modern, welcoming, and functional space that reflects our mission and supports leadership training, volunteer engagement, and collaboration. We view this project as an opportunity to work alongside local contractors and skilled professionals who share our love and commitment to the Phoenix community. The selected contractor will play an important role in helping us create a space that supports our community impact for years to come.

3. Scope of Work

The selected contractor will provide all labor, materials, supervision, equipment, permits, and coordination necessary to complete the remodel project.

Work may include, but is not limited to:

- Site assessment and planning
- Interior demolition and selective removal
- Electrical and lighting upgrades
- Plumbing upgrades
- Flooring installation and finish work
- ADA accessibility improvements
- Installation of fixtures, cabinetry, and built-ins
- Coordination and management of subcontractors
- Permitting, inspection coordination, and final compliance

This project is intended to modernize the facility while creating a functional and welcoming environment that supports the Junior League's leadership training programs, volunteer coordination, and community engagement activities.

The building is 6000 sqft and was last significantly updated in the late 1990s. Below is the scope of work that JLP is seeking quotes for, broken down by room.

1. Women's Restroom
 - a. The restroom needs to be brought up to ADA compliance
 - b. New flooring, including demo and removal of the old flooring as well as installation of new tile on the floor and walls
 - c. The drainage needs to be installed in the floor
 - d. The sinks, faucets & countertop needs to be replaced and updated
 - e. The bathroom fan needs to be replaced
 - f. New toilets are needed for the 4 stalls, including a quote for if the new toilets are auto-flush
 - g. The walls and baseboards needs to be painted
 - h. New bathroom stalls including toilet paper dispensers are required

2. Single-occupancy restroom
 - a. The restroom needs to be brought up to ADA compliance
 - b. New flooring, including demo and removal of the old flooring as well as installation of new tile on the floor and walls
 - c. The urinal needs to be removed
 - d. A changing table to be installed
 - e. The sink, faucet & countertop needs to be replaced and updated
 - f. The bathroom fan needs to be replaced
 - g. A new toilet is needed, including a quote for if the new toilet is auto-flush
 - h. The walls and baseboards needs to be painted

3. Training (Main) room
 - a. Demo, removal and install of luxury vinyl plank (LVP) flooring & new baseboards, including underlayment
 - b. Raise ceiling by removal of drop ceiling panels
 - c. Update lighting
 - d. Update Audio/Visual set up & sound system to commercial venue quality
 - e. Paint walls & raised ceiling

4. Kitchen
 - a. Update to meet ADA compliance
 - b. Demo, removal and install of luxury vinyl plank (LVP) flooring & new baseboards, including underlayment (continuous from training room)
 - c. Paint walls & baseboards
 - d. New, taller cabinets (soft-close) & countertop
 - e. Larger sink

5. South Storage Room (Fundraising Storage)
 - a. Remove cabinets & add more shelving
 - b. Demo, removal and install of luxury vinyl plank (LVP) flooring & new baseboards, including underlayment (continuous from training room)
 - c. Paint walls & baseboards

6. East Storage Room (Community Storage)

- a. Remove cabinets & add more shelving
 - b. Paint walls & baseboards
 - c. Refinish cement flooring
7. Front Entry/Hallways
 - a. Demo, removal and install of luxury vinyl plank (LVP) flooring & new baseboards, including underlayment (continuous from training room)
 - b. Dry wall repair
 - c. Paint walls & baseboards
8. Large Conference Room (Board Room)
 - a. Demo, removal and install of luxury vinyl plank (LVP) flooring & new baseboards, including underlayment (continuous from training room)
 - b. Paint walls & baseboards
9. Small Conference Room (President's office)
 - a. Demo, removal and install of luxury vinyl plank (LVP) flooring & new baseboards, including underlayment (continuous from training room)
 - b. Paint walls & baseboards
 - c. Frost glass wall
 - d. Update lighting
10. North Open Offices (Juli & Flex office)
 - a. Demo, removal and install of luxury vinyl plank (LVP) flooring & new baseboards, including underlayment (continuous from training room)
 - b. Paint walls & baseboards
11. Locked office (Finance Room)
 - a. Demo, removal and install of luxury vinyl plank (LVP) flooring & new baseboards, including underlayment (continuous from training room)
 - b. Paint walls & baseboards
12. Central Atrium Room (Workroom)
 - a. Demo, removal and install of luxury vinyl plank (LVP) flooring & new baseboards, including underlayment (continuous from training room)
 - b. Paint walls & baseboards
 - c. Remove mailboxes & upper shelves
13. Exterior
 - a. Lighting repair & additional lighting installation in front and rear of building
 - b. Roof repair and coating
 - c. Paint
 - d. Update parking lot gate
 - e. Fencing for patio
 - f. Blacktop resurfacing

4. Minimum Contractor Qualifications

Proposals will be accepted from firms that meet the following minimum qualifications:

- Licensed General Contractor in the State of Arizona with a valid license number submitted.
- Bonded and able to provide performance and payment bonds if required.
- Insured with commercial general liability, workers' compensation, and automobile liability coverage.
- Demonstrated experience with commercial remodel projects of similar scope and scale.
- Experience working with nonprofit clients and understanding of nonprofit budget considerations is strongly preferred.
- Ability to deliver projects within a reasonable timeframe and meet deadlines.

Proof of all qualifications must be submitted with the proposal.

5. Insurance Requirements

The selected contractor shall maintain, at its expense, insurance coverage as outlined below for the duration of the contract and project:

Required Insurance:

- Commercial General Liability: Minimum \$1,000,000 per occurrence / \$2,000,000 aggregate
- Automobile Liability: Minimum \$1,000,000 combined single limit
- Workers' Compensation: Statutory limits required by Arizona law
- Employer's Liability: Minimum \$500,000
- Umbrella/Excess Liability (if applicable)

Additional Insured:

The contractor must name Junior League of Phoenix, Inc., its Board of Directors, officers, employees, agents, and volunteers as Additional Insured on the General Liability policy for all operations performed under this agreement.

Primary & Non-Contributory:

Coverage must be primary and non-contributory with respect to any other insurance available to the additional insured.

Waiver of Subrogation:

A Waiver of Subrogation in favor of Junior League of Phoenix, Inc. shall be included where permitted by law.

Certificates of insurance must be submitted prior to execution of the agreement and maintained throughout the project term.

6. Bonding Requirements

Contractor must be prepared to provide:

- Performance Bond (100% of contract value if requested)
- Payment Bond (100% of contract value if requested)

Indicate bonding capacity and related costs in the proposal.

7. Proposal Submission Requirements

Proposals must include:

- Company name, contact information, and Arizona contractor license number.
- Proof of licensing, bonding, and insurance.
- Detailed project approach and schedule.
- Itemized cost estimate by line item.
- Proposed payment schedule.
- List of proposed subcontractors (if applicable) with qualifications.
- Three (3) references from recent similar commercial remodel projects.
- Statement of nonprofit pricing consideration or any in-kind discount/offer.
- Confirmation of acceptance of insurance and additional insured requirements.

8. Timeline

Milestone	Date
RFP Issued	Jul 1, 2026
Site Walkthrough (optional)	Jul 6, 2026 through Jul 24, 2026
Questions Due	Jul 15, 2026
Proposals Due	Jul 29, 2026
Questions sent to bidders (optional)	Jul 31, 2026
Responses to Questions due (optional)	Jul 22, 2026
Final Selection (tentative)	Aug 21, 2026
Project Start	Sep 1, 2026
Estimated Completion	Apr 1, 2027

9. Evaluation Criteria

Proposals will be evaluated based on:

- Costs and value (completeness of pricing)
- Relevant experience and references
- Ability to meet project timeline
- Responsiveness and completeness of proposal
- Demonstrated understanding of nonprofit considerations
- Insurance and bonding qualifications

The Junior League of Phoenix, Inc. reserves the right to accept or reject any or all proposals and to negotiate terms with the selected contractor.

10. Submission Instructions

Submit electronic proposals in PDF format to:

Contact:

Nicole Fries

Executive Vice President

Email: jlp.evp@jlp.org

Phone: 602-680-0952

Subject: Proposal – Commercial Remodel – Junior League of Phoenix, Inc.

11. Terms and Conditions

- This RFP does not constitute a contract or commitment to award.
 - All costs incurred in the preparation of proposals are the proposer's responsibility.
 - The selected contractor will be required to sign a formal agreement incorporating this RFP and project scope.
 - Contractor shall comply with all applicable federal, state, and local laws, regulations, and building codes.
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