



BIG BEND COMMUNITY BASED CARE, INC.
Request for Proposals
#02-2019
Design Build – Harrison Avenue Office Complex

Closing Date: February 13, 2019
5:00 P.M. EST

Contact Person:
Chris Meadows, Director of Contract Administration
525 N. Martin Luther King Blvd.
Tallahassee, FL 32301
850-410-1020 ext. 109

chris.meadows@bigbendcbc.org



REQUEST FOR INTERESTED BIDDERS

DESIGN BUILD SERVICES

BIG BEND COMMUNITY BASED CARE HARRISON AVE OFFICE COMPLEX

Notice is hereby given that Big Bend Community Based Care (BBCBC) is seeking Statements of Interest and Qualifications from professional firms to provide design build services for the Harrison Avenue Office Complex project.

All Statements of Interest and Qualifications must be in writing and delivered U.S. Mail or equivalent or via email to Contract Administration, 525 North Martin Luther King Jr. Boulevard, Tallahassee, Florida 32301 or chris.meadows@bigbendcbc.org and must be received by 5:00pm EST on February 13, 2019. All Statements of Interest and Qualifications shall be clearly labeled, "RFP # 02-2019 DESIGN-BUILD SERVICES HARRISON AVENUE OFFICE COMPLEX". If providing the submission by mail please provide the original proposal, labeled "ORIGINAL", and THREE (3) copies labeled "COPY" (4 total complete packages). If providing by email please attach ONE proposal labeled "ORIGINAL" and ONE proposal labeled "COPY" in .pdf format.

Big Bend Community Based Care encourages all segments of the business community to participate in its procurement opportunities, including small businesses, minority/women owned businesses, Florida based businesses, and disadvantaged business enterprises. The Board does not discriminate on the basis of race, color, religion, national origin, disability, sex, or age in the administration of contracts.



Design Build for Harrison Avenue Office Complex

Request for Proposal

INTRODUCTION/SCOPE OF WORK

BACKGROUND / PROJECT DESCRIPTION

Big Bend Community Based Care is soliciting Statements of Interest and Qualifications from well qualified firms detailing their technical and financial qualification to provide design build services for all work required to master plan, design, and construct a new Harrison Avenue Office Complex that will be located at 910/914/922 Harrison Avenue, Panama City, Florida.

Big Bend Community Based Care's Office Complex in Panama City was extensively damaged in Hurricane Michael in October 2018. Steps were taken to mitigate some of the damage however outside of the exterior walls the complex will need a complete rebuild.

The project site is ID / Parcel 18079-000-000 located at 910/914/922 Harrison Avenue, Panama City, Bay County, Florida. The site is comprised of approximately 2 acres of land all zoned for Commercial use. The current structure is approximately 63,000 square feet.

SCOPE OF WORK

It is the intent of Big Bend Community Based Care to enter into negotiations for the design build services with a single firm/team. The selected Design Build Entity (DBE) will be responsible for all planning, design and owner approvals, permits, construction, start-up and testing, commissioning coordination, equipment selection/coordination/installation (contractor furnished, contractor installed), equipment coordination/handling/installation (owner furnished, contractor installed), equipment coordination (owner furnished, owner installed) and activation coordination for the Project. The DBE will be responsible for any additional geotechnical investigation, construction surveying, environmental/hazmat, connections to existing utility, storm-water design/permitting, FDOT permitting including intersection, turn lane, and signal warrant/design, and subsurface conditions investigations needed for overall site engineering and development. The Design Builder will also be responsible for final specification of all fixed equipment and furnishings to the satisfaction of Big Bend Community Based Care and coordinating final specification of Owner Furnished/Contractor Installed equipment and furnishings. The DBE will coordinate with Big Bend Community Based Care in providing for and coordinating installation of Owner Furnished Materials, Owner Installed equipment and furnishings.

Requirements for submission and qualification:

1. Provider must have previous experience working in a post hurricane/natural disaster environment;
2. Provider must have previous experience working with and/or in consultation with the United States Federal Emergency Management Agency (FEMA);
3. Provider must have previous experience engaging insurance companies to build/reconstruct structures within available resources (*See Attached Insurance Coverage*); and



4. Provider must have previous experience working directly with insurance companies for payment and remittance.

REQUIRED DESIGN BUILD SERVICES

Following selection of a design build firm, that firm's engineers or architects shall complete the design concept submitting all design elements for review and determination of scope compliance. An architect and engineer shall have responsibility for compliance with the architectural and engineering design requirements and all other applicable requirements of all state and local codes. The design build firm shall supply to the County a signed and sealed set of record drawings, PDF copies of all record documents / plans, along with design & as-built files in the current version of AutoCAD.

PHASE I - DESIGN DEVELOPMENT PHASE SERVICES

The Design/Build Entity shall provide development and building construction documents for the proposed project. The Design Development Phase shall produce documents that: define and describe the size, character, and location of all facility systems, components, finishes; satisfy program requirements; and comply with applicable codes and regulations with special emphasis on ADA compliance for courts. Coordination with Executive Leadership of Big Bend Community Based Care and its Board of Directors will be required in this phase.

Based on the direction given by Executive Leadership of Big Bend Community Based Care and its Board of Directors at the end of the Phase I design work, the DBE shall proceed with the programming and development of the selected concept. Concept development shall include design drawings, to include architectural renderings of building elevations and an associated budget estimate.

The DBE shall then develop construction plans and review the plans with Executive Leadership (and the Board of Directors, if required) at the customary stages of development.

The Design/Build Entity as part of the contract will secure the services of surveyors, geotechnical engineers or other special consultants to develop such additional information as may be necessary for the design of the project.

Before proceeding into the Construction Document Phase, the DBE shall obtain Big Bend Community Based Care's written approval of the design development documents and the mutually established Construction Budget.

PHASE II - CONSTRUCTION DOCUMENT PHASE SERVICES Based on the approved Design Development Documents the Design/Build Entity shall prepare, for approval by the Big Bend Community Based Care, Construction documents consisting of drawings and specifications setting forth in detail the requirements for construction of the project.

The Construction Document Phase services shall result ultimately in a comprehensive set of construction drawings and specifications in sufficient detail for construction of the project. All work shall be in compliance with the 6th Edition (2017) Florida Building Code and Florida Fire Prevention Code. The construction documents must be prepared and sealed by an architect and engineer registered in the State of Florida, as appropriate.



The Design/Build Entity shall also develop an opinion of probable cost, prepare appropriate procurement packages and evaluate subcontractor proposals.

The Design/Build Entity, at their expense, shall furnish and deliver four (4) complete sets of all plans, drawings and specifications to Big Bend Community Based Care at each stage of review, 30%, 60%, 90%, Final. The DBE shall incorporate into the plans, drawings and specifications such changes as are necessary to satisfy the Big Bend Community Based Care's review decision, which will be determined after consideration of written comments from the contractor; any of which may be appealed in writing for good cause.

The Design/Build Entity shall pay for the reproduction of all plans, specifications and other documents for use by the DBE and its consultants and subcontractors, and all documents reproduced for review by Big Bend Community Based Care, except for scope changes generated solely by Big Bend Community Based Care. Big Bend Community Based Care will review the DBE design at the completion of design development and at the various stages of the construction documents. Comments concerning corrections or amendments to the plans and specifications will be furnished, in writing, to the DBE as promptly as possible after receipt of the documents for review.

PHASE IV - CONSTRUCTION PHASE, ADMINISTRATION OF THE CONSTRUCTION CONTRACT

The Design/Build Entity, following the written approval by Big Bend Community Based Care of the construction documents, shall proceed with the construction phase. The Guaranteed Maximum Price (GMP) and construction schedule for the project shall be negotiated and approved in writing prior to any construction phase work beginning.

The Design/Build Entity as part of the contract will secure the services of surveyors, geotechnical engineers or other special consultants to develop such additional information as may be necessary for the construction of the project.

Design/Build Entity shall arrange and pay for structural, mechanical, chemical and other laboratory tests by an independent testing laboratory as necessary during construction.

Big Bend Community Based Care shall furnish required information and/or services and shall render approvals and decisions as expeditiously as necessary for the orderly progress of the DBE's services and of the work.

Big Bend Community Based Care may furnish one or more construction inspectors who shall be given access to the work as requested or needed, but the provision of such inspectors by Big Bend Community Based Care for its own purposes shall not reduce or lessen in any respect the DBE obligations hereunder. The DBE shall remain fully and solely responsible for the drawings, specifications, and other contract documents furnished or provided by DBE, and for constructing the project in strict accordance with the contract documents, except when ordered otherwise by Big Bend Community Based Care after review of any written comments or objections by Design/Build Contractor and the DBE objects, in writing, promptly and in a timely manner.

The construction phase services shall include, but not be limited to: construction of the project within budget and time, construction reports, review and approval of submittals and pay applications, response to Requests For Information, processing change orders, participation in a final inspection, assistance in



correction of punch list deficiencies, assistance with project acceptance and contract close-out activities, including certifications to Federal, State, and Local agencies and assistance in resolving warranty issues.

The Design/Build Entity shall furnish all labor, services, supplies, materials and equipment required to complete the work in accordance with this Request for Qualifications.

PROPOSAL SUBMITTAL REQUIREMENTS

All qualifications must be in writing and delivered U.S. Mail or equivalent or via email to Chris Meadows, Director of Contract Administration, 525 North Martin Luther King Jr. Boulevard, Tallahassee, Florida 32301, and must be received by 5:00 p.m. EST on February 13, 2019, at which time will be publicly opened. Only bids received by the aforesaid time and date will be considered. All bids shall be sealed and clearly labeled, "RFP # 02-2019 DESIGNBUILD SERVICES HARRISON AVENUE OFFICE COMPLEX". If providing the submission by mail please provide the original proposal, labeled "ORIGINAL", and THREE (3) copies labeled "COPY" (4 total complete packages). If providing by email please attach ONE proposal labeled "ORIGINAL" and ONE proposal labeled "COPY" in .pdf format.

Each contractor's submittal shall include the written proposal and required forms sufficient to enable Big Bend Community Based Care to evaluate the capability of the contractor to provide the desired services. The bid should be prepared simply with emphasis placed on completeness of services offered and clarity of content.

It shall be clearly demonstrated in the bid submittal that the successful bidder has sufficient, qualified and experienced staff to adequately perform all design and construction as outlined in the scope of services and technical specifications. The following information is the minimum content required for the written proposal and will be used to evaluate the firms and should include:

All Submittals are to be on 8 ½" x 11" paper or if larger documents are required they are to be folded to 8 ½" x 11" size. Submittals should be stapled together or bound with comb binding. In order to expedite the evaluation of Submittals, it is essential that Respondents follow the format and instructions contained in the RFP.

The submittal shall use no less than 11 pt. font (Arial) and shall be 8-1/2" x 11" page size, portrait orientation, double-sided, and shall contain the following:

- I. Title Page
- II. Table of Contents
- III. Letter of Interest: Respondent shall submit a letter of interest signed by a corporate officer or principal or an authorized representative of the prime consultant authorized to obligate the firm contractually. The letter shall include the business address, telephone number, facsimile number, e-mail and the name of the prime consultant that the County can contact for additional information (2-page limit). Cover Letter (one page)
- IV. Company Profile: Respondent shall provide a brief profile of their company, which should include their firm's legal name; history; business structure; designation of the legal entity by which business operates (sole proprietor, partnership, corporate, LLC, etc.); type of ownership (small business, small disadvantaged business or W/MBE business); length of company's existence; locations of their parent company, branch or subsidiary and proposed



project team; total number of personnel including personnel by discipline; and firm’s field of expertise.

- V. Previous Projects: Respondent shall provide a brief summary of past experience working in a post natural disaster environment, working with FEMA, and working directly with insurance companies for payment and remittance.

SUBMITTAL DEADLINE/DELIVERY

Submittals for RFP # 02-2019, DESIGN-BUILD SERVICES HARRISON AVENUE OFFICE COMPLEX will be received by Chris Meadows, Director of Contract Administration, Big Bend Community Based Care, 525 North Martin Luther King Jr. Boulevard, Tallahassee, Florida 32301 until February 13, 2019 at 5:00 p.m. EST. If providing proposal via email, please send to chris.meadows@bigbendcbc.org. If providing the submission by mail please provide the original proposal, labeled “ORIGINAL”, and THREE (3) copies labeled “COPY” (4 total complete packages). If providing by email please attach ONE proposal labeled “ORIGINAL” and ONE proposal labeled “COPY” in .pdf format. Responses shall be sealed and clearly labeled with the words “RFP # 02-2019 DESIGN-BUILD SERVICES HARRISON AVENUE OFFICE COMPLEX”, name of bidder and date and time of opening so as to guard against premature opening of any bid. It is the sole responsibility of the respondent to ensure that the submittal is received on time.

EVALUATION/SELECTION OF PROPOSALS

The most highly qualified firm(s) will be selected based on qualifications such factors as the ability of professional personnel; past performance; willingness to meet time and budget requirements; recent, current, and projected workloads of the firm; whether a firm is a certified minority business enterprise; location; and the volume of work previously awarded to each firm by the agency, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms.

BID SCHEDULE

The following schedule shall be adhered to in so far as practical in all actions related to this procurement:

| Activity | Date | Time Eastern | Address |
|--|-------------------|---------------|---|
| RFP advertised and released on BBCBC’s website | January 29, 2019 | 5:00 PM (EST) | BBCBC Competitive Procurement: https://www.bigbendcbc.org/about-us/competitive-procurements |
| Replies must be received by BBCBC: | February 13, 2019 | 5:00 PM (EST) | Chris Meadows Director of Contract Administration 525 North Martin Luther King Jr. Blvd Tallahassee, Florida 32301 Chris.meadows@bigbendcbc.org |



| Activity | Date | Time Eastern | Address |
|---|---|--------------|---|
| Evaluation Period | February 14, 2019 through February 18, 2019 | N/A | N/A |
| Anticipated Negotiation Period: | February 20, 2019 through March 8, 2019 | N/A | Big Bend Community Based Care 525 N. Martin Luther King Jr. Blvd Tallahassee, Florida 32301 |
| Anticipated posting of Intended Contract Award: | March 11, 2019 | N/A | BBCBC Competitive Procurement: https://www.bigbendcbc.org/about-us/competitive-procurements |
| Anticipated Effective Date of Contract: | March 18, 2019 | N/A | N/A |

RIGHT TO REJECT

Big Bend Community Based Care reserves the right to reject any or all submittals received and to waive minor informalities and irregularities in the respondent's submittal. A submittal may be rejected if it is non-responsive or does not conform to the requirements and instructions in this RFP. A Submittal may be non-responsive by reasons, including, but not limited to, failure to utilize or complete prescribed forms, conditional submittals, incomplete submittals, indefinite or ambiguous submittals, failure to meet deadlines and improper and/or undated signatures. Other conditions which may cause rejection of submittals include evidence of collusion, obvious lack of experience or expertise to perform the required work, submission of more than one submittal for the same work from an individual, respondent or corporation under the same or a different name, failure to perform or meet financial obligations on previous contracts. Submittals will be rejected if not delivered on or before the date and time specified as the due date for submission of the submittal.

EXECUTION OF AGREEMENT

The contract form shall be provided by the Director of Contract Administration and/or the Contract Manager. The successful respondent shall, within 10 days after receipt of the Notice of Selection enter into negotiations on all final contract forms or documents. The awarded respondent shall also deliver the policies of insurance or insurance certificate as required. All insurance documents shall be approved by Big Bend Community Based Care before the successful contractor may proceed with the work.