

**REQUEST FOR QUALIFICATION (RFQ)**

**DESIGN-BUILD SERVICES**

**RFQ -01-11-2023**

West Augustine Health and Wellness Center

November 04, 2023

Prepared by:

West Augustine Historical Community Development Corporation

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## GENERAL INFORMATION

### A. INTRODUCTION AND PROJECT DESCRIPTION

The West Augustine Historical Community Development Corporation issues this Request for Qualifications (“RFQ”) to solicit DESIGN-BUILD (“Contractor”) services to design and construct the West Augustine Health and Wellness Center. The West Augustine Health and Wellness Center project is funded in part with the American Rescue Plan Act (ARPA) funding. The West Augustine Health and Wellness Center is anticipated to begin construction in the Spring/Summer of 2024 and be completed no later than October 1, 2025. Firms submitting a response to the RFQ will be asked at a minimum to state their understanding/experience of the Project and offer their methodology for meeting the criteria noted in this RFQ. The shortlisted finalists will then be requested to participate in an interview. The selected respondents will be asked to include a fee proposal for the design work as outlined in this RFQ. Once the design is complete, the Contractor will provide a price for the construction. The West Augustine Historical Community Development Corporation President will decide whether to accept the price or to go out for bid for the construction contract.

#### Background

The West Augustine Historical Community Development Corporation requests proposals for a Design-Build Company to design and build its Health and Wellness Center Project. The project will address better access to non-emergency medical services for residents.

#### Project Description:

Design and build a two-story health and wellness center (approx. 14,000 sq. ft.)

- Medical, Lab Area, and Treatment Rooms.
- Exam Rooms; Admin Office Spaces; Miscellaneous Rooms
- Communication Room
- Utility Room
- Storage Space
- Covered Vehicle Drop Off
- Paved Access to And Around the Entire Building
- Elevator
- Parking Lot
- Short Privacy Wall
- Courtyard
- Commercial Generator

Conceptual drawings can be reviewed, but the final plans are not required to follow the existing conceptual drawings.

## **B. LOCATION**

The Project is located on the corner of Brevard and King Street, St. Augustine, Florida.

## **C. BUDGET**

The approximate overall project budget is \$7,000,000. The design/build construction value is To Be Determined.

## **D. GENERAL DESIGN-BUILD SCOPE OF SERVICES**

The exact scope of services required by the WAHCDC will be set forth in the agreement between the WAHCDC and the selected Contractor. The contractor's design team will report to the WAHCDC and work with the WAHCDC's consultant/project manager. The scope of work will consist of designing the Project in conformance with WAHCDC tenant's needs and producing final construction plans and specifications. The contractor will assist the WAHCDC's staff and consultants in completing the preconstruction/design phase of the project and will prepare the plans for submission and final approval by the County of St. Johns and other governing agencies. In conjunction with this approval, the Contractor will have also prepared a final Guaranteed Maximum Price (GMP) for construction, anticipated at 100% Design Documents. Upon approval by WAHCDC's Board of Directors, the contractor will enter a pre-negotiated contract to perform the construction management/general contracting services and design construction administration necessary to satisfactorily complete the project in compliance with the contract documents.

The Contractor's services during the Pre-Construction Services phase shall include, but may not be limited to design and cost estimating of building and site, value engineering, scheduling, logistical planning, constructability analysis, bid package administration, bidding of trade contracts, and the submittal of a Guaranteed Maximum Price (GMP) Proposal for the WAHCDC's optional acceptance, reflecting the entire cost, scope of work and quality intent of the Project before any construction funds are committed. The GMP Proposal shall be supplemented with a clearly defined and detailed breakdown of costs for the entire Project. All construction costs must be clearly defined and included in the GMP Proposal. All proposed allowances included shall be approved by the WAHCDC and shall include estimated quantities and values justified by the Contractor. All clarifications, exclusions, exceptions must be identified within pricing packages and the GMP Proposal.

The Contractor's services during the Construction Services phase shall include, but may not be limited to, construction management, design construction administration, field supervision,

coordinating subcontractors, maintaining quality, meeting schedules, and providing the general work for the Project.

The Contractor shall implement and maintain a project controls system with full access to the project information by all project stakeholders. The Contractor shall allow for “open book” policy and facilitate review of all Project contracts, records, accounting and other documentation and information, in any form, to the WAHCDC or persons designated by the WAHCDC for auditing purposes.

## **1. PRE-CONSTRUCTION SERVICES**

The Contractor shall participate in the design process as an integral member of the Project Team and shall perform Pre-Construction Services that, in general, shall include but not be limited to the following:

- Assemble a Design Team consisting of architects and engineers as necessary to complete the design of the Project in compliance with applicable building codes.
- Schedule, attend and manage all necessary design work sessions with the WAHCDC and Design Team to gather and distribute information on the Project as required.
- In conjunction with the WAHCDC and Project Management Team, immediately identify the Project requirements and prepare a comprehensive Construction Budget. Contractor to identify all project-related construction costs including (but not limited to) building and site construction, infrastructure improvement costs (on-site and off-site), and other such costs that may be of consequence to WAHCDC.
- Develop and continue to refine a comprehensive Project Schedule. Identify, set decision dates, and make recommendations to the WAHCDC and the Design Team on procurement of long-lead delivery items. Update and monitor the Project Schedule with the WAHCDC and the Design Team regularly to identify deviations and changes.
- Provide value engineering and life-cycle costing for all materials, equipment and systems mutually agreed upon to determine the best possible value to the WAHCDC. Conduct formal value engineering work sessions with the WAHCDC and the Design Team, and recommend design detail, system, and assembly alternatives.
- Prepare and monitor estimates of the construction cost during each of the design phases based on detailed quantity surveys of the Drawings and Specifications. Advise the WAHCDC and the Design Team if it appears that the construction budget will not be met and make recommendations for corrective action. Prepare and update with each cost estimate a reconciliation report comparing the previous cost estimate, the current cost

estimate, and the approved budget. Provide a narrative of the changes made from the previous versions and accompanied with an updated construction billing and cash flow forecast. Provide this service at each design milestone: Schematic Design Package, Design Development (100%); Permit Drawings (100%). In addition to providing periodic estimates, it is expected that Contractor will work cooperatively with WAHCDC and the Design Team to provide intra-phase pricing evaluations of building systems, assemblies, and component options to facilitate timely design related decision-making as required by the WAHCDC and the Design Team.

- Review the drawings and specifications as they are being prepared, and recommend alternate solutions whenever design details affect budget, schedule, constructability, and consistency with local and traditional trade practice.
- Prepare a detailed approach to phasing of the work, mobilization, logistics, quality control and safety of the public for review by the WAHCDC and the Design Team.
- Prepare and submit a final Guaranteed Maximum Price (GMP) Proposal for the WAHCDC's optional acceptance reflecting the entire cost, scope of work and quality intent of the Project before any construction funds are committed. The GMP Proposal shall be supplemented with a clearly defined and detailed breakdown of costs for the entire Project. All construction costs must be clearly defined and included in the GMP Proposal. All proposed allowances included shall be approved by the WAHCDC and shall include estimated quantities and values justified by the Contractor. All clarifications, exclusions, exceptions must be identified within your proposal.
- Identify and submit proposals for long lead items for direct purchase by the WAHCDC.

## **2. CONSTRUCTION SERVICES**

If the WAHCDC elects to accept the GMP proposal, the Contractor shall construct the work according to the construction documents and specifications within the scheduled time frame agreed with the WAHCDC.

- The Contractor will work with the WAHCDC's Owner's Representative and Project Management Team to track project-related information.
- The Contractor will be required to provide close-out procedures such as assembling of punch lists, operations and maintenance manuals, record drawings, warranties/guarantees, third-party commissioning, start-up and testing, and all other necessary close-out functions. The warranty on items will be for a minimum of 2 years.

### 3. SCHEDULE

The final Project Schedule is to be determined. It is the WAHCDC's intent to provide Notice to Proceed for Pre-construction Services by January 30, 2024. Notice to Proceed for Construction Services is anticipated by February 15, 2024. Construction completion is anticipated on or before October 01, 2025.

### E. CONTACTS

Copies of this RFQ are available from the WAHCDC's Owner Representative/Consultant and on the WAHCDC's website [www.wahcdc.org](http://www.wahcdc.org) under the RFQ tab or you may contact the owner representative at the below email address to request a copy

**Owner's Representative-** Gerald O. Chester

**Project Manager:** Gerald

**Phone:** 386-589-3726

**Email:** gerald@cfcdc.com

### F. SCHEDULE OF EVENTS

The anticipated schedule below outlines milestones for the project (*all times listed are Eastern Standard Time.*)

<b>DATE</b>	<b>TIME</b>	<b>EVENT</b>
November 03, 2023	3:00 PM	Contractor RFQ Issued
November 08, 2023	11:00 AM	Non-mandatory site visit
November 13, 2023	3:00 PM	Mandatory bidder's conference. Interested bidders must register intent to bid by November 10, 2023.
November 14, 2023	5:00 PM	Contractor to confirm if they will submit (not a requirement to submit but requested by the Owner)
November 15, 2023	12:00 PM	Deadline for receipt of questions and inquiries
November 17, 2023	12:00 PM	Final responses to questions, addendum one
November 30, 2023	<b>4:00 PM</b>	<b>Deadline for submission of proposals from Contractor candidates</b>
December 10, 2023	12:00 PM	Notification of short-listed candidates, issuance of addendum two with pricing requirements
January 5, 2024	3:00 PM	Shortlisted candidates required to submit fee proposals to Owner Rep

January 8, 2024	TBD	Interviews of short-listed firms
January 15, 2024	TBD	Preferred Contractor recommended to WAHCDC for review and approval
January 17, 2024	TBD	Contractor notified of Award
January 26, 2024	TBD	Finalize contract negotiations
February 15, 2024	TBD	Contractor Notice to Proceed
March 15, 2024	TBD	Design Review and Approval (County)
July 15, 2024	TBD	Permit Issuance
October 01, 2025	TBD	Construction Complete

## G. CONTRACT REQUIREMENTS

1. **Insurance:** If awarded the contract under this RFQ, Contractor must maintain agreed upon insurance coverages for Professional Liability/Errors and Omissions; Commercial General Liability, Commercial or Business Automobile Liability and Worker’s Compensation.
2. **Payment and Performance bonds:** The successful bidder shall furnish assurances of satisfactory performance, such as payment and performance bonds.
3. **Federal Requirements:** By submitting a proposal, the proposer has acknowledged acceptance of and the intent to abide by all the terms and conditions of this Solicitation including but not limited to:
  - a. Compliance with Executive Order 11246 of September 24, 1965, Entitled Equal Employment Opportunity,” as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapters 60).
  - b. Compliance with the Copeland “Anti-Kickback” Act (18 U.S.C §874) as supplemented in Department of Labor regulations (29 CFR Part 3).
  - c. Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) as supplemented by Department of Labor regulations (29 CFR Part 5).

- d. Compliance with applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S. C. §7606), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15).
- e. Compliance with the Davis Bacon Act.

## **H. PROPOSAL INSTRUCTIONS.**

- Pages in the proposal shall be typed with the maximum number of pages of the proposal information limited to thirty 30 pages (including all cover sheets and attachments) numbered in sequential order.
- Submit a single electronic PDF file of your proposal by the submittal date/time aforementioned; email to the Owner's Representative contact listed above.
- No Proposing Firm may submit more than one proposal. Multiple submissions under different names will not be accepted from one firm, Joint Venture, or association.
- Each respondent must comply with the submission requirements as outlined. Submittals that fail to comply with the requirements as specified may be deemed non-responsive and such determination will result in no further consideration of that respondent or the respondent's submittals by the WAHCDC. At any stage, the WAHCDC reserves the right to terminate, suspend or modify this selection process; reject any or all submittals at any time; and waive any informalities, irregularities, or omissions in submittals, as the best interests of the WAHCDC may require.

## **I. PROPOSAL REQUIREMENTS**

Proposals must include, but are not limited to, the following items:

1. A summary of you or your firm's experience and results in design-build services, including experience relevant to the design-build of health clinics. The summary should include any experience with services provided to entities receiving state and federal funds and experience providing services for non-federal entities.
2. A summary of you or your firm's experience in and familiarity with low-income communities and related challenges, if any.
3. Three client references including reference name, email, phone number, and a short explanation of similar project(s) you have completed for each reference.
4. A statement of proposed fees and costs.

5. A proposed scope of work, to include anticipated time by staff level, anticipated deliverables, and a detailed timeline.
6. Any information that may be relevant to assessing whether a conflict of interest exists.
7. Organizational Chart: graphically indicating how your firm would staff and structure the proposed team (both in the field and in the office) during the Pre-Construction and Construction phases. Include a quality management plan.

#### **J. QUESTIONS, INQUIRIES, AND AMENDMENTS REGARDING THIS RFQ**

Questions and inquiries regarding the RFQ should be directed to Gerald Chester Consulting via email to [geraldc@efcdc.com](mailto:geraldc@efcdc.com) by April 22, 2022. Responses to all questions will be sent by email by April 25, 2022, in addition to being made available on the WAHCDC's website at [www.wahcdc.org](http://www.wahcdc.org) under the RFQ tab. Questions should not be submitted to the WAHCDC, or other parties, doing so will cause this candidate's removal from the RFQ process.

#### **K. PROPOSING FIRMS TO FULLY INFORM THEMSELVES**

Proposers are required to fully inform themselves of all project conditions which may impact their proposal and the WAHCDC's requirements prior to submitting a proposal. Proposers should become acquainted with the nature and extent of the services to be undertaken and make all necessary examinations, investigations, and inspections prior to submitting a proposal. Firms proposing are responsible for examining and determining for themselves the location and nature of the proposed work, the amount and character of the labor and materials required, and the difficulties which may be encountered. If requested in advance the WAHCDC will provide the Firm proposing access to the site to conduct such examinations as each Proposing Firm deems necessary for submission of a proposal. The WAHCDC will not consider any claims arising from failure to take such actions.

#### **L. EVALUATION & SELECTION CRITERIA**

The WAHCDC reserves the right to reject any or all responses to this RFQ. Final selection of the short-listed Contractor candidates will be based on their apparent ability to best meet the overall expectations of the WAHCDC, as determined solely by the WAHCDC.

The WAHCDC reserves the absolute right to conduct investigations as it deems necessary for the evaluation of any proposal and to establish the experience, responsibility, reliability, references, reputation, business ethics, history, qualifications, and financial ability of the firm responding. The purpose of such investigation is to determine that the Contractor has the ability, experience, resources, and reputation necessary to perform the work and to support all warranties in accordance with the contract documents.

1. Proposal Evaluation: The following items will be reviewed to provide a basis for selection (not in order of priority):

Qualifications Proposal Phase of Selection (total points available = 100):

- Qualifications and experience of the design/build team members with prior successful completion of projects in the West Augustine Community Revitalization Area. 25 points
- Qualifications and experience of the key individuals who will be assigned to this project, as indicated by prior involvement in similar projects. 25 points
- Proposed approach to completion of the scope of work and understanding of the project and project issues. 20 points
- References 15 points
- Demonstrated ability to provide acceptable surety by bond or letter of credit. 15 points

2. Interview & Fee Proposal Phase of Selection:

- Those respondents deemed best qualified will be invited to participate in an interview with the Selection Committee. An interview invitation will be sent out to approx. three (3) Candidates with the highest RFQ submittal scores (from the above Qualifications Proposal Phase) on the date noted in the schedule of events. The invitation will explain the interview requirements and provide the time and location. The purpose of the interview is to ensure a full understanding of the RFQ responses, and to introduce key members of the Contractor Team.

*Note – Although the project cost will be a major component of the selection process, other factors will also be considered. A contract may not be awarded to the firm providing the lowest proposed fee.*

3. Selection Process

- The WAHCDC will review all responses to this RFQ that meet requirements and are received prior to the designated closing date and time.
- Upon review of the qualified firms, the WAHCDC will select the proposal which best reflects the WAHCDC's needs and requirements.
- The top firm's proposal, based on qualifications, will be reviewed and, if necessary, negotiations will commence.
- If a satisfactory agreement with the proposer cannot be reached, at a price that is determined to be fair and reasonable, negotiations with that firm shall be formally terminated. Negotiations with the second ranked proposer may then be initiated. Failing accord with the second ranked proposer, the WAHCDC shall formally terminate negotiations and may then undertake negotiations with the third ranked proposer or re-issue the RFQ at their discretion.
- The WAHCDC will have sole determination of which proposal is in the WAHCDC's best interest.

4. Right of Rejection

The WAHCDC reserves the right to accept or reject any or all responses to this RFQ and to enter discussions and/or negotiations with one or more qualified Proposing Firms, if such action is in the best interest of the WAHCDC. The WAHCDC has the right, in its sole and absolute discretion, to select the proposal or proposals that the WAHCDC determines best meets its needs.

5. Modification and Withdrawal of Proposal

Withdrawn proposals may be resubmitted up to the time designated for the receipt of proposals due date/time if they are then fully in conformance with the RFQ.

If, within twenty-four hours after proposals are opened, any company that provides written notice to the WAHCDC and promptly thereafter demonstrates to the reasonable satisfaction of WAHCDC that there was a material and substantial mistake in the preparation of its proposal, that company may withdraw its proposal. Thereafter, that company will be disqualified from further bidding on the Work.

**M. COST OF PROPOSALS**

Expenses incurred in the preparation of proposals in response to this RFQ are the Proposing Firm's sole responsibility. The WAHCDC assumes no responsibility for payment of any expenses incurred by any Proposing Firm as part of the RFQ process.

\* \* \* End of Proposal Form \* \* \*