

CDBG-DR PROCUREMENT
REQUEST FOR PROPOSALS (RFP)
ADDENDUM NO. 1 – 12/5/2024

RFP TITLE: North Port Boys & Girls Replacement Club Building and Gym Renovations Improvements Project

1.0 PURPOSE

Boys & Girls Clubs of Sarasota and DeSoto Counties (“BGCSDC”) will receive proposals on the proposal due date indicated in the RFP schedule, unless otherwise changed in an addendum. Proposals must be submitted as specified in Section 6 for the purpose of selecting a qualified Construction Manager for North Port Boys & Girls Replacement Club Building and Gym Renovations improvements project. Proposers are required to comply with Exhibit A, Scope of Work and Exhibit 1, Federal Grant Provisions.

2.0 PROPOSER

For the purpose of this RFP, the term “Proposer” is defined as the legal entity submitting a proposal.

3.0 BACKGROUND

3.1 The U.S. Department of Housing and Urban Development (HUD) has allocated \$201,535,000 in Community Development Block Grant-Disaster Recovery (CDBG-DR) funds to Sarasota County under the Resilient SRQ program to support long-term recovery efforts for low-to-moderate-income individuals impacted by Hurricane Ian. BGCSDC was awarded funds through Resilient SRQ.

3.2 The site owned by BGCSDC was damaged by Hurricane Ian and the funds awarded by Resilient SRQ will support the construction of a new, state-of-the-art facility with classrooms, art studio, enrichment space, technology lab, cafeteria, commercial teaching kitchen, teen center, college & career space, and more. This site regularly serves over 250 Club members each day, Monday through Friday year-round with award-winning programs supporting academic success, character & leadership development, healthy habits, and college & career preparation.

4.0 QUALIFICATIONS

4.1 Minimum Qualifications

- 4.1.1** The Proposer must be a Certified General Contractor (CGC) or Certified Building Contractor (CBC), licensed in the State of Florida at the time of submittal.
- 4.1.2** The Proposer must demonstrate experience providing construction management services (Construction Manager at Risk “CMAR”).

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4.2 Preferred Qualifications

- 4.2.1** The Proposer has successfully completed, as a CGC, CBC, or CMAR a minimum of three (3) projects in the past ten (10) years for a facility designed for primary use as a commercial, public municipal, or educational building, with a construction cost of five million dollars (\$5,000,000.00) or greater AND with a total square foot construction footprint equal to or greater than the subject Project.
- 4.2.2** The Proposer demonstrates successful completion of Construction Management Service experience, in multi-draw projects which required prevailing wage reporting as related to the Davis-Bacon Act of 1931.

5.0 RFP SCHEDULE

An anticipated schedule is provided below. This schedule is subject to change at any time. Changes to the schedule will be issued via addendum. Proposers are responsible for checking for addendums and any other changes prior to submitting a proposal.

Pre-Proposal Meeting	N/A
Proposals Due	December 16, 2024 5:00 PM EST
Presentations/Interviews	December 23-30, 2024
Award	January 8, 2025

6.0 SUBMITTAL INSTRUCTIONS

6.1 Deadline and Format

All proposals must be submitted in a sealed envelope/package and received by BGCSDC no later than the proposal due date specified in the RFP Schedule section, as amended. Proposals received after the deadline will not be considered. Proposers are responsible for ensuring that their submission is received by the deadline. Electronic or faxed submissions will not be accepted.

6.2 Submission Location

Proposals must be delivered to the following address by the RFP submission deadline:

Boys & Girls Clubs of Sarasota and DeSoto Counties
Attention: Jeffrey Phillips – VP / Finance
3130 Fruitville Rd

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Sarasota, FL 34237

6.3 Sealed Envelope/Package Requirements

Proposals must be enclosed with a sealed envelope or package. Clearly mark the outside of the envelope/package with the following information:

Proposer's Name

Proposer's Address

RFP Title: North Port Boys & Girls Replacement Club Building and Gym Renovations Improvements Project

Submission Deadline: December 16, 2024 5:00 PM EST

6.4 Required Copies

Each Proposer must submit three (3) copies of printed proposals. Proposals should include the documents marked as required in this RFP and be in an organized format.

7.0 ATTACHED DOCUMENTS

The following are provided as attachments to this RFP. Failure to complete and submit any of the required documents with a submittal may cause a Proposer to be declared non-responsive.

7.1 Proposer Information Form

☒ Required ☐ Not Applicable

7.2 Current Workload Form

☒ Required ☐ Not Applicable

7.3 Reference Form

☒ Required ☐ Not Applicable

7.4 Grant Forms – Exhibit 1 (Government Wide Debarment & Suspension, Certification Regarding Lobbying, Scrutinized Companies Certification, Foreign Country of Concern Attestation, and Human Trafficking Attestation)

☒ Required ☐ Not Applicable

7.5 Cost Sheet

☒ Required ☐ Not Applicable

8.0 REQUIRED SUBMITTAL DOCUMENTS

In addition to the required documents, the following marked as “required” must also be submitted:

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8.1 Letter of Interest – Provide a single-page Letter of Interest.

☒ Required ☐ Not Applicable

8.2 Licenses and Certifications – Provide copies of required and preferred licenses and certifications specified in the Qualifications section.

☒ Required ☐ Not Applicable

8.3 Resumes of Key Personnel – Provide resumes of Key Personnel demonstrating the minimum and preferred qualifications as outlined in the Qualifications section.

☒ Required ☐ Not Applicable

8.4 Experience Summary – Provide a maximum of eight (8) projects for consideration. Projects submitted should demonstrate the experience of the Proposer, sub-contractors, and current team members who may have worked for other firms on similar projects.

☒ Required ☐ Not Applicable

8.5 Project Approach (No Minimum or Maximum number of Pages required) – Provide a detailed project approach, including proposed project schedule.

☒ Required ☐ Not Applicable

9.0 EVALUATION CRITERIA

Criteria	Description	Maximum Points
Qualifications, Capabilities & Experience	Qualifications and relevant project experience of the Proposer's key personnel and subcontractors, demonstrating proficiency in similar work.	~~60~~ 35
Project Approach	Overall strategy for executing the project, including the methodology, timeline, and resource allocation to meet project objectives effectively.	30
Cost	<u>Cost Sheet is reasonable and aligns with project budget.</u>	25
Section 3	Identify steps that will be taken to identify, recruit, and employ Section 3 workers and businesses	5
WBE/MBE	Identify steps that will be taken to identify, recruit, and employ WBE/MBE	5
Total Possible Points		100

10.0 AWARD

10.1 It is the intent of BGCSDC to award a contract to the Proposer who, in the sole opinion of BGCSDC, is most qualified to perform the scope of services required.

10.2 The awarded Proposer shall be required to submit proof of licenses or certification as requested by BGCSDC.

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- 10.3** In the event of a tie score based on the Evaluation Criteria Scorecard, the evaluation committee will apply the tie breaking procedures specified in BGCSDC procedures.

11.0 EVALUATION

- 11.1** All timely responses meeting the criteria set forth in this RFP shall be considered by BGCSDC.
- 11.2** Prior to scoring the proposals, the Evaluation Committee will determine if presentations or interviews are required. The number of Proposers to be short-listed will be determined prior to scoring.
- 11.2.1** If presentations or interviews are not requested, the Evaluation Committee will recommend the highest scoring Proposer for the award.
- 11.2.2** If presentations or interviews are requested, the Evaluation Committee will rank the short-listed Proposers and recommend the first ranked Proposer for the award, following presentations.

12.0 MBE/WBE

BGCSDC encourages participation from Women-Owned and Minority-Owned Business Enterprises (WBE/MBE). Proposers are expected to make good faith efforts to subcontract with WBE/MBE firms or include them in the delivery of the proposed services.

13.0 SECTION 3

BGCSDC is committed to promoting opportunities for Section 3 workers and businesses in compliance with HUD's Section 3 requirements. Proposers are strongly encouraged to make an effort to include Section 3 workers and businesses in this project.

14.0 FEDERAL TERMS AND CONDITIONS

The Proposer shall comply with the Federal Grant Provisions incorporated and attached hereto as Exhibit 1 .

15.0 AGREEMENT

The awarded Proposer will be required to enter into an agreement with BGCSDC for the services described in Exhibit A, ("Scope of Work"). The Proposer will be required to comply with the terms and conditions provided within the resulting agreement, including the Federal Grant Provisions, incorporated as Exhibit 1. **An agreement will not be executed until the site receives environmental clearance from HUD.**