



February 26, 2019

Re: Request for Proposal – Babcock Neighborhood School K-8 Expansion

From: Christy E. Noe, Ph.D.  
Babcock Neighborhood School

The Babcock Neighborhood School Board would like to invite you for a Pre-Bid meeting and Site Visit for the upcoming Babcock Neighborhood School (BNS) K-8 Expansion project located at Babcock Ranch in Punta Gorda FL, 33982.

This project is required to increase the capacity of the K-8 school from 25 to 43 classrooms. The BNS board expects the project to include design, permitting, and construction of a new building, possible renovation to the current building and appropriate sitework.

**There is a mandatory pre-bid meeting on Friday, March 8th, at 1:00 PM followed by a site tour of the existing school. Attendance is required to bid on this project. The meeting will be held at Babcock Ranch 42891 Lake Babcock Drive (Second Floor) Punta Gorda, FL 33982.**

A complete Request for Proposal and Proposal Instructions will be posted on the BNS website Wednesday, March 13<sup>th</sup> 2019.

The AGENDA for the Pre-Bid Meeting and Site Visit is as Follows:

The process will include:

- A. Mandatory PreBid meeting to discuss project & state what is expected to award project to consultant/contractor.
- B. Time certain date & location (via drop box or other) where conceptualls & existing plans discussed at PreBid will be distributed.
- C. Specific email address, and deadline provided, for all questions to be answered post PreBid meeting (usually a few days to a week).
- D. Specific date to which all answers will be answered.
- E. Specific deadline, with no extensions, to which all Bids and Qualifications are expected.

The ultimate Proposals shall include the following Scope:

- A. Civil Engineering (Fixed Fee) for the following items:
  - i. Site plan for owner approval
  - ii. Code Minimum Landscape Plan for Permitting.
  - iii. Stormwater Management System design & SFWMD ERP Modification (WMD permit)
  - iv. SFWMD dewatering Permit, if required
  - v. SFWMD Irrigation Permit (WUP Mod)
  - vi. Full engineering design to approval from Charlotte County, FDEP, & Babcock Ranch Community Independent Special District
  - vii. Construction & Certifications Services, including site visits insuring construction complies with Contract Documents.



- viii. Schedule
- B. Architecture (Fixed Fee) for the following items:
  - i. Design Services for all Architecture services including, but not limited to, Interior Design, Structural Engineering, Electrical Engineering, Mechanical/HVAC Engineering, Plumbing, Fire Sprinkler, Structural Panel Shop Drawings, etc.
  - ii. Schematic Development for Owner approval
  - iii. Design Development, including submittal and all answers to Charlotte County for Building Permit
  - iv. Full Construction Documents
  - v. Bid Documents and assistance with Owner as needed
  - vi. Construction & Administration insuring construction complies with Contract Documents, Review Shop Drawings and Submittals, Review & Respond to all RFI's by GC, Provide punch list prior to final completion, site visits.
  - vii. Schedule
- C. General Contractor (Fixed Fee & GMP proposal based on cost per foot) for the following items:
  - i. General Conditions including Full time supervision, project management, and project vehicles
  - ii. General Requirements including, but not limited to, Jobsite Office/trailer, all jobsite equipment, furnishings, and supplies, daily cleanup, dumpster fees, project signage, safety, project photos & progress reports, plans/documents reproduction costs, water & electric during construction
  - iii. All labor & materials, & equipment for new School Building including, but not limited to, Concrete & Masonry, Metals, Carpentry, Roofing, Thermal & Moisture protection, Doors & Windows, Hardware, Finishes, Specialties, Equipment, Conveying Systems, Mechanical Systems, Electrical Systems, Low voltage, Fire protection, connection to site utilities, site grading to perform work, etc.
  - iv. Coordination with Owner provided items, including, but not limited to, site infrastructure & FFE.
  - v. Schedule

Thank you for your time and potential proposal.

Sincerely,

Christy E. Noe, Ph.D.