

Request for Proposal
Babcock Neighborhood School K-8 Expansion
March 13, 2019

On behalf of our client, Babcock Neighborhood Schools (BNS), we have been authorized to solicit qualification-based proposals (RFP) for qualified Design/Build Services or alternatively Construction Management, Design, and Construction Services (as individual or partnered team services) for BNS' new +/- 35,000 sf Charter School Expansion in Babcock Ranch, FL.

In order to select the firm which will be best suited to provide complete turn key services for the expansion, we ask that you provide the information requested below. Please keep in mind that the quality and thoughtfulness of your proposal is most important, not the quantity of supporting materials or the expense and sophistication of graphical presentation.

Qualification proposals are due April 9, 2019 by 5pm EST via email to:

cnoe@babcockneighborhoodschool.org

No hard copies will be accepted.

Please direct any questions regarding this RFP via E-mail to cnoe@babcockneighborhoodschool.org no later than March 22, 2019 5pm EST. All questions will be answered and posted on the Babcock Neighborhood Schools Website.

Project Overview

Babcock Neighborhood School was established in August 2017 as a K-8 Project Based Learning Charter School located in Charlotte County, Florida. Phase 1 of the facility was completed in August 2018 and houses 25 classrooms. At capacity, the k-8 school will need 52 classrooms. One of the unique aspects of this project is that BNS is looking for a facility that is built for project-based learning. This includes larger classrooms, flexible walls, and large open spaces.

Current Campus

The current school site encompasses approximately 9.59 acres. The current building is a 2 story building with 42,430 sf. The site includes a fenced play area that is approximately 2 acres and has a total of 73 provided parking spaces. The current building's kitchen is sized to accommodate the entire k-8 student build out. The existing building houses 25 classrooms, 8 on the first level and 17 on the second level.

Basic Constraints

- The existing building and the new structure must be physically connected, preferably through conditioned space.
- School would like to minimize acquisition of additional land to minimize additional costs associated with O&M of the grounds
- The current building serve as the elementary school (K-5).
- The new building serve as the middle school (6-8)
- The school has and desires to maintain 2 drop off loops however the traffic flow must be improved

Project Budget

The design, permitting, site improvements and construction of the campus expansion must fall within the project budget. The Budget is projected at \$6,000,000.

Project Schedule

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| ○ Design/Build RFP Issued | 3/13/19 |
| ○ Deadline for RFP Question/Clarifications | 3/22/19 |
| ○ RFP Question Responses Posted | 3/29/19 |
| ○ Proposals Due | 4/09/19 |
| ○ Team Selection | 4/16/19 |
| ○ Construction Complete | 7/01/20 |

The Babcock Neighborhood School Board may, in its sole discretion, revise these dates. This proposed schedule is intended to allow prospective Proposers sufficient time for requests for information, objections to the requirements of this RFP, and preparation of Proposals.

Available Information/Documents

The As-Build drawings of the current phase of the Babcock Neighborhood School project are available at the following link:

Proposals Must Include

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

Qualification Proposal Format

Each Proposal must contain a narrative description that conveys, at a minimum, the following information:

Firms/team's history & experience

Please provide an overview of your firms/team's history & experience including:

- Similar Project Experience
- Organizational structure
- Number of professional staff involved in design/build delivery process
- Current workload and available resources
- Licenses
- Insurance
- Current References
- Company's Financials/Bonding Capacity
- Describe any potential conflicts of interest that, if you were selected, might arise as a result of current interests your firm has in other projects and how you would manage that.

Pre-Construction Approach

Please provide a detailed description of your pre-construction process including:

- Due Diligence/Entitlements Support
- Design Team
 - Resume(s) of key individual(s) responsible for managing the design
 - Relevant similar experience
- Design/Build Team Experience
- Program Development/Validation
- Technology Scope Development
- Budget Management
- Schedule Management
- Permit Management
- Communication Strategies
- Value Engineering Approach

Construction Approach

Please provide a detailed description of your construction approach, including:

- Project Management/Administration
- Field Supervision
- Trade work Procurement
- Self-performed work
- Budget Management
- Schedule Management
- Move-in Coordination
- Close Out Process

Fee Structure

It is contemplated the project will be managed on an open book, cost plus fee structure. Please propose your detailed fee structure including the following:

- Pre-con/Design Fees
- Construction Fee (OH&P) as a % of "construction cost"
- Definition of "Construction Cost" for fee calculation
- Timing to establish Construction GMP
- Typical Contingency %
- General Liability Insurance Cost
- Payment & Performance Bond Cost

Proposers must clearly indicate within their Proposal any exceptions or recommended adjustments to the requested time frames or to the statement of services.

Evaluation

Evaluation Process

Each Proposal will be subjectively evaluated by the Babcock Neighborhoods School Evaluation Committee consisting of the BNS Board Building and Grounds Committee and BNS Staff. The Evaluation Committee will score the Proposal RFP based on its assessment of the requested Proposal contents. Those Proposals submitted that do not meet mandatory requirements outlined in the Instructions to Proposers and Specifications may, in the Evaluation Committee's sole discretion, be rejected or receive a lower rating in the evaluation process.

The Babcock Neighborhoods School Evaluation Committee may request supplemental information from a Proposer concerning the Proposer's ability to perform the Services. If a Proposer fails to provide supplemental information promptly after receiving a written request from the Babcock Neighborhoods School Evaluation Committee, the Babcock Neighborhoods School Evaluation Committee may, in its sole discretion, refuse to consider the Proposer's proposal. The role of the committee shall include a complete review of all Proposals submitted and may include conferring with references provided by the Proposer(s). It may also involve interviews with selected Proposer(s) to review and discuss their Proposals and the Services. The Babcock Neighborhoods School Board will make the final decision about which firm will be awarded the Contract.

Scoring System

Proposals will be evaluated using the categories and scoring indicated below. The final score will be calculated by computing an average of the total Evaluation Committee's scores.

1. Background (10 Points)
2. Project Team & Staffing (5 Points)
3. Related Experience (15 Points)
4. Overall Project Approach (25 Points)
5. Approach to Schedule and Budget (20 Points)
6. Availability to and Familiarity with Babcock Ranch, the Babcock Ranch Communities (BRC) Independent Special District (ISD) and Charlotte County Locale (5 Points)
7. References (5 Points)
8. Cost of Services (15 Points)

Interviews

Proposers may receive a scheduling request for an interview that may be conducted as scheduled by the Babcock Neighborhoods School Evaluation Committee. The Babcock Neighborhoods School Evaluation Committee retains sole discretion to determine which Proposers, if any, will be interviewed and the number of interviews, if any, to be conducted. Interviews, if conducted, will not be scored; however, the Evaluation Committee may reconvene and re-evaluate any interviewed Proposers and adjust the ranking of the Proposals as warranted. There is no guarantee of an interview for any one Proposer or all Proposers.

Investigation of References

The Babcock Neighborhoods School Evaluation Committee reserves the right to investigate the references and past performance of any Proposer with respect to its successful completion of similar projects, compliance with contractual obligations and specifications, and lawful payments of suppliers, contractors, and workers. The Babcock Neighborhoods School Evaluation Committee may postpone the award or execution of the Contract after the announcement of the apparent successful Proposer in order to complete the investigation.

Price

The Babcock Neighborhoods School Evaluation Committee retains the right to negotiate price and terms with top-ranked Proposers. Any unspecified costs shall be borne by the Proposer.

No Communications with Evaluation Committee

Evaluation Committee members may not be contacted or solicited by any firm or individual submitting Proposals, with the exception of the communications expressly authorized in this RFP for purposes of seeking clarification or submitting a protest.

Reservation of Rights

The Babcock Neighborhood School board reserves the right, in its sole discretion:

1. to amend this RFP as it may deem necessary or desirable prior to the Proposal opening;
2. to extend the deadline for submitting Proposals;
3. to determine whether a Proposal does or does not substantially comply with the requirements of this RFP;
4. to waive any minor irregularity, informality, or nonconformance with this RFP;
5. to obtain information from or provide information to other public agencies, upon request, regarding the Proposer's performance;
6. to consider the competency and responsibility of Proposers and of their proposed sub-consultants in making the award;
7. to determine which, if any, Proposers will be interviewed;
8. to seek clarifications regarding any Proposer's Proposal or request additional information necessary to evaluate, rank, and select a Proposer;
9. to determine whether a Proposer should be permitted to submit supplemental information;
10. to determine whether the Evaluation Committee should reconvene and collectively review the scoring, making changes as the Evaluation Committee deems appropriate;
11. to determine whether to negotiate with any Proposer or multiple Proposers in any manner necessary to serve the best interests of the District;
12. at any time prior to the Contract execution (including after announcement of the apparent awardee):
 - (a) to reject any Proposal that fails to substantially comply with all prescribed RFP requirements and procedures; and/or
 - (b) to reject all Proposals received and cancel this RFP upon a finding by the District that there is good cause therefore and that such cancellation would be in the best interests of the District;
13. to hold meetings, exchange correspondence, and obtain data from any source or party, including a Proposer, to seek an improved understanding and evaluation of the Proposals;
14. to negotiate the terms and conditions of the Contract, including but not limited to the statement of and schedule for performance of the services and contract price, in order to meet the District's expectations and in the best interest of the District;
15. to make the award based on the District's best judgment as to which Proposal best meets the District's expectations of a program of the highest quality and innovation;
16. in the event any Proposer or Proposers to whom the contract is awarded shall default in executing said formal contract or in furnishing satisfactory insurance coverage within the time and in the manner hereinafter specified, to re-award the contract to another Proposer or Proposers;
17. to cancel the contract upon written notice at any time the District, in its sole judgment, determines that the provider is not meeting the needs of the District; and
18. to make any and all amendments to the Contract within the scope of the Services solicited in this RFP.

ALL PROPOSERS WHO SUBMIT A RESPONSE TO THIS RFP UNDERSTAND AND AGREE THAT THE BABCOCK NEIGHBORHOOD SCHOOL BOARD IS NOT OBLIGATED TO AWARD A CONTRACT TO ANY PROPOSER. THE BABCOCK NEIGHBORHOOD SCHOOL BOARD HAS NO FINANCIAL OBLIGATION TO ANY PROPOSER. IN ADDITION, EACH PROPOSER UNDERSTANDS AND AGREES THAT THE BABCOCK NEIGHBORHOOD SCHOOL BOARD SHALL NOT BE RESPONSIBLE FOR ANY DAMAGES, EXPENSES, AND COSTS INCURRED IN SUBMITTING A PROPOSAL IN RESPONSE TO THIS RFP, ATTENDING ANY INTERVIEWS, AND NEGOTIATING A CONTRACT. EACH PROPOSER WHO SUBMITS A PROPOSAL IN RESPONSE TO THIS RFP DOES SO SOLELY AT THE PROPOSER'S OWN COST AND EXPENSE.

Please feel free to call or email any questions you have.

Thank You,

Cc: _____