

**Request for Qualifications**  
**Babcock Neighborhood School High School**  
**for Campus Expansion**  
**February 8, 2021**

On behalf of our client, Babcock Neighborhood Schools (BNS), we have been authorized to solicit qualification-based proposals (RFQ) for qualified Design/Build Services or alternatively Construction Management, Design, and Construction Services (as individual or partnered team services) for BNS' new +/- 39,000 sf Charter High School 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 March 5, 2021 by 5pm EST via email**

**to: [cnoe@babcockneighborhoodschool.org](mailto:cnoe@babcockneighborhoodschool.org)**

No hard copies will be accepted.

Please direct any questions regarding this RFQ via E-mail to [cnoe@babcockneighborhoodschool.org](mailto:cnoe@babcockneighborhoodschool.org) no later than February 12, 2021 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. BNS is now in need of a High School to support the growing demands of the students and community. At capacity, the High School will need 24 classrooms, academy support spaces, Cambridge Advanced International Certificate of Education (AICE) labs and administrative support spaces. The High School building and accompanying infrastructure must cohesively connect with, while expanding, the existing infrastructure to accommodate vehicle stacking and school activities. One of the unique aspects of this project is that BNS is looking for a facility that is built for collaboration, project-based learning and uses shared facilities located on campus. To support the mission of this Charter School and educational style, the overall design must include flexible and adaptable spaces.

## Campus

The proposed new High School site encompasses approximately 3.5 acres south of, and connected to, the existing School property. The site open green space for academies needed adjacent outside educational opportunities, staff parking and separate student parking for a total of approximately 120 parking space. The new building shall be connected, via covered and secure walkway, to the existing building.

## Basic Constraints

- The high school shall have a minimum of 24 flexible and adaptable classrooms
- AICE compliant lab, computer and resource space
- Elective, academy and open collaborative space
- The design must accommodate inverted (flipped) classroom education concepts, allow for distance learning and physical spacing when necessary.
- School would like to minimize acquisition of additional land to minimize additional costs associated with O&M of the grounds
- Exterior aesthetics must complement the existing School.
- All security features (access control, cameras, fencing, etc.) shall match those of existing school.
- The school has and desires to maintain 2 drop off loop locations 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 \$9,750,000.

## Project Schedule

- Design/Build RFQ Issued 2/8/2021
- Deadline for RFQ Question/Clarifications 2/17/2021 by 5pm EST
- RFQ Question Responses Posted 2/19/2021 by 5pm EST
- Proposals Due 3/05/2021 by 5pm EST
- Team Selection Notification 3/10/2021 by 5pm EST
- Construction Complete 7/01/2022

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 RFQ, 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: [http://www.babcockneighborhoodschool.org/ssi\\_RFQ-for-services](http://www.babcockneighborhoodschool.org/ssi_RFQ-for-services)

## 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. Stormwater Management System design & SFWMD ERP Modification (WMD permit)
  - iii. SFWMD dewatering Permit, if required
  - iv. SFWMD Irrigation Permit (WUP Mod)
  - v. Full engineering design to approval from Charlotte County, FDEP, & Babcock Ranch Community Independent Special District
  - vi. Construction & Certifications Services, including site visits ensuring construction complies with Contract Documents. Certifications include Record Drawings upon completion.
  - vii. All Surveying required (if subcontracted, indicate to whom and list separate fee).
  - 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, Low Voltage, Florida Green Build Certification, 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. Landscape Architecture (Fixed Fee) for the following items:
  - i. Code Minimum Landscape Plan for Permitting.
  - ii. Full Landscape and Irrigation plans for Construction.
  - iii. Construction & Certifications Services, including site visits ensuring construction complies with Contract Documents. Certifications include As-Built drawings upon completion.
- D. 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, fenced & gated garbage /maintenance area, connection to existing site utilities, site grading to perform work, landscaping & irrigation, sidewalks, covered walkways, fencing, gates, parking, roadway connections, stormwater infrastructure, etc.
- iv. Coordination with Owner provided items, including, but not limited to 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 RFQ 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’ scores.

1. Background (10 Points)
2. Project Team & Staffing (10 Points)
3. Related Experience (15 Points)
4. Overall Project Approach (25 Points)
5. Approach to Schedule and Camus Unity (25 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 (5 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 RFQ 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 RFQ 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 RFQ;
4. to waive any minor irregularity, informality, or nonconformance with this RFQ;
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 RFQ requirements and procedures; and/or
  - (b) to reject all Proposals received and cancel this RFQ 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 RFQ.

**ALL PROPOSERS WHO SUBMIT A RESPONSE TO THIS RFQ 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 RFQ, ATTENDING ANY INTERVIEWS, AND NEGOTIATING A CONTRACT. EACH PROPOSER WHO SUBMITS A PROPOSAL IN RESPONSE TO THIS RFQ DOES SO SOLELY AT THE PROPOSER'S OWN COST AND EXPENSE.**

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

Thank You,

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Cc: \_\_\_\_\_