



REACH1-TEACH1

A LEARNING ACADEMY FOR TODAY

REQUEST FOR PROPOSALS GENERAL CONTRACTOR, BUILDING RENOVATION PROJECT I. GENERAL INFORMATION

A. Mission of 301 E Hampton Spring Avenue is to improve and renovate a current building for the use of the Head Start Program.

B. Overview of Services Requested and the Submission Process

Reach One Teach One, Inc. (R1T1) is anticipating signing a lease for the commercial space at 301 E Hampton Spring Avenue in Perry, Florida 32347, which will serve as the organization's Head Start Program for Taylor County. The organization's Board of Directors elected to rent this new location in order to provide adequate space to serve at least 153 children. R1T1 will occupy both the building and open area/lot. R1T1 will also have the use of the acres to add at least five (5) classroom portables.

The R1T1 is seeking a Florida licensed General Contractor to remodel the space according to the architectural plans that have been approved by the City of Perry, prior to the onset of work. Work will take place in both the interior and exterior (sidewalk and yard). The usage of these spaces is as follows: a) vacant space:

Firms submitting a proposal in response to this RFP may or maybe not be required to give an oral presentation of their proposal to Reach One Teach One. This oral presentation may provide an opportunity for the firm to clarify or elaborate on the proposal but will in no way change the original submission. R1T1's request for an oral presentation shall not constitute acceptance of a proposal.

Proposals must be received no later than 5:00 pm EST on Tuesday April 24, 2017. Work will be scheduled to begin (pending receipt of necessary Department of Building permits from the City of Perry) no later than Monday, May 02, 2017. An inspection of the premises may be made at anytime convenient to the architect and the R1T1 office by first making an appointment with the R1T1 Manager and/or Director. Delivery of proposals is to be made to:

ATTN: Dr. Eric K. Aboagye/RFP
Reach One Teach One, Inc.
1131 Live Oak Street Suite A
Quincy, Florida 32351
(850)766-5769 / (850)524-5849

The contact person for any other inquiries about the RFP or to schedule a site visit with Hoyt L. & Betty Jo Ragans Commercial Leasing & Timber Farmer, who can be reached at (850) 838-5660, from Monday through Friday, 10:00 a.m. to 3:00 p.m. or Dr. Eric K. Aboagye, Fiscal Specialist at (850)766-5769 from Monday to Friday, 10:00 a.m. to 3:00 p.m.

Reach One Teach One, Inc. (R1T1) reserves the right to reject any proposals submitted if such election is deemed to be in the best interest of Reach One Teach One, Inc. Reach One Teach One assumes no obligation, no responsibility and no liability for costs incurred by the responding firms prior to the issuance of a contract.

The current schedule for the General Contractor's work is as follows:

March 24, 2017 RFP issued

April 24, 2017 Responses Due

May 1, 2017 General Contract selected and agreement executed

May 8, 2017 Anticipated Work Start Date

July 21, 2017 Anticipated Work End Date

In addition to the Bidder's List attached herein, a detailed set of architectural drawings will be available for view by March 24, 2017 on the Reach One Teach One, Inc. website at www.reach1-teach1.com

II. ANTICIPATED SCOPE OF SERVICES

Reach One Teach One, Inc. is seeking one general contracting firm to complete the renovation of 1 building according to the approved architectural plans as well as pull permits for the company that is bringing the classroom portable on site. The Reach One Teach One requests proposals for firms to provide services including but not limited to the scope of work described generally below and in more detail in the attached Schedule A.

A. Scope of Project

The Reach One Teach One is seeking one general contracting firm to complete the renovation 1 of one building off of East Hampton Spring Avenue (interior, exterior and yard) according to the approved architectural plans.

B. Scope of Project

The scope of work upon which your firm is invited to submit proposals includes general construction contracting services. Work will include but not be limited to interior trades such as renovation, structural steel and wood, wood finishes, glass, doors and windows, hardware, plumbing, mechanical, and electric. Renovation to the interior facility includes 3500 square feet of the existing building. Renovation to the exterior includes cement pavers adding at least 22 parking spaces but not limited to bringing in classroom portables.

The attached Schedule A includes a detailed “Project BID List” that provides a detailed summary of the work the General Contractor is expected to perform. Please complete and submit this list with your fee bid (see section b below).

III. SUBMISSION REQUIREMENTS

The Request for Proposals

Proposals should provide a straightforward, complete and concise description of the firm’s capabilities to satisfy the requirements of the RFP. The interested candidates must submit their responses by mail only in sealed envelopes clearly marked on the outside with the words “General Contractor Qualification.” Proposals must be received no later than 5:00 pm EST, April 24, 2017. Deliver proposals to:

ATTN: Dr. Eric K. Aboagye/RFP
Reach One Teach One, Inc
1131 Live Oak Street Suite A
Quincy, Florida 32351
850 766 5769

Interested firms are invited to submit proposals that contain the following information:

a) Experience, Structure and Personnel

1. A history of the firm’s experience providing General Contracting Services to economic development organizations, municipalities, other government entities, private developers, non-profits, and civic organizations.
2. A description of the firm’s organizational structure, including resumes of the principals and professional staff who would work directly with the Reach One Teach One, Inc.
3. Samples of up to five (5) major projects that the firm has completed in the area of General Contracting Services. Include the client, the name of the contact person who is able to provide a reference, a description of the nature of the work, the size and complexity of the project, and the amount and the agreed fee arrangements.
4. Any other information that you believe would make the firm’s work on behalf of the Reach One Teach One superior to that of other firms or information about your firm’s specialty or particular skill to perform a specific requested service.

b) Fee

*Please complete using format provided in the Project Bid List, Schedule A (attached herein) as well as answering the following:

1. Total estimated firm fee for completion of the project, and whether the firm would be willing to agree to a cap.
2. The normal hourly rate of each principal and staff member whose resume is provided

or whose job category may be required, and the rate used in the proposal.

3. A list of anticipated reimbursable expenses and the rate charged for each.

4. Any reduced fees offered to other municipalities, governmental entities, economic development or nonprofit organizations, and civic organizations.

5. Any other fees or charges.

NOTE: The fee proposal must be submitted in a separate, clearly-marked, sealed envelope. The fees will not be opened until all proposals have been initially evaluated. Although proposed fees will be taken into account, Reach One Teach One, Inc. reserves the right to negotiate a lower or different fee structure with any firm that is selected.

IV. CRITERIA FOR SELECTION

In evaluating proposals submitted pursuant to this request, Reach One Teach One, Inc. places high value on the following factors, not necessarily in order of importance:

- Approaches in methodology with respect to the anticipated scope of services that demonstrate maximum comprehension of and ability to provide such services to the Reach One Teach One Agency.
- Quality of work product as demonstrated in submitted work samples.
- Experience of the firm with comparable projects.
- Number, complexity, and the nature of the General Contracting handled by the firm.
- Conformity with or exceeding of applicable LES BID policies noted herein, including specific policies relating to non-discrimination and affirmative action sub-contracting goals.
- Projected cost of services.

V. INSURANCE REQUIREMENTS

Insurance and Bonds that the Contractor is required to provide. All Contractors' insurance policies shall be in the name of the Owner, the Architect, the Reach One Teach One, and the City of Perry, Florida as additionally insured.

- Workers' Compensation: to the limits required by Florida law
- General Liability: \$2,000,000
- Personal Injury: \$1,000,000
- Property Damage \$1,000,000

Bonds and Insurance: Insurance is required for all projects with Reach One Teach One, Inc. Bonding is required on larger projects as specified.

A. **Bonds:** Any person entering into a formal contract with the Reach One Teach One, Inc. for construction or repairs shall be required, before commencing the work, to execute and record in the public records of the county where the Work is located, a payment and performance bond with a surety company authorized to do business in Florida. *F.S. 255.05*.

1. For Work \$100,000 or less, no payment and performance bond shall be required unless specified otherwise.
2. Evidence of bonding capability for the following major subcontractors may be required to be included with the Bid:
 - a. Mechanical
 - b. Electrical
 - c. Plumbing
 - d. Roofing
 - e. Shell and Concrete
3. For the "Performance Bond and Payment Bond", (AIA) Document A312, March 1987 Edition shall be used.
4. When Bonds are required, a statement from a qualified Surety company giving evidence of bonding capability at 100% of the Contract Amount being bid, must accompany all project proposals or Sub-Contractor bids.
5. The respective performance and payment bonds shall:
 - a. Require the Surety to perform the Subcontract and to pay all bills and invoices for labor done and materials provided in the performance of the Work, including any guarantee or warranty period provided for in the Contract Documents.
 - b. In case of default or other proceedings on the part of the Subcontractor, actions for all expenses incident to ascertaining and collecting losses under the bond, including reasonable attorney's fees for same, shall be covered by the bond.

B. **Insurance:** Evidence of current insurance or the ability to retain adequate insurance must accompany all bids and proposals. Before providing any services the Contractor, at its own expense, shall obtain for itself and its personnel and will maintain the following insurance coverage throughout the term of this Agreement. Certificates of Insurance acceptable to the Owner shall be filed with the Owner prior to commencement of the Work.

1. **Workers' Compensation:** The Contractor and all Sub-Contractors must include proof of current Workers' Compensation insurance with their Proposal or Bid. Such proof of insurance must be evidenced by a certificate of coverage issued by the carrier, a valid exemption certificate approved by the department of Financial Services or a copy of the employer's authority to self-insure. *F.S. 440 and 489.114.*
 - a. All Contractors and Subcontractors shall maintain valid Workers' Compensation Insurance throughout the project as required by *F.S. 440.*
2. **Liability Insurance:** Comprehensive general liability insurance coverage (including, but not limited to, contractor's commercial liability coverage and automobile liability coverage for vehicles) for services, Work, and construction contemplated under this Agreement, for limits not less than \$1 million per occurrence.
 - a. The Owner shall be exempt from and in no way liable for any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the responsibility solely of the Contractor and/or Subcontractor providing such insurance.
3. **Property Insurance:** Property Insurance shall be required upon the entire Work at the site for the full insurable replacement value thereof. This insurance shall include the interest of REACH ONE TEACH ONE, INC., the Construction Manager, subcontractors, and Trade Contractors. Property damage coverage shall include "all risk" coverage for physical loss or damage to the property, equipment, and items. It shall be maintained until final payment has been made or until no person or entity other than the Owner has an insurable interest in the property.
 - a. The Reach One Teach One, Inc. shall be named as additional insured on policy.
 - b. For project less than \$100K, Property Insurance may be waived at the Owner's discretion.
 - c. Any special insurance requirements will be addressed in the Special Conditions.
4. **Familiarity with Laws:** The proposer shall be familiar with and perform work in accordance with all Federal, State and Local laws, ordinances, rules and regulations affecting the work. Ignorance of them on the part of the Proposer shall in no way relieve it from responsibility.
5. **Florida Product and Labor:** *Section 255.04 F.S.* requires that on public building contracts, Florida products and labor shall be used when price and quality are equal to out of state submissions.

6. **Taxes and Assessments:** Although the Owner is not subject to the Florida Sales Tax, any contractor who purchases materials which will be used in the construction of a public works facility **will not** be exempt from the sales tax on those materials. *Section 192 F.S.*

A. The owner is exempt from all Federal excise taxes on materials, appliances, etc., which are incorporated into and become a part of the finished improvements.

7. Public Entity Crimes: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in *section 287.017 F.S.* for CATEGORY TWO for a period of 36 months from the date of being placed in the convicted vendor list.

VI. CONTRACT TERMS AND REQUIREMENTS

The contents of the proposal prepared by a successful firm, with any amendments provided by the Reach One Teach One, will become a part of the contract is signed as a result of this RFP process. The selected firm will be required to:

- Maintain accurate accounting records and other evidence pertaining to costs incurred in providing services, and at Reach One Teach One request, to make such records available to Reach One Teach One at all reasonable times during the contract period and for six (6) years after the date of the final payment to the firms under the contract.
- Assume sole responsibility for the complete effort as required by this RFP, and be the sole point of contact with regard to contractual matters.
- Refrain from assigning, transferring, conveying, sub-letting, or otherwise disposing of the contracts or its rights, titles, or interest therein or its power to execute such agreement to any other person, firm, partnership, company or corporation without the prior consent and approval in writing of the Reach One Teach One, Inc.

The Reach One Teach One reserves the right to terminate any contract entered into as a result of this RFP at any time, provided that written notice has been given to the firm at least thirty (30) days prior to such proposed termination date.

VII. MISCELLANEOUS CONDITIONS

A. Obligation Only on Format Contract

The issuance of this RFP, the submission of a response by any firm, and the acceptance of such response by Reach One Teach One, do not obligate Reach One Teach One, Inc. in any manner. Legal obligations will only arise on the execution of a formal contract by Reach One Teach One, Inc. Reach One Teach One, Inc. formal contract will consist of one schedule and attachment, including one substantially in the form of the accompanying:

- Attachment 1 – “Schedule A”

Reach One Teach One, Inc. provides this material for informational purposes only and may amend its schedules from time to time. Responses to this RFP will be prepared at the sole cost and expenses of the proposing firms. No materials submitted in response to this RFP will be returned.

B. Reach One Teach One, INC Reservation of Rights

The Reach One Teach One, Inc. may (a) amend, modify, or withdraw this RFP; (b) revise requirements of this RFP; (c) require supplemental statements of information from any firm; (d) accept or reject any or all responses hereto; (e) extend the deadline for submission of responses thereto; (f) negotiate or hold discussions with any respondent and to waive defects and allow corrections of deficient responses which do not completely conform to the instructions contained herein; and (g) cancel this RFP, in whole or in part, if Reach One Teach One, Inc. deems it in its best interest to do so. The Reach One Teach One, Inc. may exercise the foregoing rights at any time without notice and without liability to any proposing firm or any other party for their expenses incurred in the preparation of the responses thereto or otherwise.

C. Non-discrimination and Affirmative Action Policies

It is the policy of the State of Florida, as such the Reach One Teach One, Inc. to comply with all federal, state and local laws, policies, orders, rules and regulations which prohibit unlawful discrimination because of race, creed, color, national origin, sex, sexual orientation, age, disability or marital status, and to take affirmative action in working with contracting parties to ensure that Minority and Women-owned Business Enterprises (“M/WBEs”), Minority Group Members and women share in the economic opportunities generated by Reach One Teach One’s participation in projects or initiatives, and/or the use of Reach One Teach One Head Start funds.

VIII. AFFIRMATION

The respondent contractor to execute the following notarized statement:

I, _____
(Print Name)

As _____
(Print Full Legal Title)

Of _____
(Print Full Legal Name Of Company)

Located at _____

(Print Legal Address)

I am familiar with and intend to comply with the letter and intent of this request for proposal.

Signature

Date

SCHEDULE A

Renovation	Location:	Item of Description/Site work	Cost
Permitting		Secure the permitting to start the project	
Framework		Renovation to the interior and exterior of the building	

Plumbing		Install toilets, hand washing sinks	
		Install-a hand washing sink in the kitchen area	
		Install-3 compartment sinks in the kitchen area	
		Install-a prep sink in the kitchen	
Electrical		Connect the electrical to the classroom portables	
HVAC			
Suspended ceiling and Insulation			

Drywall			
Interior trim work		Install baseboards + trim throughout	
		Install bathroom wall tile + floor tile	
Painting			
Floor covering		Install title	
Kitchen cabinets			

Hood System			
Shelving			

Toilet Partitions			
Materials			
Disposal of debris/clean up			
Concrete		additional (22) parking space according to the layout	
Removal of Trees			
Security System			
Fire Alarm System			