



REQUEST FOR PROPOSALS

RFP 2023-010

Owner's Representative and Construction Management Services

October 5, 2023

Redlands Christian Migrant Association, Inc., is hereby soliciting sealed bids for the above referenced RFP and you are hereby invited to submit a Proposal for Scope of Work described in the Request for Proposal. The attached proposal specifications detail the requirements we are looking for.

1. Background

Redlands Christian Migrant Association, Inc. ("RCMA"), seeks to enter into a contract with a qualified Owner's Representative and Construction Management Services firm for the purpose of oversight of two new construction projects located in Immokalee, FL and Avon Park, FL. Firms must be skilled and experienced in working with municipalities and nonprofit schools in Florida and possess thorough knowledge of construction processes and procedures.

2. Proposed Evaluation Criteria:

The following criteria guidelines will be used in analyzing and evaluating this proposal.

- a) Ability to satisfactorily complete those tasks identified in section 6.
- b) Relative experience in providing Owner's Representative Services such as; ability in providing total project management for specific projects throughout all phases of the past projects, extent of services offered and depth of overall resources that can be put to use to ensure the success of the project.
- c) Familiarity with RCMA and needs of the schools/programs
- d) Price.

3. A narrative describing the consultant's approach to undertaking the scope of work, including:

- a) Total Cost.
- b) Service Fee (must include all costs associated with serving as Owner's Representative and Construction Management for both projects, including but not limited to travel).
- c) A statement describing past experience providing Owner's Representative and Construction Management Services.
- d) An attestation that the proposing firm or person can satisfactorily complete all of the tasks identified in section 6.

4. Award of Contract

The contract will be awarded by RCMA to the qualified firm or person at compensation determined to be fair and reasonable considering budgetary limitations, scope, complexity, and the nature of services.

5. RFP DUE DATE/SUBMITTING INSTRUCTIONS

Bids must be submitted on the schedule as indicated below. Each proposal must be submitted with 1 original copy/set. Proposers must submit proposals in a clear, concise and legible manner to permit proper evaluations of responsive proposal. Hand delivered, mailed, or overnighted proposals will be accepted Monday through Friday between the hours of 8:00 am – 5:00 pm at RCMA Rollason State Office, 402 W. Main St, Immokalee, FL 34142. Emailed proposals may be emailed to isabel@rcma.org any time before the Proposal Deadline. The original proposals must be plainly marked:

**Owner's Representative and Construction Management Services RFP
RFP Number: 2023-010**

RFP responses ARE DUE no later than 8:00am on October 10, 2023 by email to the following address: isabel@rcma.org. All bids must be received on or before 8:00 am on October 10, 2023. Any bids received after 8:00 am on October 10, 2023, will not be considered.

6. Project Description and Tasks

RCMA will be overseeing the construction of two childcare centers. RCMA is currently soliciting proposals from qualified firms for the purpose of project management and owner's representative services; general contractor and other consultant negotiations and construction management; budget tracking

and management; and schedule oversight. The contracted firm will be performing the following tasks:

- Review any and all contractor and consultant contracts
- Review insurance certificates required by the contractor and consultant contracts
- Coordinate payment process and review each payment application with RCMA fiscal dept
- Analyze constructability and evaluate design materials
- Serve as a point of contact between owner, contractors, architect and other consultants
- Represent RCMA in key contractor meetings
- Schedule and attend weekly construction progress meetings with contractors, architect and other consultants
- Advise RCMA on project delivery systems and forms of contracts
- Monitor project schedule
- Monitor construction cost
- Monitor conformance of work with contract documents, including onsite visits
- Review/negotiate Change Order requests
- Audit quality assurance and quality controls procedures
- Assist the evaluations of contractor payment apps/requests, including verification of work completed
- Provide bi-weekly and monthly reporting
- Develop as needed recommendations for efficient and cost-effective systems
- Provide observation of construction
- Monitor the Final Punch List and turnover of facility at completion

7. Project schedule

The project and scope will continue through turnover of completed facility. The successful firm or individual will be expected to be flexible to meet project goals to the completion of project.

8. Fee Proposal:

Please indicate your proposed fee for these services for the project in its entirety. The fee proposed will include all the services referenced in section 6.

9. Selection Procedure:

The intention of this RFP is to establish contracts with one firm who will, upon request, provide the services described in the solicitation.

There is no guarantee as to the number of services that RCMA may require during the term of this contract. RCMA will determine the number of services based on the available budget.

Proposals will be evaluated based on the responsiveness of this RFP, qualifications, previous experience with schools, and anticipated costs.

RCMA reserves the right to reject any/all RFP responses, waive any informalities in the RFP responses received, and to accept and award the contract to the lowest quoted RFP response deemed most advantageous to RCMA.

RCMA does not discriminate based on age, color, gender, national origin, race, religion, sexual orientation, or disability in accordance with applicable laws and regulations.

General Terms and Conditions

- A. Proposals for furnishing Owner Representation and Construction Management Services for RCMA, will be received by the Proposal Deadline defined herein.
- B. RCMA reserves the right to waive any informality in the proposal or reject any or all proposals or accept any proposal, which appears to be in the best interest of the RCMA. Any proposal received after the date as specified will not be considered.
- C. All work product becomes the property of RCMA.
- D. Taxes: No amount shall be added for the Florida Sales Tax or Federal Tax. RCMA is exempt from the payment of taxes imposed by the Federal Government and/or State of Florida. Taxes must not be included in the proposal price.
- E. Consumption or use of alcohol and/or drugs is prohibited on school property. Any individual with alcohol or drugs will be removed from said property. Smoking is prohibited in all school buildings and on school grounds.
- F. Collusion Among Proposers: More than one offer from an individual, firm partnership, corporations or association under the same name or different name will be rejected. Reasonable grounds for believing that a proposer is involved in more than one proposal for the work contemplated will cause rejection. Any or all proposers will be rejected if there is any reason for believing that collusion exists among proposers.