

REQUEST FOR QUOTATION
CONSTRUCTION PROJECT MANAGEMENT SERVICES

Notice is hereby given that GIRLS INC OF BAY COUNTY, Bay County, Florida (referred to hereafter as GIRLS INC) is calling for and requesting quotes from qualified providers of Construction Project Management Services as outlined in the request for quotation

All proposals must be in writing and delivered by hand, Fed Ex, or mail to GIRLS INC, 300 CLARA AVE, PANAMA CITY BEACH, FL 32407 and must be received by **March 24, 2020**. The submittals will be publicly opened at this time. Only submittals received by the stated time and date will be considered. Submittals received after the time set for the opening will be rejected and returned unopened to the submitter. All submittals shall be submitted in a sealed envelope and clearly labeled, "RFQ – CONSTRUCTION PROJECT MANAGEMENT SERVICES." Please provide one (1) original, five (5) copies of the proposal, and one (1) CD or USB flashdrive with all of the above information included (each document must be in an individual PDF format file).

Questions concerning this request should be directed to NIKI KELLY, EXECUTIVE DIRECTOR, 850-588-8711, NKELLY@GIRLSINCOFBAYCOUNTY.ORG

GIRLS INC encourages all segments of the business community to participate in its procurement opportunities, including small businesses, minority/women owned businesses, and disadvantaged business enterprises. GIRLS INC does not discriminate on the basis of race, color, national origin, citizenship, religion, pregnancy, sex, sexual orientation, gender identity, age, disability, genetic information, military status and political belief in the administration of contracts.

GIRLS INC reserves the right to waive informalities in bids, to reject any or all bids with or without cause, and to accept the bid that in its judgment is in the best interest of GIRLS INC.

By order of the BOARD AND EXECUTIVE DIRECTOR, GIRLS INC OF BAY COUNTY.

**GIRLS INC
REQUEST FOR QUOTATION
CONSTRUCTION PROJECT MANAGEMENT SERVICES**

PURPOSE

GIRLS INC is soliciting sealed proposals to provide Construction Project Management Services.

INSTRUCTIONS TO PROPOSERS

Firms or companies desiring to provide services, as described in the Scope of Work, shall submit sealed proposals with an original, five (5) complete copies, and one (1) CD or USB flashdrive with all of the above information included (each document must be in an individual PDF format file) no later than MARCH 24, 2020 to GIRLS INC, 300 CLARA AVE, PANAMA CITY BEACH, FL 32407

Offers by telephone, email or fax shall not be accepted.

Respondents are cautioned that they are responsible for delivery to the specific location cited above. Therefore, if your bid, proposal or quotation is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the above address. This office will not be responsible for deliveries made to any place other than the specified address.

It is the sole responsibility of the bidder to ensure that his or her Proposal reaches GIRLS INC on time. GIRLS INC shall not be responsible for late deliveries or mail delays. All proposals will be opened publicly.

TERMS AND CONDITIONS

1. GIRLS INC reserves the right to accept or reject any or all proposals, with or without cause, to waive technicalities, or to accept the proposal which, in its sole judgment, best serves the interest of the GIRLS INC, or to award a contract to the next most qualified submitter if a successful submitter does not execute a contract within thirty (30) days after approval of the selection by the GIRLS INC.

GIRLS INC reserves the right, and has absolute and sole discretion, to cancel a solicitation at any time prior to approval of the award by the GIRLS INC.

2. GIRLS INC reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
3. Any proposal may be withdrawn until the date and time set above for the submission of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of sixty (60) days, to provide to GIRLS INC the services set forth in this Request for Quotation, or until one or more of the quotation have been awarded.
4. Proposals shall be sealed and submitter should indicate on their proposal the following:
 - Date of Opening – MARCH 24, 2020
 - REQUEST FOR QUOTATION

FOR CONSTRUCTION PROJECT MANAGEMENT SERVICES

- Name and Address of submitter
5. Costs of preparation of a response to this request for proposals are solely those of the submitter. GIRLS INC assumes no responsibility for any such costs incurred by the submitter. The submitter also agrees that GIRLS INC bears no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.
 6. The consultant awarded this contract shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least five (5) years after completion of the later of final project closeout or final audit by FEMA OR THE STATE OF FLORIDA of any project work performed under contract resulting from this RFQ. GIRLS INC shall have access to all records, documents and information collected and/or maintained by others in the course of the administration of the agreement. This information shall be made accessible at the awardees place of business to GIRLS INC, including its designees, for purposes of inspection, reproduction and audit without restriction.
 7. It is the intent of GIRLS INC to enter into a three (3) year term contract, with a renewal clause for two (2) additional one (1) year renewal terms for services as described herein.

8. This proposal and associated rates are transferable to like private non-profits(PNPs) in Bay County, Florida for similar services.

PROPOSAL FORMAT

Submitters must respond in the format delineated below.

The following information shall be tabbed to identify the required information. Failure to submit this information will render your proposal non-responsive.

1. **QUALIFICATIONS OF THE FIRM**

The Respondent shall provide a narrative of the firm's qualities and capabilities that demonstrates how the firm will work with GIRLS INC to fulfill the requirements of this Project. Describe the firm's methods of providing the Construction Project Management Services outlined within the Scope of Work. Firm qualifications must include, at minimum, the following:

- A. Relevant Experience – Recent experience demonstrating current capacity and current expertise in project management specifically noting experience in oversight of federal or state funded projects following federal and state procurement requirements.
- B. Past Performance on Similar Projects - Provide at least three references for which the firm has performed construction project management services that are similar to the requirements in the Scope of Services. Provide the reference contact name, address, e-mail address, telephone numbers and date of the contract.
- C. Project Approach – Describe the approach and methodology it will use to accomplish the work herein. The project approach shall include information on schedule and availability where applicable.

2. **QUALIFICATIONS OF STAFF**

Describe the composition and structure of the firm and include the names of persons with an interest in the firm.

3. **TECHNICAL APPROACH**

Provide a description of the submitter's approach to the project, to include startup procedures/requirements.

4. **COST PROPOSAL**

Each submitter must complete and submit the Cost Proposal

Form/Fee Schedule included herein. The Cost Proposal will be evaluated on the hourly rates submitted on the cost proposal form for the labor positions listed. All non-labor costs will be billed to GIRLS INC at cost without markup.

SELECTION CRITERIA

The following weighted criteria will be utilized to select the consultant awarded this contract.

Criterion	Points
Firm Scope and Capacity	10
Firm Qualifications on Similar Projects including references	20
Staff Qualifications and Experience including demonstration of knowledge of FEMA regulations and procedures	20
Woman/Minority Owned Business	20
Knowledge of/ Past Work Experience for the Community and/or local resources	20
Cost Proposal	10
TOTAL	100

SCOPE OF SERVICES

I. BACKGROUND

GIRLS INC seeks to protect its interests by securing the services of a qualified Construction Project Manager as outlined in the following scope of work. GIRLS INC recognizes that its facilities and operations were severely damaged and disrupted by Hurricane Michael, and has been working closely with a disaster services consultant to ensure a rapid recovery and post disaster redevelopment process. GIRLS INC will require the services of a qualified Construction Project Manager to work with the disaster services consultant, and independent from the architecture, engineering, and contracting firms to oversee all aspects of the construction of the new GIRLS INC program center in accordance with all state and federal guidelines.

The GIRLS INC program center is a structure similar in style and

design to that of a community center with a multipurpose gymnasium adequate for full court basketball (no bleachers), multiple classrooms, home-ec style teaching kitchen, plenty of storage, and a suite of program offices. The new facility will be built on the same parcel of land as the existing damaged facility and will serve the same purpose. The current facility is an approximately 8,000sf single story metal building. The new facility will be a single story, concrete or concrete block building of approximately 11,000sf-13,000sf with a metal hip-roof and low-e impact resistant windows.

The facility will need to adhere to all federal, state and local building codes as well as School Readiness standards as outlined by the Office of Early Learning. Most important is full compliance with applicable codes and standards regarding adequate square footage in each program area based upon activity type. The building should be able to accommodate approximately 200 students at one time. Special consideration should be given to create a unique space within the building for 30-40 middle and high school students separate from all of the younger girls. In the end, safety, security, energy efficiency, and practical functionality need to combine with warm, welcoming, inviting, engaging, and aesthetically pleasing to create an environment that speaks directly to our mission of inspiring all girls to be strong, smart and bold.

II. SCOPE OF WORK

The contractor will provide experienced personnel and resources to complete the following activities:

- A. Oversee the procurement of and coordination between architecture, engineering, and construction contracting firms.
- B. Manage bid process on all aspects of project to ensure full compliance with state and federal procurement regulations.
- C. Manage overall work flow of all contractors to ensure work is completed according to established timeline and in accordance with all local, state and federal regulations.
- D. Coordinate closely with GIRLS INC and the disaster services consultant to ensure the proper and timely submission of all invoices and other required documentation to FEMA.

END OF SCOPE

COST PROPOSAL FORM

The hourly labor rates shall include all applicable overhead and profit. All non-labor related project costs (including travel, lodging, and per diem) will be billed to GIRLS INC at cost without mark-up.

POSITIONS	HOURLY RATES
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$