

HAVANA COMMUNITY DEVELOPMENT CORPORATION, INC.

Qualifications Statement for Construction Management Services

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SECTION 1 - PUBLIC NOTICE

Construction Management Services

HAVANA COMMUNITY DEVELOPMENT CORPORATION, INC.

Continuing Construction Management Contracts for Projects \$500,000 or less

RFQ 2023-1 Construction Management Services

NOTICE IS HEREBY GIVEN that the Havana Community Development Corporation, Inc. [HCDC] is seeking sealed Qualification Statements from construction management firms for Continuing Construction Management Services on construction projects involving a scope of work of \$500,000 or less.

Construction management firms will be selected from a pool of pre-qualified applicants who are licensed in the State of Florida and able to demonstrate significant (minimum of 10 years) relevant renovation or ground-up construction management experience in projects of comparable size, magnitude, and nature.

Firms who are interested in providing construction management services to the HCDC are hereby directed to submit three (3) bound Qualifications Statements in a sealed package which is clearly marked on the outside with the designation "RFQ 2023-1 Construction Management Services" along with the date/time of RFQ opening for which the qualification statement is being sent.

Qualification Statements received after the deadline or submitted via facsimile or electronic mail will **not** be considered. Sealed, clearly marked packages must be addressed and delivered to the following no later than 1:00 P.M., April 6, 2023:

Harold M. Knowles, Attorney at Law
Knowles and Randolph, P.A.
3065 Highland Oaks Terrace
Tallahassee, FL 32301
Tel: 850.222.3768
hknowles@krlawpa.com

Instructions for completion and submission of the Qualifications Statement may be obtained from the HCDC website and information to be provided at a mandatory pre-bid conference to be held onsite prior to the bid date. The Project location is 264 Carver Street, Havana, Florida.

The HCDC reserves the right to waive any informality in the selection process and to reject any or all qualification statements when such a waiver or rejection is in the best interest of the HCDC.

The HCDC is an Equal Opportunity Employer.

All advertisements for HCDC construction management projects are published in the *Havana Herald Newspaper* , Havana, Florida

SECTION 2 - PROJECT SCOPE

The Havana Community Development Corporation, Inc. [HCDC] from time-to-time requires the services of a qualified construction manager for a variety of construction projects. These projects will be assigned as a series of specific tasks, required to accomplish a prescribed scope of work for each individual task. The scope of each task will be limited by the financial constraints imposed by HCDC for such services secured from a continuing services contract agreement. The current limitations on construction management services are such that work can be assigned on a project where the estimated construction cost does not exceed \$500,000.

In general, the services assigned under these continuing services contracts may include, but are not limited to the following types of projects:

- 1) Historic Building Restoration and Rehabilitation
- 2) Non-Historic Building renovation and re-construction
- 3) Construction Management services related to the administration of grant funded programs provided by the State and Federal Government.

Funds will be used to repair the Old Northside High School in Havana, Gadsden County, Florida. Work items will include: Reroof classroom wings, interior and exterior access corridors, primary restroom(s), library, administration building, gymnasium, gymnasium addition, cafeteria, and canopy; repair/replace a minimum of (38) thirty-eight of exterior doors and door hardware; repair/replace a minimum of twelve (12) windows; drainage improvements; and selective demolition of non-historic material.

Funds will also be used for waste disposal, builder's risk insurance, architectural monitoring service fees, and grant administration.

The term of any agreement developed from this Request for Qualifications Statement will be for a period to be determined at the-absolute and sole discretion of the HCDC.

SECTION 3 - QUALIFICATIONS STATEMENT FORMAT

There is no intent to limit the contents of the proposals submitted in response to the RFQ. At a minimum, the responses to this RFQ must be presented in a format that includes the following information:

1. Letter of Introduction
2. Table of Contents
3. Business Experience and Qualifications [Use additional sheets, if necessary]

- a. A list of similar projects completed by the applicant and his or her trade partners [subcontractors] within the last five (5) years along with a reference for each of those projects, Project descriptions shall clearly explain what role the applicant performed on the project.
- b. A description of the professionals' expertise with similar projects.
- c. A description of the applicants' current and previously scheduled workloads and the commitment of the assigned Project Manager and the CM/GC professionals including specialty subcontractors' personnel necessary and dedicated to any assigned task.
- d. Provide at least three (3) references for related projects within the past five (5) years.
- e. Identification of the firm as a minority-owned business, if applicable.

4. Acceptance of Conditions

The Qualifications Statement shall indicate acceptance of the following conditions:

- a. Evidence of Financial Capacity and Insurance Status

The HCDC may require the submission of any evidence it deems relevant to the Applicant's financial capacity and insurance status.
- b. Further Information

The HCDC reserves the right to request additional or supplementary information from the Applicant shall be required to provide requested additional and supplemental information in writing, and requests will be addressed to that person (or those persons) authorized by the Applicant to represent same.
- c. HCDC's Right to Judge

The HCDC reserves the sole right to judge the Applicant's representations, either written or oral, as to their, substance, and relation to this particular project scope.
- d. Cost Criteria

After the approval of the short-listed firms, compensation terms will be negotiated consistent with grant funding criteria for an amount which the HCDC determines is fair, competitive, and reasonable.

SECTION 4: EVALUATION CRITERIA

During the selection process the following key considerations will be made.

Minimum requirements to qualify:

- The Applicant must be a licensed General Contractor in the State of Florida.
- The Applicant's headquarters office location must be in the State of Florida.
- The Applicant's Principal-In-Charge must be the person signing the response to this Request Qualifications Statement Response and must be authorized to negotiate fees, contracts, staffing commitments, etc. on behalf of the firm to satisfy the requirements of the contract.
- Services may be performed at offices other than the Applicant's headquarters offices.
- The qualifications will be reviewed and evaluated in accordance with the following criteria:

<u>Criteria</u>	<u>Points</u>
1. Ability of Professional Personnel	20
2. Past Performance and Experience	20
3. Ability to Complete Projects on Time	25
4. Ability to Complete Projects Within Budget	15
5. Minority-owned business	20
TOTAL	100

The responses received by the deadline that contain all the required information specifically outlined in the previous section of this RFQ will be reviewed by HCDC Staff and/or other individuals, and agencies. This process will culminate with the identification of those considered to be the best qualified.

SECTION 5: TERMS AND CONDITIONS

By submission of a statement of qualification response, the prospective company certifies that no one in their organization, any affiliate or sub-consultant has bribed or lobbied, or attempted to bribe or lobby any employee of the HCDC.

INSURANCE REQUIREMENTS

Listed below are various insurance requirements that must be met by the company that the HCDC contracts with for services. Your company **is not required** to submit proof of insurance with this RFQ however, failure to provide proof of insurance as prescribed by this document no later than Six (6) working days after the Applicant is notified that it has been short-listed will automatically disqualify the firm from further consideration.

Workmen's Compensation Insurance in accordance with the laws of the State of Florida sufficient to secure the benefits of the Florida Workmen's Compensation Law for all employees of the Contractor and employer's liability coverage providing limits as specified in the following paragraph:

Comprehensive General Liability	\$1,000,000 per person
Bodily Injury, including Death	\$1,000,000 each occurrence
Property Damage	\$1,000,000 each occurrence
	\$1,000,000 aggregate
Comprehensive Auto	
Auto Liability	\$ 500,000 each person
Bodily Injury, including Death	\$ 500,000 each occurrence
Property Damage	\$ 200,000 each accident
Professional Liability: (errors and omissions)	\$1,000,000 (Minimum)

VENUE

Venue for any legal proceeding arising from any contract or agreement resulting from this RFQ shall be in a court of competent jurisdiction located in Gadsden County, Florida.

APPLICABLE LAWS AND REGULATIONS

The selected individual(s) / firm(s) shall comply with all federal, state, and local laws, rules and regulations which may apply.

RESPONSIVENESS

1. The HCDC reserves the right to determine whether the Applicant's responses are adequate or inadequate, complete, or incomplete, and to determine what constitutes the grounds for disqualification of an Applicant who may submit inadequate or incomplete responses. The HCDC reserves the right to determine if a proposal is unresponsive. The HCDC may disqualify an Applicant who submits a proposal determined by the HCDC to be unresponsive or which contains insufficient, inadequate, or incomplete responses. The HCDC shall make such determinations and will rely on the staff selection committee for input in this matter.
2. The HCDC reserves the right to request clarification of information submitted and to request additional information from consultants after the deadline for receipt of qualifications.

COST OF PREPARATION

Costs of preparation of a response to this RFQ are solely the responsibility of the Applicant and the HCDC assumes no responsibility for any such costs incurred by the Applicant.

DISCRIMINATION PROHIBITED

Applicants shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin. Applicants will take affirmative action to ensure that minority and disadvantaged applicants are employed, and employees are treated during their employment without regard to race, religion, color, sex, age, or national origin.

RFQ IS NOT AN AGREEMENT

The Applicant understands that this RFQ does not constitute an agreement or contract with the HCDC.

RIGHT TO REJECT

The HCDC reserves the right to reject all Qualifications Statements or to waive any informality in such submissions. The HCDC may determine, in its sole discretion, that it is not in its interest to continue the solicitation and/or its review of the submissions.