



February 14, 2006

**Request for Qualifications (RFQ)
for
Urban Enterprise Center Construction Management Services**

INFORMATION PACKAGE

This application shall not be more than 75 pages "including" the Experience Questionnaire and "excluding" tabs "only". The Experience Questionnaire and all forms, reports or statements in this application shall be typed or printed. Any corrections made to the Experience Questionnaire, forms, reports or statements, by the applicant prior to the designated deadline, shall be initialed and dated by the same person signing the Experience Questionnaire. All signatures and hand written information shall be in any color "except" black. Failure to meet the requirements of this paragraph shall cause the applicant to be disqualified.

Deadline: Application submittal packages must be received **not later than 5:00pm**, on the date legally advertised. Applications received after the designated deadline will be returned to the applicant unopened. The Owner reserves the right to reject any application deemed to be "not in compliance" with these instructions. The applicant shall respond completely to each of the items on the Experience Questionnaire. Firms responding to this RFQ must be available for presentations/interviews to the Selection Committee at a date and time determined by the Owner. **Questions concerning this request for qualifications should be directed in writing only** via fax transmission to the Project Coordinator at (813) 248-2892. The Owner is not liable for any cost incurred by the applicants, prior to the issuance of an executed contract.

Sealed proposals for the **URBAN ENTERPRISE CENTER CONSTRUCTION MANAGEMENT SERVICES** will be received by the Corporation to Develop Communities of Tampa, Inc. until **5:00 PM on Tuesday, February 28, 2006**. A mandatory pre-proposal conference will be held on **February 14, 2006 at 10:00 AM** at The Audrey Spottford Center, 2631 E. Lake Avenue, Tampa, FL. 33610. ***The only statement of qualifications/proposals that will be considered will be from companies that attend the mandatory pre-proposal conference.***

Attached are important instructions and information regarding responses to this RFQ. Failure to follow these instructions could result in submittal disqualification.

Proposals shall be submitted by U.S. mail, hand delivery or express mail in a sealed envelop with the Proposer's name and return address not later than 5:00 p.m. on Tuesday, February 28, 2006. Proposals received after this date and time shall be rejected. Respondents are required to submit two (2) signed originals and three (3) copies of their proposal to:

The CDC of Tampa, Inc.
URBAN ENTERPRISE CENTER CONSTRUCTION MANAGEMENT SERVICES
ATTN: Toni Watts, Chief Operating Officer
2631 E. Lake Avenue
Tampa, FL. 33610

The CDC of Tampa, Inc. and the architect of record reserves the right to reject any and all statements of qualifications/proposals, waive informalities and irregularities in the proposal submittal process and to accept proposals which are considered by the CDC of Tampa, Inc and the architect of record to be in the best interest of the project.

SECTION 1 - HISTORY OF ORGANIZATION

The Corporation to Develop Communities of Tampa, Inc. (CDC of Tampa Inc) was established as a non-profit community development corporation in May 1992 to alleviate poverty and physical deterioration in East Tampa neighborhoods. Formerly known as the *Lee Davis Neighborhood Development Corporation*, the CDC of Tampa Inc is chartered in the State of Florida and is currently governed by a 22-member board of directors consisting of community residents, and business and civic leaders committed to, and engaged in, community rebuilding efforts in East Tampa. The CDC of Tampa Inc's mission is to raise the economic, educational, and social levels of the residents of economically depressed areas in the urban communities of Hillsborough County.

The CDC of Tampa Inc's main office is presently housed in a 24,000 square-foot former banking center that was donated to the CDC of Tampa Inc by Bank of America in 1999. The CDC of Tampa Inc's operations currently occupy 5,500 square feet of space in the building, with the remaining space under lease to nonprofit community service organizations. The CDC of Tampa Inc is an experienced landlord, managing commercial space at multiple sites. It currently maintains a staff of thirty two (32) professional and support personnel.

Through its board and relationships in the region, the CDC of Tampa Inc is able to draw on technical expertise on an as-needed basis, including, financial, construction, business, planning, and project management. It maintains a line of credit with several lending organizations and has access to additional dollars as needed to cover its operations and bridge administrative and programmatic grants.

CDC of Tampa Inc has a long and successful history of developing and operating programs that deal with poverty and TANF recipients as well as people who are TANF eligible. Since 1995, the CDC of Tampa Inc has provided job training and placement services to more than 6,000 residents of Hillsborough County. A recent program had a 42% successful placement rate for Welfare-to-Work clients.

SECTION 2 - PROJECT DEVELOPMENT GOAL

The CDC of Tampa Inc's mission is to raise the economic, educational, and social levels of the residents of economically depressed areas in the urban communities of Hillsborough County. To date, the CDC of Tampa Inc has developed five (5) commercial development projects and two (2) housing projects. The Urban Enterprise Center facility will promote economic opportunities for low to moderate-income individuals and/or economically disadvantaged minority and women-owned businesses in East Tampa.

The **Urban Enterprise Center** will serve a dual purpose housing the main administrative office & career resource center for the CDC of Tampa and providing a 100 seat leasable call center space thereby providing Low to Moderate Income (LMI) jobs. The construction budget is \$1,017,000.

SECTION 3 – PROJECT OVERVIEW

3.1 INTRODUCTION

- 1) The CDC of Tampa is looking for a qualified general constructor to serve as a construction manager to deliver a quality project to the residents of East Tampa. The qualifications and experience of the individuals and entire CM team will be important in meeting the objectives of this project.

3.2 ROLES AND RESPONSIBILITIES

- 1) The CDC of TAMPA "PROJECT DIRECTOR" – The employee responsible for management, supervision, and oversight of the entire project.
- 2) PROJECT COORDINATOR – The CDC of Tampa employee responsible for management, supervision, and oversight of all design and construction related activities for the proposed project.
- 3) ARCHITECT OF RECORD – The architectural firm selected for the proposed project and providing services directly under contract with the CDC of Tampa is Howard & Associates Architects.
- 4) CONSTRUCTION MANAGER – FLORIDA STATE LICENSED CONTRACTOR – The identified firm (or team) responsible (when applicable) for pre-construction/construction/construction management services related to the strategy for procurement of multiple trade contractors; the assembly and

distribution of bid packages in coordination with the Architect; bid opening, evaluation, recommendation, award, and contracting; construction management and administration of trade contractors; coordination of separately hired specialty consultants affiliated with the Project under contract with the CDC of Tampa, Inc.

SECTION 4 - REQUIRED INFORMATION AND FORMAT

In order to be considered for selection as a Construction Manager, the respondent firm or firms or team will submit the following items in the specified order.

4.1 APPLICATION INSTRUCTIONS - Submit **two (2)** "original" signed copies of the application and **three (3)** copies. The **two (2)** originals must contain the "**original signature**" of an authorized representative of the applicant firm. ("Original" copies means ALL signatures shall be original, not signature reproductions.)

4.2 CONTENT OF PROPOSAL - "Submit the Application in the following order:"

1) Table of Contents

2) Cover Letter – This letter should introduce the firm and include the minimum:

- Identify individual (person) or individual(s) who will be responsible in oversight capacity for work; and identify individual or individuals, whom will be leading the Construction Management team or Construction Management teams and to which entity they are employed, and for how long employed with current company.

3) TAB 1 – General Information (10 Points)

- Experience Questionnaire (Use Form)
- Financial Capability Statement (Use Form)
- Florida General Contractor Professional Registration Certificate

If the applicant Firm is a corporation, add copies of the following to TAB 1:

- Incorporation Documents from the Secretary of State of Florida
- "**Certified Original**" of the corporate minutes authorizing the Firm's representative's signature

4) TAB 2 – Scheduling/Cost Control & Related Building Experience (15 Points)

Submit the Firm's approach to Scheduling and Cost Control as well as schedule compliance and cost control results for "**each of the projects**" listed in the Related Building Experience section of this Tab.

- Scheduling procedures and information
- Cost Control procedures and information
- Related Building Experience (Use Forms)
 - Completed Projects
 - In Progress Projects

5) TAB 3 – Office Staff (5 Points)

Describe the specific project related capabilities of the Firm's **in-house office staff**. Provide a resume of the key personnel **who will be in direct support of this project**, including, but not limited to the following:

- Name and title
- Number of years with this firm
- Number of years with other firms
- Experience - a) types of projects, b) size of projects (dollar value & square footage), c) specific project involvement
- Education
- Active registration
- Other experience and qualifications that are relevant to this project

6) TAB 4 – On-Site Field Staff (10 Points)

Describe the ability and experience of the Firm's **key on-site field staff, Project Manager and Project Superintendent**, with specific attention to project related experience. Provide a resume of

the key personnel **who will be in direct support of this project**, including, but not limited to the following:

- . Name, title and assignment for this project
- . Number of years with this firm
- . Number of years with other firms
- . Experience
 - o Types of projects
 - o Size of projects (dollar value & square footage)
 - o Specific project involvement
- . Indicate which projects were fast tracked
- . Education
- . Active registration
- . Other experience and qualifications that are relevant to this project
 - o Appropriately address the individual's capabilities as they relate to the following technical services:
 - i. Design Expertise - review and analysis
 - ii. Budget Estimating & Cost Control
 - iii. Value Engineering
 - iv. Life Cycle Cost Analysis
 - v. Construction Scheduling
 - vi. Quality Control - design and construction
 - vii. Change Order Negotiation
 - viii. Claims Management
 - ix. Project Close-out

7) Tab 5 – Organizational Chart (5 Points)

With respect to both **office** and **on-site field staff**, provide an organizational chart, as it will relate to this project, indicating key personnel and their relationships. Indicate each staff member's assignments and responsibilities. Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities and accountability.

8) TAB 6 – Insurance Program (5 Points)

Describe the Firm's insurance programs and include a copy of the Firm's insurance certificates, which indicate coverages that meet State and Local requirements.

9) TAB 7 – Information Systems (5 Points)

Describe the functions and capabilities of the firm's computer based project management and information systems.

10) TAB 8 – Distance to Site (5 Points)

Identify the location of the firm's office, which will have direct responsibility for this project. Indicate the distance in miles from this office to the project site.

4.3 FINANCIAL INFORMATION - Separate Sealed Envelope (10 Points)

- 1) In a "**separate sealed envelope**", addressed exactly like the application envelope and with "Financial Information" typed on the face, submit one original financial statement of the applicant firm; an audited report, with comments and not older than one (1) year. If the most current report has not yet been audited, the previous audited report, with comments, shall accompany the most recent financial statement.
- 2) Bonding the Guaranteed Maximum Price contract will be a requirement, therefore, provide a written statement **from the Firm's Bonding Company** indicating the Bonding Company's willingness to bond this project if awarded to this Firm and attach it to the Firm's Financial Statement.

4.4 INSURANCE

- 1) Consultant shall, at all times carry, maintain and keep in full force and effect, a policy or policies of Comprehensive General Liability Insurance with minimum limits of \$1,000,000 each occurrence, combined

single limit, against any personal injury, death, loss or damage resulting from the wrongful or negligent acts by the consultant.

- 2) Consultant agrees to maintain in force, at all times, during the performance of work, Worker's Compensation Insurance as required by law of the State of Florida
- 3) Consultant agrees to maintain in full force and effect during the performance of work, Professional Liability (Errors and Omissions) insurance in the amount of \$1,000,000. Further, if such insurance is on a claims made basis, Consultant agrees to maintain in full force and effect such insurance for one year after the performance of work, including warranty periods, is completed.
- 4) All insurance policies shall provide that the insurance coverage shall not be canceled or reduced by the insurance carrier without thirty (30) days prior written notice to the CDC of Tampa. Consultant agrees that it will not cancel or reduce said insurance coverage.
- 5) Consultant agrees that if it does not keep the aforesaid insurance in full force and effect, the CDC of Tampa may either immediately terminate services or, if insurance is available at a reasonable cost, the CDC of Tampa may take out necessary insurance and pay, at Consultant's expense, the premium thereon.
- 6) At all times, Consultant shall maintain on file with the CDC of Tampa a certificate of insurance, showing that the aforesaid policies are in effect in the required amounts. The policies shall contain an endorsement naming the CDC of Tampa as an additional insured (except for the workers compensation and professional liability policies), providing that the policies cannot be canceled or reduced, except on thirty (30) days written notice to the CDC of Tampa, and specifically stating that the coverage contained in the policies affords insurance pursuant to the terms and conditions set forth. Consultant shall promptly file with the CDC of Tampa such certificate or certificates.

4.5 DAVIS BACON REQUIREMENTS

- 1) The Contractor agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours and Safety Standards Act (40 U.S.C. 327 *et seq.*) and all other applicable Federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this Agreement. The Contractor agrees to comply with the Copeland Anti-Kick Back Act (18 U.S.C. 874 *et seq.*) and its implementing regulations of the U.S. Department of Labor at 29 CFR Part 5. The Contractor shall maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the CDC of Tampa, Inc. and the City of Tampa for review upon request. The Contractor agrees that, except with respect to the rehabilitation or construction of residential property containing less than eight (8) units, all contractors engaged under contracts in excess of \$2,000.00 for construction, renovation or repair work financed in whole or in part with assistance provided under this contract, shall comply with Federal requirements adopted by the CDC of Tampa and the City pertaining to such contracts and with the applicable requirements of the regulations of the Department of Labor, under 29 CFR Parts 1, 3, 5 and 7 governing the payment of wages and ratio of apprentices and trainees to journey workers; provided that, if wage rates higher than those required under the regulations are imposed by state or local law, nothing hereunder is intended to relieve the Contractor and its Subcontractors of its obligation, if any, to require payment of the higher wage. The Contractor shall cause or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of this paragraph.

4.6 WOMEN AND MINORITY BUSINESS ENTERPRISE REQUIREMENTS

- 1) The CDC of Tampa encourages maximum participation by minority Business Enterprises (MBE), Women owned Minority Enterprises (W/MBE), Disadvantaged Business Enterprises (DBE), and Small Business Enterprises (SBE).

4.7 ADDITIONAL COMMITTEE EVALUATION ITEMS

The following two items are evaluated by the Committee during the shortlist meeting from the information provided by the applicant firm.

- 1) **Overall Experience - (15 Points)**
The information provided by the applicant firm shall be evaluated and rated as it relates to the size and scope of the specific project being considered.
- 2) **Overall Ability - (15 Points)**
The ability of the applicant firm's staff shall be evaluated and rated as it relates to the size and scope of the specific project being considered.

4.8 EVALUATION & ACCEPTANCE OF STATEMENT OF QUALIFICATIONS

The CDC of Tampa and the Architect of Record reserve the right to reject any and all Statements of Qualifications, to amend the Request for Qualification and the process itself, or to discontinue the process at any time.

4.9 BASIS OF AWARD

The SOQ's will be evaluated based on each firm's qualifications, relevant experience with similar work.

SECTION 5 - FEE

Fees will be negotiated following the selection of any one firm to perform CM services. If fee negotiations with the firm determined most qualified are not successful, and/or the fees discussed are outside the budgetary constraints for the Project, the CDC of Tampa reserves the right to suspend negotiations with the most qualified firm, and proceed to second most qualified CM firm.

SECTION 6 - SCHEDULE

RFQ – solicitation date February 10, 2006

Deadline for submission of SOQ's February 28, 2006

Selection of three (3) top ranked proposals March 7, 2006

Interview date March 14, 2006

Contract negotiation process date March 20, 2006

SECTION 7 - SELECTION PROCESS

7.1 The CDC of Tampa shall review all applications received and accepted and shall, through the process outlined in this "Request for Qualifications", identify and short list the three (3) Firms with the highest scores.

7.2 After the three (3) successfully "shortlisted" Firms have been notified, the CDC of Tampa shall conduct individual Firm presentations / interviews and shall rate each firm in accordance with the guidelines in this "Request for Qualifications".

7.2.1 Firm Presentations / Interviews - (100 Total Points)

The Screening/Shortlisting phase and the associated evaluation point totals **ends** with the selection of the three (3) top ranked, shortlisted Firms. Once the Presentations/Interviews begin, a new ranking and evaluation point total procedure is established. After the **Presentations/Interviews are completed, the Firm with the highest Presentation/Interview point total shall be ranked the number one Firm** and shall be recommended to the Economic Development Committee for review as Construction Manager for this project.

7.2.2 Time will be allocated for a presentation followed by a question and answer period. During the presentation, the Firms will be expected to address the following:

❖ **Knowledge of the Site and Local Conditions: (15 points)**

Demonstrate knowledge of the project site, local codes and ordinances, local subcontractors and suppliers. Indicate the firm's ability to deliver quality workmanship in an effective and timely manner.

❖ **Proposed Project Staff and Functions: (25 points)**

Identify the following **key staff positions** and **names of the actual staff members** to be assigned to those positions for this project: Principal or Project Executive, Office Manager, Project Manager and Project Superintendent. Describe their individual ability and experiences and indicate the

function of each within the organization and their proposed duties and responsibilities on this project.

- ❖ **Overall Approach and Methodology: (20 points)**
Demonstrate verbally and/or graphically the plan for performing this project, documenting the services to be provided and showing the interrelationship of all parties.
- ❖ **Cost Control / Value Engineering: (20 points)**
Demonstrate knowledge and experience in the evaluation of building systems, construction techniques and the recommendations of materials to create an optimum value in meeting the design requirements.
- ❖ **Scheduling this Project: (20 points)**
As a part of the project approach, propose a scheduling methodology for effectively managing and executing the work in the optimum time. Describe procedures for scheduling and for compliance controls. Identify any current projects and the projected versus the actual schedule.

7.3 The CDC of Tampa shall recommend the final ranking of the presenting/interviewing Firms to the Architect of Record and, if in agreement, shall approve the same.

7.4 Upon approval by the CDC of Tampa and Architect of Record, the CDC of Tampa shall notify the successful Firm of selection and proceed into negotiations. If for any reason a contract cannot be negotiated with the higher ranked Firm, the Owner reserves the right to award a contract to the next highest ranked firm and begin negotiations accordingly.