

Town of Esto, Florida

Request for Proposals

For

Community Center Upgrades

August 20, 2019

Proposal Submission Deadline:

September 24, 2019 3:00 PM CST

**Mail / Electronic Transfer (e-mail) or Hand Deliver Proposal
to Primary Contact:**

Yvonee Hagans
Esto Town Clerk
3312 Second Avenue South
Esto, Florida 32425
estotownclerk@gmail.com

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1. SUMMARY

Esto, Florida, hereinafter referred to as “City,” is requesting proposals from all interested parties for the remodeling/upgrades of the John Clark Community Center, to remodel the building and meet current ADA requirements.

The term “offeror” shall refer to providers submitting proposals in response to this Request for Proposals (RFP). The term “Contractor” or “Provider” is also used to describe the successful offeror(s) in the context of providing services and material under a contract resulting from this RFP.

An electronic copy may be downloaded from, www.estoflorida.com.

Each proposal received in response to this RFP will be evaluated on the criteria described herein. All proposals must be sealed, clearly marked “PROPOSAL –John Clark Community Center” and must include all elements described in the **PROPOSAL CONTENT AND FORMAT REQUIREMENTS** section of this RFP.

One original and five (5) copies of the proposal must be delivered to the address below before the date and time listed in the **CONTRACT AWARD SCHEDULE** section of this RFP. The City will not be responsible for proposals delivered to a person or location other than that specified herein, and reliance on the postal service will not excuse late proposals.

Access to City data for the identification of demand and assets is available by request.

Any amendment or addendum to this RFP is valid only if issued in writing by the City.

2. CONTRACT AWARD SCHEDULE

Publish RFP	08/24/2019
Proposal Submission Deadline	09/24/2019e
Contract Approval (tentative)	10/01/2019
Services to Begin (tentative)	11/01/019

3. GENERAL CONDITIONS

3.1. Prime Responsibility: The selected provider will be required to assume full responsibility for all services and activities offered in its proposal(s), whether or not provided directly. Further, the City will consider the selected Contractor(s) to be the sole point of contact regarding contractual matters, including payment of any and all charges resulting from the contract.

- 3.2. Assurance: Any contract awarded under this RFP must be carried out in full compliance with all laws of the State of Florida. The City prohibits discrimination in employment or in the provision of services because of race, color, religion, religious creed, sex, age, marital status, ancestry, national origin, political affiliation, physical disability or medical condition. This clause does not require the hiring of unqualified persons.
- 3.3. Independent Contractor: In performance of the work, duties and obligations assumed by the offeror, it is mutually understood that the offeror, and all of the offeror's officers, agents and employees, will at all times be acting and performing in an independent capacity and not as an officer, agent, servant, employee, joint venture, partner or associate of the City.
- 3.4. The City reserves the right to reject any and all proposals; to negotiate specific terms, conditions, compensation, and provisions on any contracts that may arise from this solicitation; to waive any informalities or irregularities in the proposals; and to accept the proposal(s) that appear(s) to be in the best interest of the City. In determining and evaluating the proposals, costs will not necessarily be the sole factor; the experience of those who will be providing services under the contract, quality, equality, efficiency, utility, suitability of the services offered, and the reputation of applicants will be considered, along with other relevant factors.
- 3.5. The City reserves the right to:
 - Request clarification of any submitted information;
 - Not enter into any agreement;
 - Not select any applicant;
 - Amend or cancel this process at any time;
 - Interview applicants prior to award and request additional information during the interview;
 - Negotiate a continuing services contract or a contract with an option to extend the duration or scope of work;
 - Issue similar RFPs in the future.
- 3.6. Prior to commencement of services, the Contractor may be required to provide evidence of any of the following insurance coverages in amounts satisfactory to the City: Worker's Compensation, Commercial General Liability (naming the City as additional insured), Comprehensive Business or Commercial Automobile Liability for Owned Automobiles and Non-owned /Hired Automobiles. The Contractor will be required to maintain the required coverages, at its sole cost and expense, throughout the entire term and any subsequent renewal terms of the contract.

4. BACKGROUND

- 4.1. The City is looking for a contractor to complete improvements and ADA upgrades to the John Clark Community Center located in the Parks of Esto
- 4.2. The City is looking for a contractor of high reliable integrity and skills to complete the project within the time allocated by the City Council and within budgetary requirements.
- 4.3. The City is offering this RFP as a two-option project. Option 1, the contractor shall provide all labor and material with costs attached to complete the project. Option 2, the contractor will provide the labor, and the City will purchase necessary material to complete the project.
- 4.4. Preference may be given to firms that offer creative ways to ensure the project is completed timely and within all budgetary constraints.

5. DESCRIPTION OF SERVICES REQUIRED

5.1. Scope of Services

- 5.1.1. Provide turn-key Community Center Upgrades
- 5.1.2. Provide a timeframe for completion of all aspects of the scope of work;
- 5.1.3. Provide pricing under the two-, option pricing plan.
- 5.1.4. Option 1 is complete turnkey completion of the scope of work including contractor purchasing all required material to complete the project. Option 2 is the cost of labor to complete the project with the City purchasing all material to complete the project.

5.2. Detailed Description(s) of Services Required is incorporated within the attached scope of work.

6. PROPOSAL CONTENT AND FORMAT REQUIREMENTS

Interested offerors shall submit one original plus five (5) copies of their proposal to one of the locations listed on Page 1 of this RFP.

Proposals shall be delivered no later than the date and time listed in the CONTRACT AWARD SCHEDULE and shall contain at a minimum the following items:

6.1. Cover Sheet (Attachment B)

- 6.1.1. Provide the full legal name of the Contractor who will execute the contract. Provide specific information concerning the agency, including: the agency's legal name, type of entity, and Federal Tax ID # or SSN.
- 6.1.2. The cover sheet must be signed by an owner, corporate officer, or agent authorized by the Contractor.

6.2. Organization Information – 30 points

- 6.2.1. Background and Experience
 - a. Provide at least three references that substantiate your organization's experience in providing construction and renovation of this type.
- 6.2.2. Provide a description of all available equipment and installation warranties provided in your proposed system(s).

6.3. Proposed Costs – 70 points

In addition to the customer pricing provided in Attachment B, provide any additional costs required by the City to construct the infrastructure and a timeline for implementation.

7. SELECTION PROCEDURES

Proposals will be evaluated on the criteria outlined in the PROPOSAL CONTENT AND FORMAT REQUIREMENTS section, with a maximum possible score of 100 points.

After an initial review and evaluation of each of the proposals, the offerors submitting the most highly rated proposals may be invited for interviews prior to final selection, to further elaborate on their proposals. The City reserves the right to award a contract without holding interviews, in the event the written proposals provide a clear preference on the basis of the criteria described.

The Contractor(s) selected for this project will be required to accept the City's contract. No agreement with the City of Esto is in effect until both parties have signed a contract.

8. INQUIRIES

Direct all inquiries regarding the proposal process or proposal submissions to:

Yvonee Hagans
Esto Town Clerk
3312 Second Avenue South
Esto, Florida 32425
850-263-6521 Ext 1
estotownclerk@gmail.com

ATTACHMENT A: COVER SHEET

Name of Person, Business or Organization:	
Type of Entity: (e.g. Sole-Proprietorship, Partnership, Corp., Non-Profit, Pubic Agency)	
Federal Tax ID Number or SSAN:	
Contact Person – Name	
Contact Person – Address	
Contact Person – Phone Number (s)	
Contact Person – e-mail address	

By signing this **Cover Sheet** I hereby attest: that I have read and understood all the terms listed in the RFP; have read and understood all terms listed in this proposal; that I am authorized to bind the listed entity into this agreement; and that should this proposal be accepted, I am authorized and able to secure the resources required to deliver against all terms listed within the RFP as published by Esto, Florida, including any amendments or addenda thereto except as explicitly noted or revised in my submitted proposal.

Signature of Authorized Representative

Printed Name of Authorized Representative

Date

Printed Title of Authorized Representative

SCOPE OF WORK

Abstract: Complete renovation, upgrade to ADA Compliance of the Esto Community Center (located within John Clark Park.)

Task 1: Demolition of interior walls located on the north and south sides of the building, up to the restrooms. Also renovating the kitchen, (reclaiming the cabinets). East wall will have paneling removed; framing remain unless termite damage is found. Remove the existing platform (stage) and sand the floors in preparation for staining.

Task 2: Install blocking to the ceiling then install r30 insulation behind blocking, followed by fastening t1-11 5/8" siding to the blocking. Paint the ceiling and duct work black. Install two additional banks of lighting one being directional and switches for the lights. The existing thermostats to be replaced with remote capability controls.

Task 3: Construct a 2x6 wall to meet the ceiling height, install impact insulated windows in existing window openings, r19 insulation shall be installed in the walls and the walls covered with t1-11 siding. Move south exit door to east wall, installing new door and door frame, that is ADA compliance.

Task 4: Use reclaimed kitchen cabinets to construct a counter that runs along the north wall portion of the men's restroom and alongside kitchen approximately 12 feet of countertop space. Install a sink base cabinet and reuse existing sink, place a small water heater in the cabinet. Build a shelving unit to hold a warming oven and microwave. Install a refrigerator.

Task 5: Construct a new 16' by 10' platform with an ADA accessible ramp on the north side. On the north side of the platform there will be a closet built to accommodate tables and chairs.

Task 6: Both restrooms will have the entrance moved to the now beginning of the hall and door sized to meet ADA compliance. This will entail moving the walls and stall walls, install a baby changing station in both restrooms, build a broom closet in the ladies' restroom and remove one commode. Remove the closet from the men's restroom and remove the urinal. Both restrooms to be equipped with motion sensor switches. Both restrooms to have small water heaters installed in cabinet.

Task 7: Install a deck under the a/c units located within the ceiling area, and over the restrooms with two access pull down ladders large enough to remove a/c units if needed. Build a wall on said deck to close off mechanical area from main area.

Task 8: Paint walls, stain and seal floor.

Task 9: Place a three-foot section of metal siding on the front of the building to repair the rusted area, put siding over kitchen window opening and where the rear exit door was removed. Entry door to be equipped with keypad locking system, with remote capability. Exterior doors to be made ADA compliant. Clean exterior of the building and paint exterior walls.