



Global Outreach Charter Academy High School

Tuition - Free Public School #3573

1252 Fromage Way, Jacksonville, FL 32225

hsinfo@gocacademy.com | 904-267-3007 | www.gocahts.com

DRAFT

REQUEST FOR QUALIFICATIONS AND GMP PRICE PROPOSAL FOR CHARTER SCHOOL GYM Design-Build Services FOR NEW GYM AT GOCA HIGH SCHOOL CAMPUS, JACKSONVILLE, FL

Global Outreach Charter Academy Inc.

RFP: 1-2021

TABLE OF CONTENTS

EXECUTIVE SUMMARY	2
BIDDING REQUIREMENTS AND PROVISIONS	4
SCOPE OF WORK	10
PROPOSAL FORMAT AND SUBMISSION GUIDELINES	12
PROPOSAL EVALUATION CRITERIA AND AWARD	15
EXHIBIT A	16

EXECUTIVE SUMMARY

Notice is hereby given that Global Outreach Charter Academy **Inc.**, a 501(c)3 Florida public charter school network (“GOCA”), is requesting proposals from qualified firms for the provision of **Charter School Design Build Services**; (referred to as “Vendor” hereafter) related to the addition of a gymnasium at GOCA’s high school campus in Jacksonville, Florida. The plans for the project are attached to this RFP. The Price (Exhibit A – forms to be completed as Price Proposal) to be submitted shall be based on these plans including site adaptation budget for these plans to the GOCA high school campus.

The purpose for the RFP is to allow GOCA administrators and board members to engage a qualified Vendor that best meets GOCA’s needs.

Proposals are to be addressed and delivered to the GOCA Governing Board in accordance with the Instructions to Vendors and all other requirements as put forth in this document. Proposals will be received until Friday, May 21, 2021 at 4:00 pm EST. No other public disclosure will be made until after award of contract. Once received, RFPs will undergo evaluations, with a final determination made by the Goca Board. To be considered, interested firms must demonstrate ability to carry out the scope of services, meet all eligibility requirements and comply with instructions. Incomplete or late proposals will not be considered.

No offer of intent to enter into a Contract with any party for services should be construed from this RFP.

GOCA reserves the right, in its sole discretion, to approve or reject any proposal, or part of any proposal, or all proposals, in accordance with what it deems to be in in GOCA's best interests, as well as to comply with applicable law.

A copy of the full Request for Proposal (“RFP”) containing all of the relevant specifications may be obtained by contacting:

Dmitriy Goncharov
dgoncharov@gocacademy.com

Sealed proposals must be submitted to the Goca Representative (at the physical address above, not via email or fax) no later than 4:00 p.m. Eastern Standard Time on Friday, May 21, 2021.

Bid Schedule:

RFP Posted on GOCA website: Thursday, May 6, 2021

Question/Answer Period: May 6-May 17, 2021

Proposal due date: Friday, May 21, 2021 4:00 p.m.

More information about GOCA and its campuses is available on its website: <https://www.goca.us/>

BIDDING INSTRUCTIONS AND REQUIREMENTS; CONTRACT PROVISIONS

All submittals are to follow the format described in this section. Respondents are encouraged to submit clear, concise responses to this RFP. Final Packets will be enclosed in a sealed envelope with vendor name and contact information stamped on the front. Lack of proper format or lack of full disclosure may disqualify a vendor from having their proposal reviewed or considered.

FORMS: All responsive proposals must include: a. Cover Letter; b. Answers to the RFP response items under Qualifications; c. Price Proposal on forms and items included in Exhibit A; c. Other information and/or documentation for consideration.

INSURANCE: The Vendor must supply evidence of reasonable and sufficient insurance (in amount of coverage, size of deductible, and strength of insurer) covering Vendor team, as applicable: comprehensive general liability (for loss to persons and property) in an amount of at least \$1,000,000 per event and \$2,000,000 aggregate; professional liability insurance (errors and omissions); workers compensation covering its staff; cyber risk insurance in an amount of at least \$1,000,000, and such other insurance (e.g., malpractice coverage) as may be reasonable and customary for the Vendor's industry. GOCA must also be listed as the named insured on the certificate of insurance (COI), together with the effective date.

LICENSING: The Vendor must supply evidence of all licenses, permits, and certificates required by or possessed under applicable law for it to provide the goods and/or services and conduct business as currently conducted and to be conducted during the term of the contract. If the Vendor is not a Florida entity, it must show evidence that it is qualified to do business in Florida.

APPLICABLE LAW, JURISDICTION AND VENUE: This contract shall be construed and interpreted according to the laws of the State of Florida. The venue of any action brought hereunder shall be Duval County, Florida.

INSIDER RELATIONSHIPS: The Vendor shall provide a list of any family, business, or other relationships which it has with GOCA's former or current board members, officers, employees, students/parents, or family members of the same, that may create an actual or perceived conflict of interest.

REFERENCES: The Vendor shall provide not less than two references who are current or former clients (within the past five (5) years), with demonstrated experience with educational facilities of a similar type, size and complexity to that of this project and property, two (2) of which were completed in Florida, preferably Duval County. GOCA reserves the right to review Better Business Bureau ratings, request credit reference checks, and contact the references provided by Vendor.

COPIES: Please submit one original hard copy of the proposal and four copies.

BID/PROPOSAL SUBMISSION: Sealed proposals must arrive no later than 4:00 p.m. EST on Friday, May 21, 2021 and shall be addressed and delivered to:

Dmitriy Goncharov
dgoncharov@gocacademy.com

The GOCA Representative's email address is listed above, but proposals sent by e-mail (or fax) will be rejected.

TARDINESS: Late proposals (submitted after the Deadline Time/Date) will not be considered under any circumstances. All late proposals shall be disposed of by GOCA unopened and will not be returned to the Vendor.

REVIEW: It is the responsibility of all Vendors to examine the entire proposal package, seek clarification of any item or requirement that may not be clear to them, and check all information for accuracy before submitting a response.

OFFER/ACCEPTANCE/CONTRACT: GOCA anticipates evaluating and selecting the most qualified Vendor in GOCA's absolute and sole discretion. If GOCA and the selected Vendor are unable to enter into an agreement within a reasonable period of time, then GOCA may terminate the award to that Vendor and begin negotiations with the second-choice party or parties.

ASSIGNMENTS: The Vendor shall neither assign, transfer nor delegate any rights, obligations or duties under the contract without the prior written consent of GOCA.

COMPLIANCE WITH APPLICABLE LAWS: Vendor shall comply with all applicable statutes, laws, ordinances, codes, order rules, regulations, proclamations, and other governmental requirements, all the aforementioned provisions are incorporated by reference.

RESERVATION OF RIGHTS: Notwithstanding any other provisions of this RFP (including all attached documents), GOCA expressly reserves the right to: waive any insignificant or immaterial defect, irregularity, or informality in any proposal procedure; reject any or all proposals; accept proposals from more than one bidder; accept one or more proposals with respect to separate calendar years (or parts thereof); reissue a Request for Proposal; negotiate or renegotiate any terms set forth in the RFP or the Vendor's response, while staying within the material boundaries and specifications of this RFP; amend this RFP prior to the Deadline Date/Time to remedy any errors; seek the assistance of outside experts to review submitted bids; and/or take any other action permitted under applicable law.

EVALUATION: An award, if any, will be notified with reasonable promptness to the Vendor whose proposal best conforms to this RFP in the sole and absolute discretion of GOCA. The award may be made on the basis of factors other than the lowest price proposal. The factors which GOCA may (but is not obligated to consider) include without limitation, in no particular order, and with no particular weighting:

- Proposed GMP Price with any clarifications
- Relevant charter school design build experience involving projects of similar scope and size, particularly for projects located:
 - in Duval County, Florida
 - in Florida
 - involving properties in which projects are built on active school campuses
- Experience managing charter school construction processes, including management of competitive pricing for best interest of charter school client(s)
- Litigation or complaint history

SUPPLEMENTAL INFORMATION: All supplemental information required by the proposal documents must be included with the response. Failure to provide complete and accurate information may

disqualify Vendor from consideration.

INDEMNIFICATION: In the Contract, Vendor agrees to and shall indemnify, defend and hold harmless GOCA, its officers, agents and employees, from and against any and all loss, cost, damage, expense, liability, and claims, including attorney's fees and costs, of any kind, for any acts or omission of Vendor, its officers, agents or employees, in performance of the Contract.

WAIVER: No claim or right arising out of a breach of the Contract can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved party.

PRESENTATION COSTS: If required, the Vendor will be asked to make presentations to GOCA. GOCA shall not be under any obligation to bear any part of the expenses incurred by the vendor for the presentations.

This RFP does not commit GOCA to pay any cost incurred in the preparation or submission of any proposal or to procure or contract for any services.

DESIGN BUILD QUALIFICATIONS AND PRICE PROPOSAL -

I. Scope of Services (description of expected service):

The Board of Directors of GOCA is soliciting price proposals and qualification statements from firms to provide charter school design build services for GOCA's new gym to be located at the high school campus on Fromage Rd in Jacksonville, Florida. The selected vendor must be able to demonstrate the ability to deliver services enumerated in herein.

GOCA is looking for an experienced and professional team, with highly developed procedures, practices, and methodologies that can support GOCA's needs for this project.

PROPOSAL FORMAT AND SUBMISSION GUIDELINES

Review of RFP submissions will include the extent and quality of services offered. The proposal for services should be clear and concise. Full disclosure and breakdown of all prices and fees are required. It is important to show what services are offered as inclusive, and what services are provided at additional fees considered (non-inclusive).

I. PROPOSAL FORMAT

To facilitate a timely and comprehensive evaluation of all submitted materials, vendors must submit RFP response using the provided format. Vendor response must be prepared simply and cautiously in strict accordance with the format and instructional requirements of this RFP. The response must be complete, and where information is omitted, GOCA reserves the right to treat that response as non-responsive.

A. **Letter of Transmittal:** Cover Letter on Vendor letterhead

B. **Proposal Response**

1. **Company Background:**

- i. Response should include a concise description of the company's background with a clear delineation of the company's capabilities to satisfy the scope of work put forth in this RFP.
- ii. Response should include whether or not any citation has been issued to or against your firm during the last five (5) years for workplace safety law violations. If yes, please provide detailed information for each such occurrence regarding: 1) the nature of the violation for which the firm was cited; 2) a summary of the position taken on the matter; and 3) a description of the official resolution or disposition of the asserted violation.
- iii. Brief description of at least two (2) projects similar in size and complexity to the project described in this RFP that are either currently being performed or have been completed by your firm in its overall capacity as a charter school design builder within the last five (5) years. Two of the projects must have been completed in Florida, preferably in Duval County. Description of the projects should include:
 1. Scope of Project (i.e. design/build services, or CM services or bid-build contractor services)
 2. Gross square footage of renovation
 3. New construction or renovation
 4. Total Design Build Project Cost

2. **Proposed Project Timeline:** Provide a project timeline from Vendor selection to school opening.

3. **Client references.** Two references.

4. **Design-Build Price Proposal using attached items in Exhibit A to this RFP.**

II. SUBMISSION GUIDELINES

A. Sealed proposals must arrive no later than 4:00 p.m. EST on April 02, 2021 and shall be addressed and delivered to:

Dmitriy Goncharov
dgoncharov@gocacademy.com

The email address is listed above, but proposals sent by e-mail (or fax) will be rejected.

B. Proposals must be dated and signed by a duly authorized partner or corporate officer, with that person's name and title clearly identified.

PROPOSAL EVALUATION CRITERIA AND AWARD

The primary award criterion will be the most advantageous proposal in GOCA's absolute and sole discretion that includes the requested services. The evaluation may be based on the following criteria:

1. Local headquarters in Jacksonville, Florida
2. Relevant charter school development experience involving projects of similar scope and size, particularly for projects located:
 - in Duval County, Florida
 - in Florida
 - involving projects on active charter school campuses
3. Litigation or complaint history
4. Price Proposal

GOCA is an equal opportunity employer. Vendors to whom a contract is awarded shall not discriminate on the basis of age, race, color, national origin, gender, creed, or disability.

GOCA reserves the right to:

- Reject any and all proposals received as a result of this RFP.
- Waive or decline to waive any irregularities in any proposal or responses received.
- Adopt all or any part of the vendor's proposal.
- Negotiate changes in the scope of work or services to be provided.
- Withhold the award of contract.
- Select the vendor it deems to be most qualified to fulfill the needs of GOCA. The vendor with the lowest cost proposal will not necessarily be the one most qualified, since a number of factors other than price are important in the determination of the most acceptable proposal.

EXHIBIT A. PRICE Proposal Forms (include with RFP Proposal)

A. Price Proposal

- a. Submit design-build price proposal on Schedule of Values Format**
- b. Provide additional sheet of clarifications and exclusions**
- c. Provide additional sheet for allowances (if any)**
- d. Provide unit price sheet (if any)**
- e. Provide payment bond price as % of total bid price:**
- f. Provide performance bond price as % of total bid price:**

B. Design-Build Services – Allocation of Team Member Responsibilities:

Please complete the following table.

<p>Design-Builder Additional Scope of Work</p>	<p>These services will be required. Please confirm which design-build team member will be responsible: A=Architect, GC=contractor. If single design-build firm, then put DB as applicable.</p>
<p>Commissioning technical specifications outlining commissioning responsibilities will be included as an integral part of the project’s contract documents.</p>	
<p>Reviewing shop drawings and other contractor submittals to confirm compliance with design intent.</p>	
<p>Providing budgetary quote.</p>	
<p>Project value engineering.</p>	
<p>Project cost estimating.</p>	
<p>Providing final quote with detailed scope of work.</p>	
<p>Obtaining preliminary and final approval / building permitting / inspections from relevant authorities. Submit list of required permits to GOCA</p>	
<p>Attend regulatory, inspection, permitting meetings as necessary for all approvals. Provide responses and modifications to regulatory comments.</p>	

Review of bidding/construction/contract documents.	
Site mobilization by project manager.	
Handling of variations and change orders, if any.	
Routinely visiting the construction site to confirm that the work is progressing according to the contract documents, including formal inspections prior to covering walls and ceiling and at the time of substantial completion. These construction site visits to also include quality assurance and control reviews and commissioning to insure the Owner receives what is being procured under the terms of the project's contract(s).	
Provide schedule of construction work, development, verification, and monitoring.	
Site investigations, including survey, subsurface utility investigations, geotechnical investigations, environmental engineering, to verify existing conditions if necessary.	
Preliminary evaluation of proposed site use, material selection, building systems and equipment and provide recommendations on constructability, time, labor and scheduling factors related to project cost.	
Prepare site, architectural, structural, mechanical, plumbing and electrical schematic design plans based on Criteria document and prototype information for GOCA consideration.	
Site Development and Design criteria including site access, easements, circulation and vehicular access, parking spot allocations appropriate in number to office and classroom space, established school zone street signs and warning lights, setback requirements, area of safe refuge, general landscape concept, tree protection measures, lighting areas, utility routing and connections and storm water measure locations.	

<p>Building Design information including: reconfirming building prototype program and design intent, space requirements and planning criteria, preliminary selection of building systems and materials, utility load review, code compliance,</p>	
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<p>security plan expectations, building system integration with storm water plans and outline specification to integrate systems, products and procedures for architectural, civil and landscape.</p>	
<p>Secure work area and provide for continued access to facility.</p>	
<p>Construct project.</p>	
<p>Waste management plan (i.e. dumpsters, etc.)</p>	
<p>Attend owner and user meetings to coordinate and resolve value engineering, constructability, construction phasing and scheduling issues in the preliminary design.</p>	
<p>Preparation of weekly and monthly project status reports including budget and schedule summaries and details.</p>	
<p>Contractor is obligated to supply all of the equipment and materials, labor and design services and to supply and perform all of the work, as may reasonably be required, necessary, incidental, or appropriate (whether or not specifically set forth in</p>	

this Contract) to complete the work.	
Assist in project closeout, establishment of warranties and guarantees.	
Develop and implement Owner's activation and move-in activities.	
Other professional services as may be necessary to address specific project needs.	