



SEEK

Seeking Education Empowers Knowledge

Request for Proposal

Project: Construction of Multi-Purpose
Community Facility in Opa-Locka, Florida

DATE ISSUED: 9/9/24

PROPOSAL DUE DATE: 10/21/24

RESPONSE TO THE SELECTED

COMPANY BY: 11/11/24



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Introduction

S.E.E.K Foundation, Inc. is a non-profit organization dedicated to empowering children from low-income neighborhoods through STEM education, mentorship, and community engagement. In this Request for Proposal, we are seeking qualified construction firms to construct a multi-purpose community facility in Opa-Locka, Florida that is approximately 8,118 total square feet. This facility will serve as a hub for community activities, educational programs, and various services aimed at uplifting the local community.

SEEK Foundation’s Mission and Vision

S.E.E.K Foundation is dedicated to making STEM and STEAM education accessible for children across communities in the United States, especially minorities living in under resourced and marginalized neighborhoods. We strive to provide workshops and after-school programs to equip children from elementary to high school with critical skills to facilitate economic opportunities with the expectation that they will become lifelong problems solvers and drivers of innovation in their communities. Our team is committed to making a positive impact in the community.

Project Goals for a Multi-Purpose Community STEM Center

The mission of the facility is to offer classes, activities, and resources that inspire and support learning, creativity, and innovation across all age groups—from children to adults—in the areas of Science, Technology, Engineering, and Mathematics (STEM).

The goals of the Multi-Purpose Community STEM Center are to:

Modernize the design of the building

- Develop a state-of-the-art facility that reflects contemporary architectural standards and innovative design elements.

Seamlessly integrate into the current campus

- Ensure that the new center complements the existing infrastructure and harmonizes with the broader community environment.

Provide dynamic spaces for learning, collaboration, and creativity

- Create flexible areas that foster interactive learning, hands-on experiences, and collaborative projects across various STEM disciplines.

Serve as a hub for community engagement and innovation

- Offer a vibrant space where community members of all ages can come together to learn, connect, and innovate.

Offer accessible and inclusive design

- Ensure that the facility is welcoming and accessible to all, with thoughtfully designed spaces that cater to diverse needs, including those with physical challenges.

House specialized classrooms, labs, and creative spaces

- Incorporate unique features and resources that support STEM education, such as maker spaces, science labs, technology hubs, health center, and more.

Promote lifelong learning and an active intellectual lifestyle

- Provide opportunities for continuous education and personal growth, encouraging an intellectually stimulating and creative environment for all members of the community.

Project Description

The project involves the construction of a multi-purpose community facility with the following features:

- **Total Area:** Approximately 8,118 total square feet with a total of 4 floors. Each floor should be approximately 2,029.50 square feet.
- **Main Hall:** A large hall for community events, seminars, and gatherings. This area will be dedicated to robotics during operating hours and event rental space after hours.
- **Classrooms:** Multiple classrooms for educational programs and workshops
- **Office Spaces:** Administrative offices for staff and volunteers. One half of the floor will be dedicated to office space with the other half for volunteers.
- **Kitchen:** A fully equipped kitchen for community meals and cooking classes
- **Outdoor Space:** A landscaped outdoor area for recreational activities. Two spaces will be dedicated to outdoor recreational activities.

Project Scope

Description

The selected firm will be responsible for the following key steps:

Site Preparation:

- Conduct topographical and boundary land surveys of the project site.
- Perform environmental and geotechnical assessments to ensure site readiness.
- Finalize feasibility studies to address potential challenges and opportunities.

Construction Services:

Construction Planning:

- Develop a detailed construction plan, including timelines, resource allocation, and cost management strategies.
- Coordinate with S.E.E.K Foundation Staff to obtain all necessary permits and approvals.

Site Mobilization:

- Set up construction site facilities, including temporary utilities, fencing, and safety measures.
- Ensure all necessary materials, equipment, and personnel are on-site and ready to begin construction.

Building Construction:

- Execute the construction of the building according to the final approved design and construction documents.
- Oversee all aspects of construction, including structural, mechanical, electrical, and plumbing systems.
- Conduct regular site inspections to ensure compliance with design specifications, building codes, and quality standards.

Quality Control and Assurance:

- Implement rigorous quality control measures throughout the construction process.
- Address any construction issues promptly to maintain project timelines and quality.

Safety Management:

- Ensure strict adherence to safety protocols and regulations on the construction site.
- Conduct regular safety audits and training for construction personnel.

Post-Construction Services:

Final Inspections and Testing:

- Perform final inspections of the building to ensure it meets all design and safety requirements.
- Conduct necessary testing of building systems (MEP) to confirm functionality and performance.

Handover and Closeout:

- Prepare and deliver all as-built drawings, warranties, and operation manuals to the client.
- Conduct a final walkthrough with the client to address any outstanding issues.
- Ensure all permits and approvals are finalized, and the building is ready for occupancy.

S.E.E.K Foundation, Inc. believes it is critical that a high level of public participation in the gathering of information be achieved to perform the tasks identified above. Input will be gathered from the wider community with a special emphasis on gathering input from children and families in the area.

Proposal Requirements

Description

Interested firms must submit a proposal that includes the following:

- **Company Information:** Name, address, and contact details of the firm
This is your chance to introduce your team to us. What strengths of your organization would you like the Selection Committee to note in your submission? You may include other relevant introductory material, but please refrain from including firm advertising, brochures, or other promotional content.

Project Experience (20 pts)

A history of successful and safe delivery on projects similar in scope and complexity is necessary for a contractor to have for this project as a part of the construction resources and capabilities required by S.E.E.K Foundation, Inc.

Given the large scale of this project, S.E.E.K Foundation, Inc. has identified the following key elements that are considered necessary to undertake and complete it:

- **Difficult Construction Compliance:** History of capacity in development that requires complex construction requirements as well as experience in successful build-only projects of a similar nature is desirable.
 - Describe your experience and capacity in managing construction projects that involve complex and challenging requirements. Can you provide specific examples of similar build-only projects where you successfully met these requirements?

- How have you ensured compliance with stringent construction standards and requirements on past projects of similar scope?
- Project Schedule Management: Experience managing large scale infrastructure project schedules with challenges related to coordination of third parties, utility relocations, environmental considerations and construction season constraints.
 - Describe your experience and capacity in managing construction projects that involve complex and challenging requirements. Can you provide specific examples of similar build-only projects where you successfully met these requirements?
 - How have you ensured compliance with stringent construction standards and requirements on past projects of similar scope?
- Regulatory and Permitting Coordination: Experience in coordinating with local regulatory agencies for rights-of-entry, permits as well as experience with ensuring environmental compliance.
 - Describe your experience in coordinating with local regulatory agencies for securing rights-of-entry, obtaining permits, and ensuring environmental compliance on past projects.
 - How have you navigated complex regulatory environments to keep projects on track and compliant with all necessary regulations?

- This criterion examines how the contractor has performed on similar projects and is what will be considered when evaluating a contractor's project experience. S.E.E.K Foundation, Inc. is seeking evidence of good performance on projects that include the elements below along with any other design/build and transportation work to show contractor capabilities in performing this project.
 - Provide evidence of good performance on past projects that included the key elements mentioned above (complex construction compliance, project schedule management, and regulatory coordination). Give a detailed description of similar projects completed in the past five years.
 - How do your past experiences, including any additional design/build and transportation work, demonstrate your capability to successfully undertake and complete this project?

Safety Experience (10 points)

S.E.E.K Foundation, Inc. is committed to providing conditions for the safe construction of the project. Zero injuries are expected both to workers and also pedestrians.

- Describe your commitment to safety on previous construction projects. How have you ensured the safety of workers and the public?
- Provide examples of how you have successfully maintained safety standards, particularly in achieving zero injuries on past projects.
- What specific safety strategies and protocols will you implement to ensure the safe execution of this project?

Construction Team (10 points)

S.E.E.K Foundation, Inc. desires a developer with the demonstrated ability of operating an integrated construction organization, inclusive of and which enables innovation through efficient execution for all aspects that encompass this project. Furthermore, S.E.E.K Foundation, Inc. seeks proposals from key personnel who will make a vital contribution to ensuring delivery of a project aligning with the expectations of S.E.E.K Foundation, Inc.

- Explain your capability to provide a well-integrated construction team that ensures efficiency and constructability throughout all phases of this project.
- How will you incorporate innovation and efficiency into the construction process for this project?
- How will your team meet or exceed S.E.E.K Foundation's expectations in delivering the project according to specified requirements?

Key Personnel (20 points)

- Identify the key personnel assigned to this project and describe their specific roles and contributions.
- What relevant experience do these key personnel have in managing and executing projects of similar scope and complexity?
- Contractor's key personnel will be evaluated on the extent to which the qualifications and experience of everyone listed below demonstrates the project will be managed effectively:
 - Project Manager/Director- This individual will be responsible for the day-to day activities of the design-build team and the liaison with S.E.E.K Foundation's representative. At least 15 years of experience managing the design and construction project with five major government projects is preferred.
 - Construction Manager- This individual is responsible for all elements of construction for the project. At least 10 years of recent experience in construction of similar projects.
 - Quality Manager- This individual is responsible for ensuring compliance with the quality requirements of the project and the oversight of all quality control and quality assurance efforts. At least 15 years of construction quality control experience on similar projects is preferred.

Resumes and roles of key personnel assigned to this project should be uploaded:

- This section will be assessed as to the qualifications of staff assigned to the project. This submission should include the key staff of the contracting firm and partner firms (if applicable). Information of use to S.E.E.K Foundation, Inc. includes the length of time practicing in the profession, familiarity with design of public facilities and/or multipurpose/community centers.
- Identify the project principal/officer who would be in charge, any discipline leads, and other subcontractors who you might expect to utilize in completing the project.
- Demonstrate the proposed Design Project Manager's individual experience within the past 15 years.
- Provide a resume of any key specialty sub consultants.
- S.E.E.K Foundation, Inc. must approve changes to key personnel committed to working on the project after the award of contract.

Project Approach (40 points)

Provide a statement detailing your overall approach to the construction project, highlighting why your firm is uniquely qualified to perform the work. Explain how you plan to manage and coordinate the workload, including any collaboration with consulting firms and sub-consultants, if applicable. This section should demonstrate your understanding of the project and outline how the work will be structured, with a focus on key issues that may arise and how they will be addressed.

- Overall Approach to the Project:
 - Work Plan Outline:
 - Summarize how your firm will organize and execute the construction project, focusing on the key items listed in the Scope of Work. Detail the approach to site preparation, construction phases, quality control, and safety management.

- Community and Stakeholder Engagement:
 - Opportunities for Interface:
 - Describe how your firm will engage with the community and public officials during the construction process. This includes:
 - i. Ensuring open communication to keep all parties informed of progress and potential impacts.
 - ii. Addressing concerns related to space utilization and the integration of the new building into the existing environment.

Key Components for Project Success:

- Critical Success Factors:
 - Identify the key components that will contribute to the project's success, such as effective project management, adherence to timelines, quality control, and safety. Indicate how these factors will be addressed within the construction scope, including strategies for overcoming potential challenges. S.E.E.K Foundation, Inc. seeks contractors that understand and are able to explain how they would approach the following risks and challenges, among others, that the project presents and can innovatively manage and minimize such risks and challenges.
 - i. Timely project delivery when schedule is impacted by utility relocation and seasonal construction windows.
 - ii. Preparation of final design documents for the project accounting for such elements as design-build requirements, seismic and subsidence factors, and project life cycle costs.

Integration with Existing Structures:

- Design and Construction Harmony:
 - Discuss your approach to blending the new building with existing structures on the site. This includes maintaining architectural harmony and ensuring that the new construction complements the current environment.

Site Analysis:

- Permitting and Compliance:
 - Outline your strategy for navigating the city permitting process,

- including zoning applications, environmental reviews, floodplain management, and obtaining the Certificate of Occupancy.
- Site Preparation:
- Detail how you will address site-specific challenges, such as easements and utilities surveys, to ensure a smooth construction process.

Building Concepts and Execution:

- Concept Development:
 - Explain your approach to finalizing building concepts, including how you will incorporate input from the community and S.E.E.K Foundation, Inc. into specific building components. Address any phasing strategies that may be necessary for the project.
 -

Schematic Design Implementation:

- Execution of Designs:
 - Describe how you will translate schematic designs into actionable construction plans, ensuring that the final product meets all specified requirements.

Cost Management:

- Refined Cost Estimates:
 - Provide your approach to developing and managing cost estimates throughout the project, ensuring that the construction remains within budget while maintaining quality standards.

PROJECT PROPOSAL

- **Project Timeline:** Proposed timeline, including major milestones and deliverables.
- **Fee Proposal:**

Include the following:

- Detailed Breakdown of costs for each phase of the project (e.g., site preparation, foundation, framing, roofing, etc.).
- Clarify what is included and excluded in the estimate (e.g., permits, landscaping, utilities).
- A list of materials and their associated costs, including any options for upgrades or alternatives.
- Detailed labor costs, including hourly rates, estimated hours, and any subcontractor fees.
- A contingency budget for unexpected costs and what percentage is allocated.
- List any other factors that might affect the cost.

References:

- Contact information for at least three references from similar projects of similar scope and magnitude. The list should include key personnel, contact information and their position within the agency.

- **Financial and Other Information**

The Respondent shall furnish the financial information requested below:

1. If submitted by a consortium, a joint venture, a partnership, or by an individual, it shall be signed by an individual authorized to bind the firm making the proposal.
2. A firm must include in its proposal a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the firm or in which the firm has been judged guilty or liable within the last five (5) years.
3. If there is no negative history to disclose, the firm must affirmatively state in its proposal that there is no negative history to report.
4. A detailed Scope of Work, including an itemization of all services to be provided and their individual costs. This should include estimated staffing, hours, cost, and a description of each major task and subtask, including public meetings.
5. A schedule of hourly rates to be charged for extra work if required during the contract.
6. A disclosure of all personal, professional, or financial relationships with any officer
7. and/or employee of S.E.E.K Foundation, Inc.

- **Licenses and Certifications:** Upload proof of all necessary licenses and certifications to perform the work.

BONDING, LICENSE & INSURANCES

Contractor shall possess all current licenses during the contract period. Proof will be required. Bonding is not applicable to this RFQ. The contractor shall furnish proof of insurance requirements as indicated below. The coverage is to remain in force at all times during the contract period. The following minimum insurance coverage is required. S.E.E.K Foundation, Inc. is to be added as an “additional insured”. This MUST be written in the description section of the insurance certificate.

Any costs for adding S.E.E.K Foundation, Inc. as “additional insured” will be at the contractor’s expense.

S.E.E.K Foundation, Inc. shall be given notice 10 days prior to cancellation or modification of any stipulated insurance. The insurance provided shall be endorsed or amended to comply with this notice requirement. In the event that the insurer is unable to accommodate, it shall be the responsibility of the Contractor to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested and addressed to the Accounting Department.

The Contractor’s insurance must be provided by an A.M. Best’s “A-“rated or better insurance company authorized to issue insurance policies in the State of Florida, subject to approval by the S.E.E.K Foundation’s legal counsel. Any exclusions or provisions in the insurance maintained by the contractor that precludes coverage for work contemplated in this RFQ shall be deemed unacceptable and shall be considered breach of contract.

Any firm performing work on behalf of S.E.E.K Foundation, Inc. must provide Workers' Compensation insurance. Exceptions and exemptions can only be made if they are in accordance with Florida Statute. For additional information, contact the Department of Financial Services, Worker's Compensation Division at (850) 413-1601 or on the web at <<http://www.fldfs.com>>

Commercial General Liability Insurance

Covering premises-operations, products-completed operations, independent contractors and contractual liability.

Limits: Combined single limit bodily injury/property damage \$1,000,000.

This coverage should include, but not limited to:

- a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
- b. Coverage for Premises/Operations
- c. Personal and Advertising Injury Liability
- d. Products/Completed Operations
- e. Broad Form Contractual Liability Covering all owned, hired, and non-owned automobile equipment, and other vehicles used by the successful bidder in the performance of the work with the following limits of liability:

Limits: Combined single limit bodily injury/property damage \$1,000,000

Professional Liability (Errors & Omissions)

- Limits: \$2,000,000 per occurrence
- This coverage should include, but not limited to:

1. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
2. Coverage for Premises/Operations
3. Products/Completed Operations
4. Broad Form Contractual Liability

Automobile Liability Insurance

Covering all owned, hired, and non-owned automobile equipment, and other vehicles used by the successful bidder in the performance of the work with the following limits of liability:

Limits: Bodily injury \$500,000 each person,
\$500,000 each occurrence

Property damage \$100,000 each occurrence

Professional Liability (Errors & Omissions)

Limits: \$2,000,000 per occurrence

A copy of ALL current Certificate of Insurance should be included with your proposal.

Certificate holder should be addressed as follows:

S.E.E.K Foundation, Inc.

990 Biscayne Blvd. Office 503

Miami, Florida 33132

Contractor's Responsibilities

It is the responsibility of the contractor to provide a sufficient workforce so as to perform work safely and expeditiously with all equipment clearly marked with the company name. All equipment provided shall be in good and proper working order.

Extreme care shall be taken to safeguard all facilities, irrigation systems, windows, and vehicles on or around the job site. Damage to private property shall be the responsibility of the contractor and shall be repaired and/or replaced in equal or better condition at no additional cost to S.E.E.K Foundation, Inc. The contractor shall use all means to protect existing objects, structures, and vegetation designated to remain. It is the responsibility of the contractor to immediately make repairs or replace damaged materials, vegetation, structures, and objects, to the approval of S.E.E.K Foundation, Inc. at no additional cost. In the event of damage to private/public property, the contractor shall immediately advise S.E.E.K. about the location and extent of damage

Evaluation Criteria

Each proposal will be reviewed to determine if it meets the submittal requirements contained within this RFP. Failure to meet the requirements for the RFP can be cause for rejection of the proposal. S.E.E.K Foundation, Inc. will evaluate all proposals, and if your proposal is accepted S.E.E.K Foundation, Inc. may elect to set up interviews to help identify the most qualified firm. The proposals will be evaluated on a variety of factors including but not limited to:

Proposals will be evaluated based on the following criteria:

Evaluation Criteria	Description of Criteria	Points
Project Experience and Qualifications of the Firm	Considers the firm’s track record and reliability based on previous work.	20 points
Safety Experience	Review experience – specifically the demonstrated commitment that a firm has shown to safety on previous projects by means of their success in having zero injuries. Analyze their safety strategies and protocols of worker operating environment, pedestrian area to be developed in the proposed project.	10 points
Construction Team	Reflects the importance of having a knowledgeable and skilled team with relevant experience.	10 points
Key Personnel	Contractor’s key personnel will be evaluated on the extent to which the qualifications and experience of each individual demonstrates the project will be effectively managed.	20 points
Project Approach	Emphasizes the need for a well-thought-out and practical approach to executing the project. Balances the importance of cost considerations with the value provided by the proposal.	40 points

Submission Instructions

Proposals must be submitted by October 21, 2024 at 11:59 PM.

The prospective respondent shall submit the proposal online through the S.E.E.K. Foundation website at <https://www.seekedu.org/>.

An authorized official of the firm must sign the proposal. S.E.E.K Foundation, Inc. reserves the right to reject all proposals.

Late submissions will not be considered. SEEK Foundation, Inc. reserves the right to reject any or all proposals, to waive any informalities in the proposals received, and to accept the proposal most advantageous to the organization.

Contact Information

For any questions or further information, please contact:

LaShawn Streater

Director of Operations

1-888-346-5552 Ext.6

lstreater@seekedu.org

Additional Information

- Site visits can be scheduled by contacting LaShawn Streater at least 48 hours in advance.
- Firm Selection

The Request for Proposals invites respondents to submit responsive materials describing their technical and management qualifications for the project. The issuance of this RFP and the selection of the most qualified firms is the first step in the design process that will eventually lead to the execution of an agreement with the most qualified firm.

PROCUREMENT SCHEDULE

S.E.E.K Foundation, Inc. anticipates conducting the RFP phase of the procurement process contemplated hereby in accordance with the following schedule:

EVENTS	DATE
Request for proposal issued	September 9, 2024
Deadline for questions regarding the	10 days before the due date
RFP Due Date	October 21, 2024
Response to the selected company	November 11, 2024

*Addenda

S.E.E.K Foundation, Inc. reserves the right to revise this RFP by issuing addenda to the RFP at any time before the due date. This RFP and associated addenda will be made available via S.E.E.K Foundation's website.

S.E.E.K Foundation, Inc. is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees, contractors, and vendors.