



SEEK

Seeking Education Empowers Knowledge

Request for Proposal

For the approval of the
SMART Tech Health Hub Community Center

DATE: SEPTEMBER 2, 2024



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Request for Proposal

S.E.E.K Foundation, Inc. is a non-profit organization dedicated to empowering children from low-income neighborhoods through S.T.E.M. education, mentorship, and community engagement. In this Request for Proposal, we are seeking qualified architectural and engineering firms to assist with visioning, providing design services, and cost estimation for 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.

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.

Background

SEEK Foundation's Mission and Vision



Mission and Vision

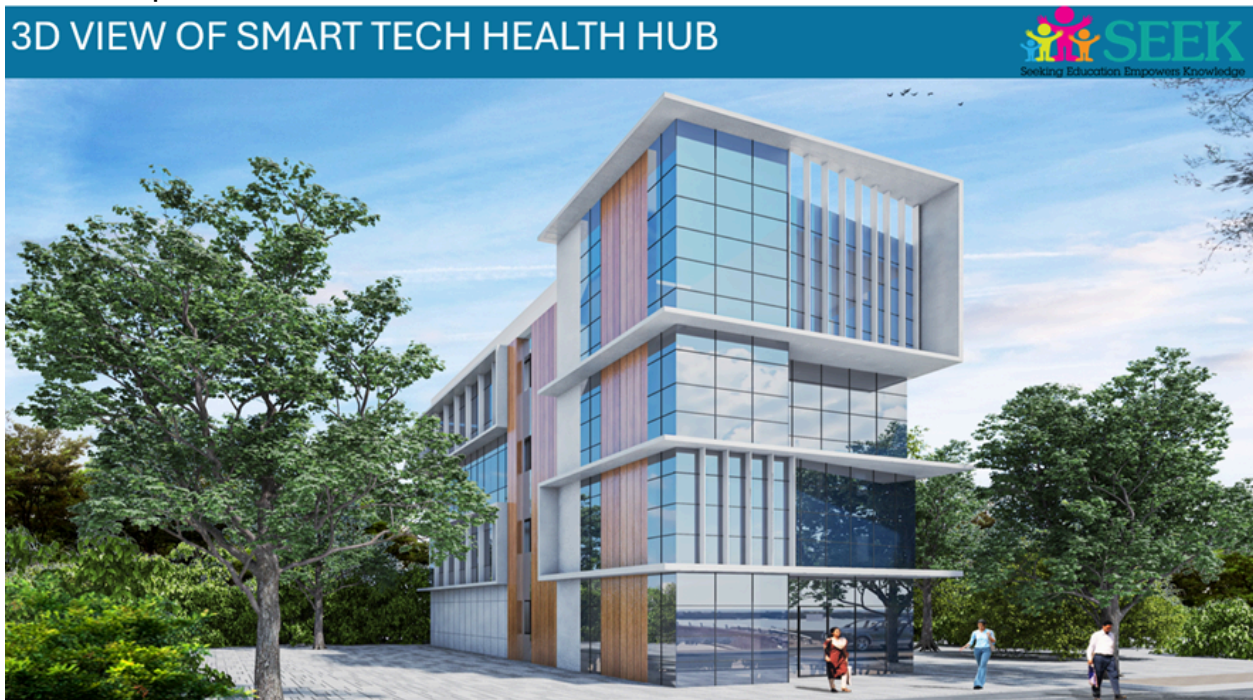
S.E.E.K Foundation is dedicated to making STEM and STEAM education accessible for children across communities in the United States, especially minorities living in under resourced and marginalized neighborhoods.

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

The project involves the design 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.



3D VIEW OF SMART TECH HEALTH HUB

THE FUTURE HOME OF S.E.E.K FOUNDATION, INC.

Submission Requirements

Interested firms must submit a proposal that includes the following:

- **Company Information:** Name, address, and contact details of the firm

This is your opportunity 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.

However, please refrain from including firm advertising, brochures, or other promotional content.

- **Experience:** Include a detailed description of similar projects completed in the past five years

S.E.E.K Foundation, Inc. desires a team who ideally brings the experience of working together as a team on past projects, design efforts which integrate a new facility into an existing architectural campus, and past designs of public use facilities. In addition, the ideal firm will also have past designs or expert consultation experience on multipurpose/community centers, past designs for buildings of similar size, scope, or complexity to this project, and public engagement on capital projects. Be sure to outline your technical qualifications and experience, please provide detailed information on up to three projects completed within the past 10 years that best demonstrate your team's ability to perform the work. For each selected project, include a brief description and photographs of the completed work. The description should cover the project's start date, status, your role and involvement, and any specific details on how the design responded to public needs, particularly within the community of focus. Please also include a hyperlink or hardcopy of similar projects completed by your firm.

- **Project Team:** Resumes and roles of key personnel assigned to this project

This section will be assessed as to the qualifications of staff assigned to the project. This submission must 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's 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. We require an independent cost estimator as a sub-consultant. Identify the experience of the construction cost estimator and other key personnel. 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:** Detailed approach to the project, including design philosophy and methodology

Please provide a statement outlining your overall approach to the required professional services and why your firm is uniquely qualified to perform the work. Additionally, describe how you plan to coordinate the workload with your consulting firm and any sub-consultant(s), if applicable.

This section should reflect your understanding of the project, detail how the work will be structured, and identify key issues that are expected to arise and how they will be addressed. This section should describe the overall approach to the project, such as an outlined work plan that describes how the respondent will organize the project. This section should summarize how the respondent will address the items listed in the Scope of Work, while following up more specifically within further sections of the response.

Describe the opportunities you see for interfacing with the community and public officials to review program details to include space and utilization, set priorities, adjacencies, space sizes and locations, inform S.E.E.K Foundation, Inc. staff, and gather input from decision-makers to assist S.E.E.K Foundation, Inc. staff in stimulating public communication and facilitate community outreach through robust community meetings. Identify what you feel are the key components to making this project successful and where they will be addressed within the items listed in the Scope of Work. Discuss your thoughts about how you might blend the new building design into the current structure.

Include a site analysis. Be sure to outline the city permitting process, zoning application, environmental and flood plan management review, Certificate of Occupancy, top easements, utilities survey. It is imperative to include building concepts, sketch concept options, and incorporating existing or adding onto current buildings. The RFP should outline ways of incorporating community input into specific building components, incorporating S.E.E.K's input into specific building components, phasing concepts, schematic design development, and how refined cost estimates will be developed.

Project Details

Description

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

- **Pre-Design Services:**
 - Site review and research
 - Topographical and boundary land surveys of project areas
 - Feasibility studies
 - Discussion(s) with S.E.E.K Staff
 - Participation in community meetings with elected officials, City of Opa Locka Residents, etc.
- **Design Services:**
 - Preparation of three concept plans. Each of the three concepts include a preliminary site plan, parking, rendering, and cost estimation, resulting in final schematic designs
 - Design development
 - Select a design and final schematics
 - Construction documents
 - Working with another in-house architect. The selected firm will serve as the lead.
- **Engineering Services:**
 - Structural engineering
 - Mechanical, electrical, and plumbing (MEP) engineering
 - Civil engineering
- **Additional Services:**
 - Bidding and negotiation support
 - Coordination with city staff to include planning and permitting
 - Construction administration

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 greater community with a special emphasis on gathering input from children and families in the area.

Scope and Budget

This project will utilize a comprehensive fee structure, including hourly rates and total estimated cost. The cost estimation is a critical component of this project; therefore, we require an independent cost estimator as a sub-consultant. It is a requirement to identify the experience of the construction cost estimator and other key personnel.

- **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.
- **Licenses and Certifications:** Proof of all necessary licenses and certifications to perform the work.
- **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 and/or employee of S.E.E.K Foundation, Inc.

PROJECT PROPOSAL

Budget :The selected firm should expect to spend up to \$400,000. This amount will include plans for the following.

- Preliminary costs
- Demolition
- Foundation work
- Roofing
- Exterior finish
- Interior finish
- Elevators
- Infrastructure upgrades
- Landscaping
- Unforeseen costs

Timelines

Request for Proposal

Description	Date
Issue request for proposal	Sep 2, 2024
Deadline for questions regarding the proposal	Sep 30, 2024
RFP due date	Oct 14, 2024
Response to the selected company	Nov 4, 2024

Project Timeline

Description	Date
Project Launch	June 3, 2025
Community Integration and Grand Opening	Jul 1, 2025 - Oct 24, 2025

Phases

Request for Proposal

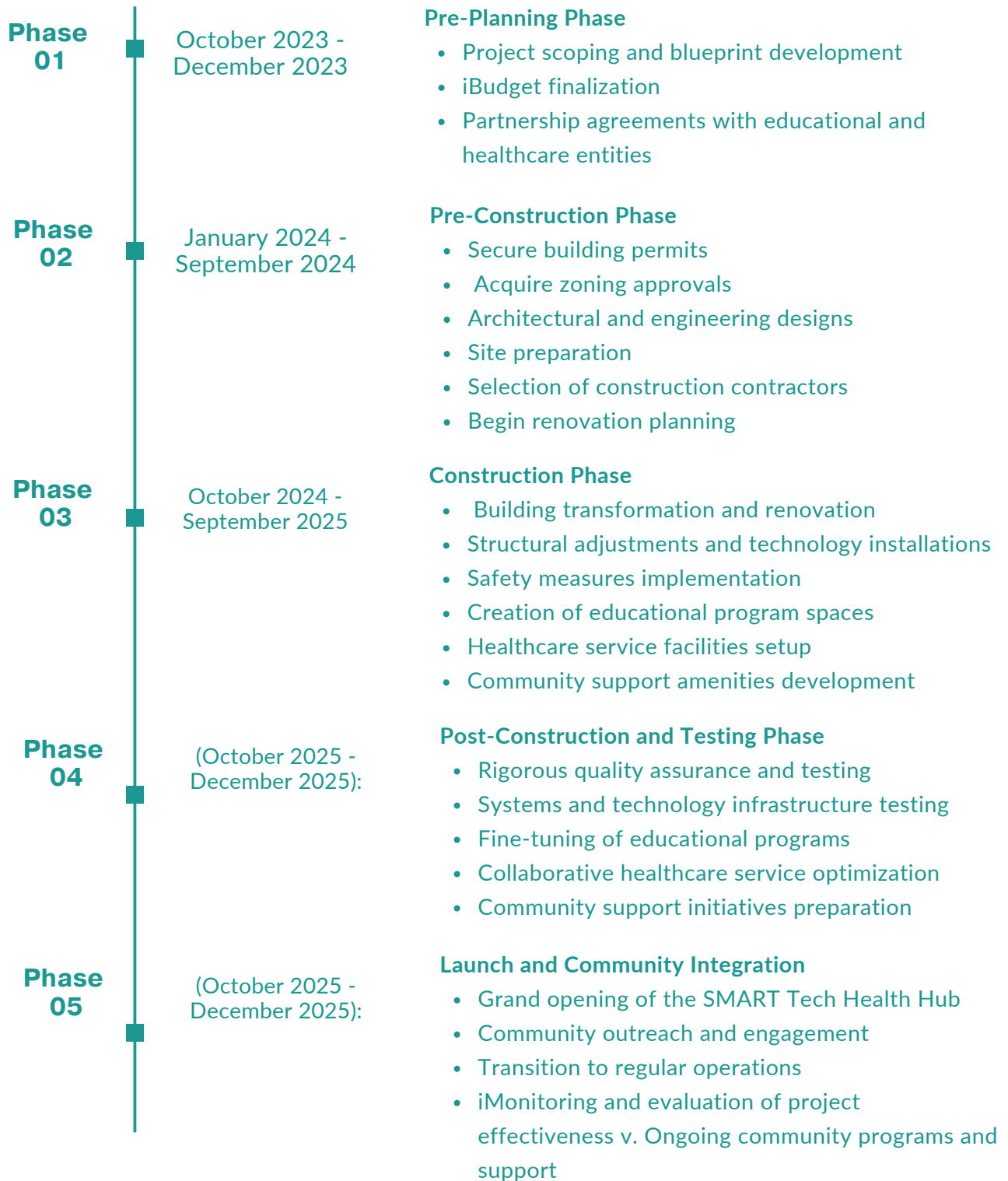
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Project Launch	June 3, 2025
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Phases

Project start and end dates: October 2023 - October 2026



Selection Procedure

Proposals must be submitted on or before **October 14, 2024 at 11:59 P.M.** Prospective respondents must submit proposals online through S.E.E.K. Foundation, Inc.'s website (www.seekedu.org). An authorized official from the respondent's 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. Site visits can be scheduled by contacting LaShawn Streater at least 48 hours in advance.

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.

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. staff and consultants will evaluate all proposals.

If your proposal is accepted S.E.E.K Foundation, Inc. staff and consultants 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
Experience and qualifications of the firm	Reflects the importance of having a knowledgeable and skilled team with relevant experience.	25 points
Quality and feasibility of the project approach	Emphasizes the need for a well-thought-out and practical approach to executing the project.	25 points
Proposed timeline and ability to meet deadlines	Recognizes the significance of adhering to schedules and delivering the project on time.	15 points
Fee proposal and cost-effectiveness	Balances the importance of cost considerations with the value provided by the proposal.	20 points
References and past performance	Considers the firm’s track record and reliability based on previous work	10 points
Compliance with RFP requirements	Ensures that the firm has met all the necessary criteria outlined in the RFP	5 points

S.E.E.K 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’s website.



**Examples of
future online
content**



For more information about this project, please contact

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