



Directions for Living
LIFE GETS BETTER HERE.™

REQUEST FOR PROPOSAL (RFP)
FIRST FLOOR CONSTRUCTION
LIFE AFTER TRAUMA: BUILDING COMMUNITY – PHASE 1

CLEARWATER FLORIDA
1437 S. BELCHER ROAD
CLEARWATER, FL 33764

DECEMBER 6TH, 2017

1. SUMMARY AND BACKGROUND

Directions for Living is a mission-driven, nonprofit, social services agency, dedicated to providing strengths-based, trauma informed care to children and families throughout Pinellas, Pasco, Hardee and Highlands Counties. Directions for Living is continuing to expand into the future by creating a trauma-informed treatment and recovery center. The transformation of the Clearwater Center will offer integrated behavioral health services in a setting designed to relieve stress and encourage healing while integrating technological enhancements. Directions for Living's client base primarily consists of children and adults exposed to abuse, neglect, mental illness, substance use, homelessness, or other traumas.



Services include:

- ✓ Prevention, Wellness, and Recovery Services
- ✓ Adult Behavioral Health Services
- ✓ Children's Behavioral Health Services
- ✓ Child Safety and Family Preservation

In an effort to provide enhanced client care, Directions for Living has determined that a redesigned waiting room and office space is needed, which allows for improved interaction among clients and their natural support system.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various licensed and insured contractors, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best fulfills the scope of work.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. The preconstruction and construction activities will be open in a public manner that is fair and consistent for all interested vendors. Proposals will be accepted until 3pm EST December 20, 2017. Any proposals received after this date and time will be deemed unresponsive and will not be reviewed for consideration. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the interested vendor submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work, permitting, architectural design, and follow all Davis-Bacon Act laws. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted. All costs must be itemized to include an explanation of all fees, quantity, and costs.

Contract terms and conditions may be negotiated upon selection of the winning bidder for this RFP.

3. PROJECT PURPOSE AND DESCRIPTION

This project facilitates community and economic development through revitalizing a community health center that address critical social service needs and services for children, adults and families with special needs. This project will take place at Directions for Living's Clearwater Center:

1437 S. Belcher Road, Clearwater, FL, 33764

The transformation of the Clearwater Center will offer integrated behavioral health services in a setting designed to relieve stress and encourage healing while also integrating technological enhancements. The renovation of the first floor will be carried out in three phases and is part of a larger vision, Life After Trauma, to transform the entire building.

Life After Trauma: Building Community – Phase 1 will expand the existing main lobby and reconfigure the existing adult outpatient services waiting area. To do this, a partial wall will be created in the main lobby and two offices will be converted into a new adult outpatient waiting area. Two offices will be removed to expand the seating capacity and comfort levels of clients who are waiting to be seen for vital behavioral health services. The existing adult outpatient waiting room and reception area will be converted to two offices for therapeutic services. Offices will be sound-proofed to increase client privacy.

Please see the following pages for visual effects:



A walk way will be created behind the water cooler to the new adult outpatient lobby.



The two offices that are located behind the doors in the above image and will be removed and converted into a large adult outpatient lobby.



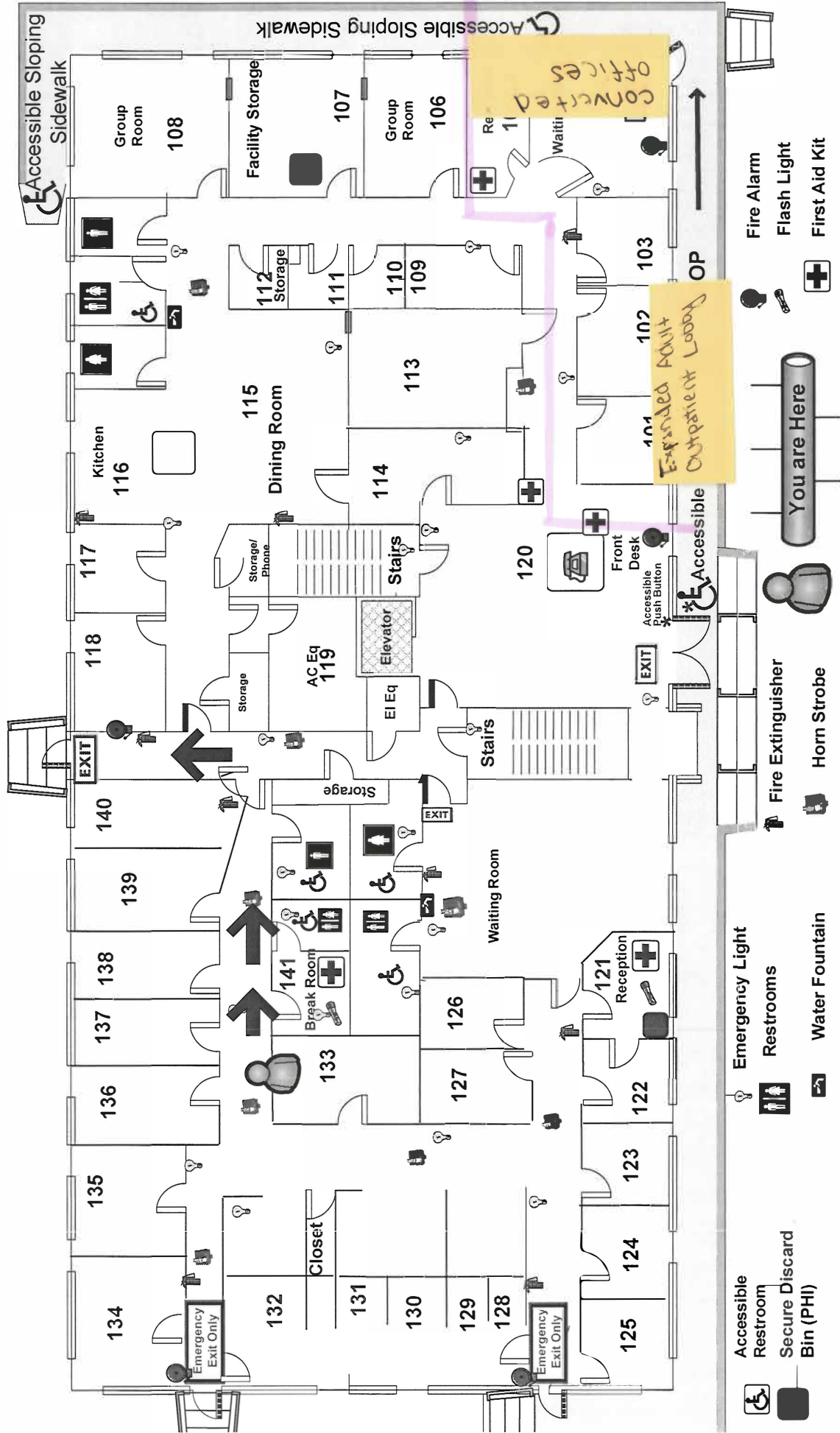
Once the renovated and expanded adult outpatient lobby is ready to go, the existing adult outpatient waiting area will be converted into two offices and the door will be removed.

Existing Adult Outpatient Lobby is 16' x 14' = 176 sq. ft.

Renovated Adult Outpatient Lobby will be 24' x 11' = 264 sq. ft.

This modification will increase the available area by 88 sq. ft., add an entire wall of seating, and improve the overall flow of traffic.

1st Floor Floor Plan & Evacuation Route



4. PROJECT SCOPE

The scope of this project includes all permitting, design, demolition and construction. The selected vendor will be responsible for converting two existing offices into an expanded lobby, and converting the existing lobby into two offices. The scope of work may also include moving electric within the walls and closing and squaring off a side entryway with floor to ceiling glass windows.

The following criteria must be met to achieve a successful project:

- Project Completed on time
- Project Completed in less than or equal to maximum budget
- Project approved by the City of Clearwater and the Department of Housing and Urban Development or authorized project auditor.

5. SELECTION CRITERIA:

The following criteria will be used in selecting the contractor:

- Relevant local experience with similar projects
- Must be licensed as a general contractor
- Qualifications of project manager and superintendent
- Competitive proposed general conditions, fees, and markup
- Demonstrated ability to be a team player
- Experience with Federal Labor Laws and Davis Bacon Act Requirements
- Ability to meet insurance and bonding requirements for the City of Clearwater and Pinellas County
- Equal opportunities for minority business and women's business enterprises
- Ability to comply with budget guidelines
- Ability to complete the project within regular hours of operation, preferably:
 - Monday – Thursday: 7:30am – 4:30pm
 - Friday – 7:30am – 4:30pm
- Overall responsiveness
- Previous work or support of area nonprofits will also be considered.

6. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

All proposals in response to this RFP are due no later than 3pm EST December 20, 2017.

Evaluation of proposals will be conducted from December 21, 2017 until December 22, 2017. If additional information or discussions are needed with any bidders during this window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than December 22, 2017.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by January 3, 2018.

Project Timeline	
Date	Event
October 1 st 2017	Contract Award through the City of Clearwater
November 30 th 2017 – December 3 rd , 2017	RFP advertisement released in print and online
December 6 th 2017 – 11:00 am	Mandatory Solicitation Meeting and Site Tour Directions for Living Clearwater Center 1437 S. Belcher Road Clearwater, Florida 33764
December 8 th 2017 – 3:00 pm	All Written Inquiries Due to Directions for Living LBacon@DirectionsforLiving.org
December 12 th 2017 - 5:00 pm	Written Responses to Inquires Released Directions for Living to post on the website
December 20 th , 2017 – 3:00 pm	Applications due to Directions for Living Attn: Lauryn Bacon, Finance Department 1437 S. Belcher Road Clearwater, FL 33764
December 21 st , 2017	Evaluation Review and Application Scoring
December 22 nd , 2017 – 5:00pm	Notice of Intent to Award Released
January 3 rd , 2017 – 2:00 pm	Selected Vendor Negotiations
January 15 th , 2018	Anticipated Contract Start Date
January 16 th , 2018	Construction and renovation begins
March 30 th 2018	Project completion and final inspection
April 1 st 2018	Ribbon Cutting Celebration

*Denotes meetings that are open to the public

Directions for Living reserves the right to make changes to any and all portions to this RFP. Any changes will be revised via an addendum that is available to the public and all interested vendors.

Interested vendors should complete and submit a project timeline for project milestones, budget updates, permit submission dates, and long-lead items that aligns with the events listed above for review and consideration.

The selected vendor will have a mandatory preconstruction meeting with a written agenda. The selected vendor will keep Directions for Living's Point of Contact and/or the Director of Facilities informed as to pending decision dates and approaching deadlines.

7. COMMUNICATION WITH DIRECTIONS FOR LIVING

All Applicant communication (phone, email, mail, courier, or other service) concerning this Application must be directed to the Finance Department. The point of contact is:

Directions for Living
Attn: Lauryn Bacon, Grant Writer
1437 S. Belcher Road, Clearwater, FL 33764
LBacon@DirectionsforLiving.org
(P) 727-524-4464 ext. 1408
(F) 727-524-4474

Potential vendor questions will only be accepted if submitted as written inquiries, via e-mail and received on or before the date and time specified in the timeline. Faxes, telephone, and US Mail inquiries are not acceptable. Potential vendors are prohibited from contacting all Directions for Living personnel regarding this Request for Proposal (RFP), with the exception of the Point of Contact listed above. Any violation may result in the disqualification of the potential vendor.

8. BUDGET

Directions for Living's Project Budget is **\$36,800**. Interested vendors must submit a full and complete budget for all costs and fees, including labor and materials needed to successfully complete this project. Please see Attachment I: Life After Trauma: Building Community - Phase 1 Sample Budget. Each line item must provide a description, quantity, and unit price, at a minimum. All proposals must be **less than or equal** to \$36,800. Projects exceeding the total budget will be disqualified and not considered for further review.

Directions for Living is a registered 501 c 3 and is tax exempt. Please do not include tax in written quotations or budget documents. Directions for Living will provide the selected vendor with a copy of the state issued tax exemption form.

Directions for Living will not pay for or reimburse any costs incurred by a respondent in preparation or actual submission of an application for this RFP.

All vendors are required to follow the Federal Labor Laws and Davis Bacon Act Requirements.

9. PROPOSAL SUBMISSION CRITERIA

Each bidder must submit 5 hard copies and 2 electronic copies of their proposal to the address below by November 30, 2017 at 5pm EST:

Directions for Living
Attn: Lauryn Bacon, Finance Department
1437 S. Belcher Road
Clearwater, FL 33764

Electronic copies shall be readable in word or PDF viewer and submitted on an unlocked, unencrypted USB thumb drive.

To ensure consistency, responses must be bound, tabbed, and submitted in the following format:

- Cover Page – containing name and contact information of interested vendor
- Tab 1 – Introduction of Company
- Tab 2 – Ability to Complete the Scope of Work, including number of staff assigned to the project, project lead contact information, timeline, use of subcontractors, and confirmation of ability to work within Directions for Living’s business hours.
- Tab 3 – Budget Documentation
- Tab 4 – 3 Letters of Recommendation (2 of which must be from a local nonprofit profit or healthcare facility), Before and After Pictures, and List of References
- Tab 5 - Proof of Licensure, Proof of Insurance*, signed statement by authorized individual agreeing to abide by Federal Labor Laws and Davis Bacon Act Requirements

*The selected vendor must list Directions for Living as an additional insured during the project period. The policy’s limit liability amount shall not be less than \$500,000 per person/per occurrence for bodily injury to, or death to one or more than one person and not less than \$100,000 per occurrence for property damage. Worker’s Compensation Insurance shall cover all employees in an amount with coverage to meet all requirements of the laws of the State of Florida.

10. PROPOSAL EVALUATION CRITERIA

To ensure consideration for this Request for Proposal, proposals shall be compliant and evaluated on the following scale:

Section	Value
Cover Page	5 Points
Tab 1 – Introduction	15 Points
Tab 2 – Scope of Work	20 Points
Tab 3 – Budget Documentation	20 Points
Tab 4 – Letters of Recommendation, etc.	20 Points
Tab 5 – Standard Administrative Paperwork	20 Points
Total	100 Points

The evaluation committee will consist of no less than 3 and no more than 7 individuals. Directions for Living will make a recommendation to award a contract to the highest scoring interested vendor to Directions for Living’s President & CEO. The President & CEO is the final authority on approving recommendations to award a contract.

Any intents to protest must be filed within 24 hours of the public notification of intent to award a contract. Interested vendors will have 72 hours of the public notification to post a non-refundable bond equal to 10% of the project award and submit a detailed statement requesting reconsideration and supporting reasons for the protest.

11. RESERVED RIGHTS

Directions for Living reserves the right to cancel the Request for Proposal (RFP) Process.

Directions for Living reserves the right to reject any and all applications.

Directions for Living reserves the right to waive any non-substantive deficiency or irregularity and remedy or waive technical or immaterial errors.

Directions for Living reserves the right to request any clarifications or additional information that might be deemed necessary during the evaluation process.

Directions for Living reserves the right to negotiate with potential applicants so that best interests of the funders and clients are served.

12. CONFLICT OF INTEREST

The potential vendor represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance or services required hereunder. The potential vendor further represents that no person having any such interest shall be employed by the potential vendor during the agreement term and any extensions.

The potential vendor shall promptly notify Directions for Living's point of contact, in writing, of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the potential vendor's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the Applicant may undertake and request an opinion of Directions for Living as to whether the association, interest or circumstance would, in the opinion of Directions for Living, constitute a conflict of interest if entered into by the Applicant.

13. ATTACHMENTS

The following Attachments apply to this Request for Proposal (RFP) and any resulting contract:

- Attachment I: Life After Trauma: Building Community - Phase 1 Sample Budget
- Attachment II: Clearwater Contracting Licensing and Permitting Requirements
- Attachment III: U.S. Department of Labor Wage and Hour Division Fact Sheet
- Attachment IV: Davis Bacon Labor Standards: A Contractors Guide