



Directions for Living
LIFE GETS BETTER HERE.™

REQUEST FOR PROPOSAL (RFP)
CONSTRUCTION OF INTEGRATED ROOF AND SOLAR PANELS
(SOLAR PANEL PORTION)
LARGO CHILDREN AND FAMILIES CENTER SOLAR PANELS

CLEARWATER FLORIDA
1437 S. BELCHER ROAD
CLEARWATER, FL 33764

FEBRUARY 1ST, 2018

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 decided to replace old, inefficient roofing and gutters at the Largo Children and Families Outpatient Center with sustainable, energy efficient materials that promote the comfort, safety, and health of clients, staff, and community stakeholders. In addition, solar panels will be integrated with the roofing system and placed on top of the building, which is approximately 10,600 sq. feet.

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.

The intent is two award one contract to complete the roof and a second contract to the complete the solar panels. Interested applicants are eligible to apply for both contracts. Ultimately, the licensed and insured vendor contracted to complete the roof will sign on an extended warranty guaranteeing all components of the roof, gutter, and solar panel system are covered under standard and environmental conditions. This RFP is for the roof-top solar panels.

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 **2pm EST March 1st, 2018**. 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

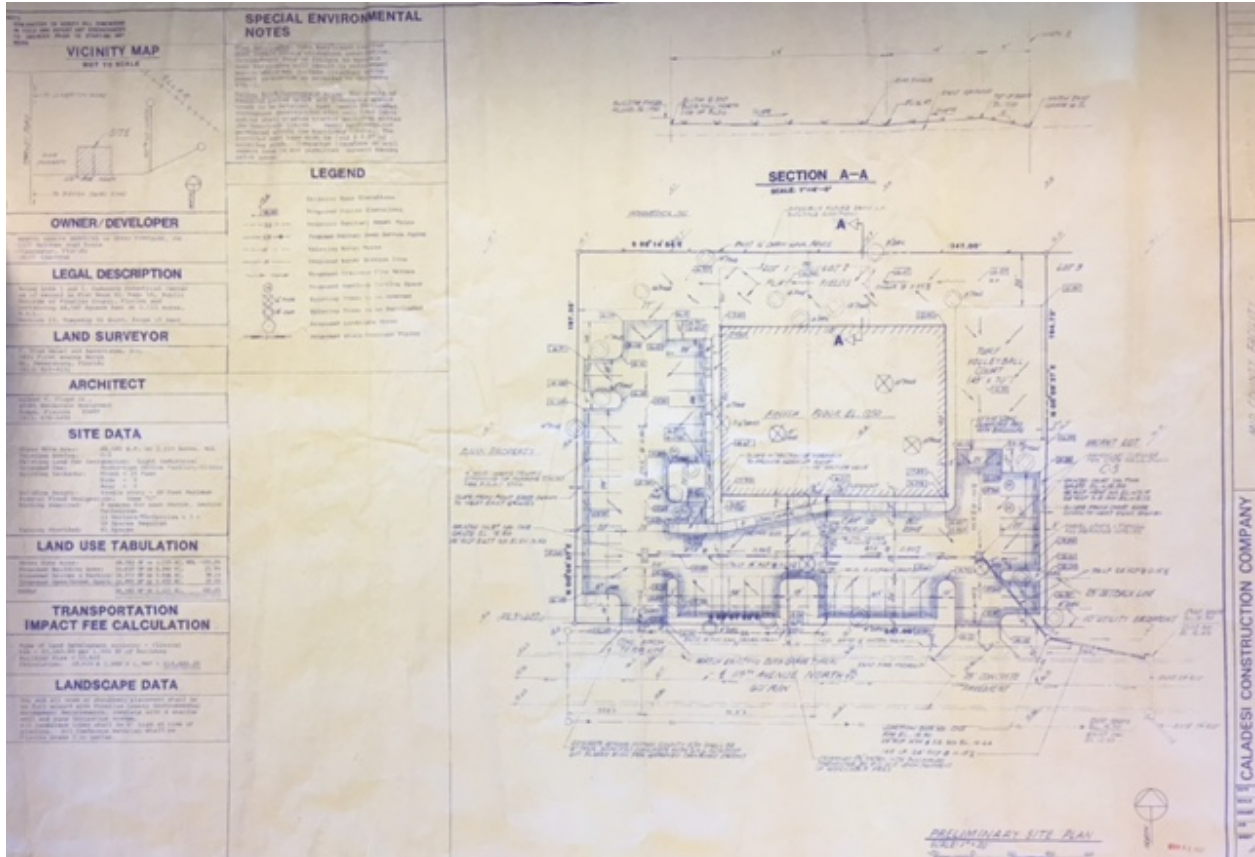
This project facilitates community and economic development through revitalizing a community health center that address critical social service needs and services for children, adults and families with special needs. This project will take place at Directions for Living's Largo Children and Families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

8823 115th Ave. N., Largo, Florida, 33771

This project is a dual-component project that seeks to foster community collaboration and cost sharing between agencies to ensure maximum fiscal impact. The first component of this project is to replace the existing roof and gutter system, while the second component adds solar panels to the roof in order to operate in tandem as a single system.

The approximate roof surface area is 10,600 square feet.

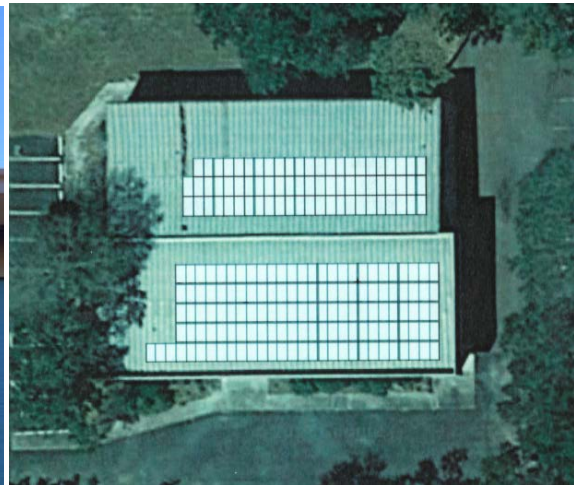
Please see the following page for visual effects:



Largo Children and Family Center Building Plans shown above.



Hole in the gutter system.



Sample view of roof with future solar panels.

4. PROJECT SCOPE FOR THE SOLAR COMPONENT

The scope of work includes obtaining permits from the city, working with roofing companies to ensure structural integrity and weight bearing capacity, and installing roof-top solar panels to reduce energy consumption. Through consulting with several qualified solar companies, it is believed that approximately 185 solar panels are needed for the new roof of the Largo Children and Families Center in order to accommodate for the average annual energy consumption of the kilowatt usage, detailed in Attachment VIII – Largo Children and Families Center kWh Usage. The addition of solar panels will help protect the new roof, maintain any existing warranties, and bring down agency operating costs. Two inverters will likely be needed as well as a transfer switch to convert power to a generator in the event of emergencies and power outages.

There shall be a No Dollar Limit (NDL) warranty, inclusive of materials and labor, from GAF, Firestone, or a similar business. This project shall be completed per local, state, and manufacturers specifications and/or recommendations, as detailed in Attachment IX: NDL Specifications. All debris caused by this project will be removed from the project site and properly disposed of and/or recycled.

Change orders are discouraged. Please add in an allowance in the budget for extra materials at a specific dollar amount per square foot.

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 Largo, Pinellas County Community Development Division, and the Department of Housing and Urban Development or authorized project auditor.

A separate Request for Proposal will detail the roofing replacement component.

5. SELECTION CRITERIA:

The following criteria will be used in selecting the contractor:

- Relevant local experience with similar projects
- Must be licensed, bonded, and legally eligible to perform work in Pinellas County
- NDL Warranty Included
- 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 Largo 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 – 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 2 pm EST on Thursday, March 1st, 2018. No late submissions will be accepted. All proposals will be publicly opened and logged immediately following the deadline.

Evaluation of proposals will be conducted from March 2nd 2018 until March 12th, 2018. 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 proposal will be made no later than 2pm on March 12th, 2018. The decision will be posted publicly via the Directions for Living website (www.DirectionsforLiving.org/RFP).

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by March 16, 2018.

Project Timeline	
Date	Event
December 1 st 2017	Contract Award through the City of Largo
February 2 nd , 2018	RFP advertisement released in print and online
February 7 th 2018 - 10am*	Mandatory Solicitation Meeting and Site Tour** Directions for Living Largo Children and Families' Center 8823 115 th Ave. N. Largo, Florida 33773
February 14 th 2018 – 1pm*	Mandatory Solicitation Meeting and Site Tour** Directions for Living Largo Children and Families' Center 8823 115 th Ave. N. Largo, Florida 33773
February 16 th , 2018 – 2pm	All Written Inquiries Due to Directions for Living LBacon@DirectionsforLiving.org
February 20 th , 2018 – 2pm	Written Responses to Inquires Released Directions for Living to post on the website
Thursday – March 1 st , 2018 – 2pm	Applications due to Directions for Living Attn: Lauryn Bacon, Finance Department 1437 S. Belcher Road Clearwater, FL 33764

Thursday – March 1 st , 2018 – 2:01 pm*	Proposal Opening Directions for Living Clearwater Center 1437 S. Belcher Road Clearwater, FL 33764
March 2 nd , 2018 – March 12 th , 2018	Evaluation Review and Application Scoring
March 12 th , 2018 – 2pm	Notice of Intent to Award Released Directions for Living to post on the website
March 12 th , 2018 – March 16 th , 2018	Selected Vendor Negotiations
March 19 th , 2018	Anticipated Contract Start Date
March 26 th , 2018	Construction begins for roofing portion
May 31 st , 2018	Project completion for roofing portion
June 1 st , 2018	Construction begins for solar portion
June 30 th , 2018	Project completion and inspection
July 2nd 2018*	Ribbon Cutting Celebration

*Denotes meetings that are open to the public

** Interested vendors are only required to attend one of the two Mandatory Solicitation Meeting and Site tours. The same information will be discussed at each meeting.

The vendor selected to complete the solar portion must finish their project with 60 days of roof contractor’s completion.

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 detailed in the chart below.

Item	Amount
Roofing and Gutter: Soft costs for Permitting Architectural/ Engineering Fees, Construction Materials and Labor	\$56,000
Solar: Solar Panel Materials and Labor, Automatic Transfer Switch, and Final Inspection	\$135,000
Total	\$191,000

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: Largo Children and Families Center Roof Replacement - 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 \$135,000.** 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 documentation shall be in compliance with Federal Labor Laws and Davis Bacon Act Requirements.

All invoices for materials must be provided to verify reimbursement for project expense. Expenses shall be submitted by the 10th of the month for the previous month (i.e. March expenses are due by April 10th). Expenses submitted over 90 days late may be subject to financial penalties.

All proposals must be submitted in accordance with the written RFP, as furnished, and must be accompanied by a Bid Bond, Certified Check, Cashier's Check, Treasurers Check or Bank Draft in a sum not less than five (5) percent of the amount of the Bid, as a guarantee that the interested vendor will enter into an agreement with the Owner if their proposal is accepted. Proposals shall remain in force for sixty (60) days after the date of opening. Interested vendors must be insured and licensed to do business in the State of Florida, pursuant to Florida Statue Chapter #489, and in Pinellas County.

The Owner reserves the right to reject any and all proposals and to waive any informalities in any proposal whenever such rejection or waiver is in the interest of the Owner. Awards, if made, will be to the interested vendor whose proposal reflects adherence to the specification provided in the RFP.

These are COMMUNITY DEVELOPMENT BLOCK GRANT projects, Grant No. B-17-MC-12-0028 and B-17-UC-12-0005, funded through the United States Department of Housing and Urban Development.

Therefore, Federal regulations including, but not limited to the following apply: Federal Labor Standards per 29 CFR parts 3 and 5, Procurement Procedures per Part 85 Uniform Administrative requirements, Affirmative Action to achieve Equal Employment Opportunity per 41 CFR 60-4 and Section 3 provisions per 24 CFR 135, Section 306 of the Clean Water Act per 42 USC 1857(h), Section 508 of the Clean Air Act per 33 UWC 1368, Executive Order 11738 and Environmental Protection Agency regulations per 40 CFR part 15. The successful vendor will be required to furnish and pay for a satisfactory one hundred percent (100%) contract performance and payment bond. Surety companies executing these bonds must appear in the US Treasury Department's most current list (Circular 570, as amended), and be authorized to transact business in the State of Florida.

9. PROPOSAL SUBMISSION CRITERIA

Each bidder must submit 5 hard copies and 2 electronic copies of their proposal to the address below by March 1st at 3pm 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 (minimum of three)
- 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	10 Points
Tab 2 – Scope of Work	15 Points
Tab 3 – Budget Documentation	40 Points
Tab 4 – Letters of Recommendation, etc.	15 Points
Tab 5 – Standard Administrative Paperwork	15 Points
Total	100 Points

The evaluation committee will consist of no more less than 3 and no more than 7 individuals. Directions for Living will make a recommendation to award a contractor 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: Largo Children and Families Center Solar Panels - Phase 1 Sample Budget
- Attachment II: Largo Contractor 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
- Attachment V: Community Development Block Grant B-17-UC-12-0005 Federal Requirements
- Attachment VI: Section 3 – Economic Opportunities
- Attachment VII: Building Wage Decision 01/12/2018
- Attachment VIII: Largo Children and Families Center kWh Usage
- Attachment IX: NDL Specifications