

VILLAGE OF ROYAL PALM BEACH, FLORIDA

PROJECT NAME: **Rec Center Renovations & Expansion Progressive Design Build**
PROJECT NUMBER: **PR2201**

ADDENDUM NUMBER: ONE

DATE OF ISSUANCE: Thursday, December 19, 2024

TO: Prospective Bidders

THIS ADDENDUM NO. One INCLUDES THE FOLLOWING:

1. Change the Bid opening date on page 4 of the RFQ documents from Wednesday, January 8, 2025 to Wednesday, January 15, 2025. The bid opening time will remain 3:00pm.
2. Revise section 35 on page 24 of the RFQ documents as follows:

35. The Technical Proposal may not be longer than 150 single spaced, 11 points font pages. Proposers should focus their discussions in the Technical Proposal on their approach to the Project ~~and are encouraged to include and reference insights gained from the Confidential Individual Meetings.~~
3. Revise section 35.1.5.c on page 25 of the RFQ documents as follows:

c. The strength of the Proposed Design-Build Team's management plan for the Project, including not only the specific topics and specialized components outlined in the RFQ ~~or discussed in the Confidential Individual Meetings~~, but also any other component or element that the Proposed Design-Build Team deems essential to the success of the Project.
4. Add the following to the Instructions section of the RFQ documents:

8. CONTACT PERSON:

Chris Marsh, P.E., Village Engineer, 1050 Royal Palm Beach Boulevard, Royal Palm Beach, FL 33411; Office: (561)790-5161; e-mail: engpermits@royalpalmbeachfl.gov

9. REQUESTS FOR INFORMATION/AMENDMENT(S):

Any questions, comments (i.e. additional information or clarifications) must be made, in writing via e-mail, no later than Friday, January 10, 2024 and to e-mail address listed for the Contact Person (Section 8) above. The request must contain the Proposer's name, address, phone number, and e-mail address.

Changes to this RFQ, when deemed necessary by the Village, will be completed only by written Amendment(s) issued prior to the Deadline for receipt of proposals. Proposers should not rely on any representations, statements or explanations other than those made in the RFQ or in any Amendment to the RFQ. Where there appears to be a conflict between the RFQ and any Amendment issued, the last Amendment issues shall prevail.

Amendments to this RFQ will be posted on the Village of Royal Palm Beach website: www.royalpalmbeachfl.gov/rfps as they are issued. It is the sole responsibility of the Proposers to routinely check this website for any Amendments prior to the Deadline for receipt of proposals. The Village of Royal Palm Beach shall not be responsible for the completeness of any RFQ package not downloaded from this website.

It is the sole responsibility of the Proposer to assure receipt of all Amendments. The Proposer should verify with the designated Contact Person (Section 8) prior to submitting a proposal that all Amendments have been received. Proposers are required to acknowledge the receipt of all Amendments as part of their proposal.

APPROVED BY: Christopher A. Marsh, P.E., Village Engineer

ACKNOWLEDGMENT OF RECEIPT: _____
Bidder

REQUEST FOR QUALIFICATION

Sealed proposals will be received by the Village of Royal Palm Beach, Florida at the Office of the Village Clerk, located at 1050 Royal Palm Beach Boulevard, Royal Palm Beach, Florida 33411, for subject project 3:00 p.m. local time Wednesday, ~~January 8~~, 2025, then opened publicly at that time.

January 15

Project: RPB Recreation Center Renovations and Expansion Progressive Design Build Project; Project No: PR2201

Project Description:

The Village of Royal Palm Beach seeks a qualified design-build firm to transform the Royal Palm Beach Recreation Center located at 100 Sweet Bay Lane, Royal Palm Beach, FL 33411. This project combines both renovation and expansion. The project scope includes a new gymnasium and meeting rooms totaling 25,000 square feet. Renovations will be performed throughout the existing 32,000 square-foot building.

The Village will use a two-phase Progressive Design-Build project delivery method. A single design-build firm will be selected through this RFQ process. The firm will receive a negotiated fee to complete the preliminary design and estimate the costs for final design and construction. In the second phase, the firm will be compensated with a Cost Plus Fee with a Guaranteed Maximum Price (GMP) model.

The Bid Documents will be open to inspection at the Clerk's office. Bid documents may be purchased after noon on Tuesday, December 17, 2024 from the Village of Royal Palm Beach, ATTN: Village Clerk, 1050 Royal Palm Beach Boulevard, Royal Palm Beach, Florida, 33411 at the following prices, which are non-refundable:

Complete Set: \$300.00 Packaging & Mailing Charges / Set: \$75.00
(Drawings & Project Manual)

Project plans and documents may be requested free of charge at:

www.royalpalmbeachfl.gov/rfps

In accordance with F.S. 287.133 (2) (a), persons and affiliates who have been placed on the convicted vendor list may not submit bids, contract with, or perform work (as a contractor, supplier, subcontractor or consultant) with any public entity (i.e. Village of Royal Palm Beach) in excess of Thirty-Five Thousand Dollars (or such other amount as may be hereafter established by the Florida Division of Purchasing in accordance with F.S. 287.017) for a period of 36 months from the date of being placed on the convicted vendor list.

The OWNER reserves the right to reject any or all Bids, to waive informalities, and to re-advertise.

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Maximum Price (GMP) model using the Design-Build Institute of America Contract Document #544.

- b. Any contract resulting from the RFQ will be governed by the laws of the State of Florida and will contain provisions or conditions deemed by the Village to be necessary to define a sound and complete agreement, including fair, competitive and reasonable compensation.
- c. The selected Professional will be required to execute the "Truth in Negotiation Certificate" attached hereto as Exhibit B contemporaneously with the execution of the contract.

7. Reservation of Rights

- a. The Village reserves the right to reject qualifications which contain any alternation, addition, condition, limitation, unauthorized alternatives or which show irregularities, technicalities or informalities in any Qualifications or to reject any or all Qualifications.
- b. Neither the Village nor its representatives will be liable for any expenses incurred in connection with the preparation of any Qualifications.
- c. The Village reserves the right to delay any scheduled dates or times for performance, in which event the Village will bring such information to the attention of those Design-Build Firms which have demonstrated an interest by responding to the RFQ.
- e. A response to this RFQ does not constitute a bid, therefore the Village retains the right to contact any/all proposers after submittal in order to obtain supplemental information and/or clarification in either oral or written form.

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PART IV. TECHNICAL PROPOSAL

35. The Technical Proposal may not be longer than 150 single spaced, 11 points font pages. Proposers should focus their discussions in the Technical Proposal on their approach to the Project ~~and are encouraged to include and reference insights gained from the Confidential Individual Meetings.~~

35.1 Overall Management Approach

1. Describe the Proposer's overall management approach to the Project. In responding to this evaluation factor, Proposers should address the following:
 - a. What strategies will the Proposed Design-Build Team employ to achieve a thorough and clear understanding of the Owner's goals and objectives?
 - b. Based on the information provided in the RFQ, what is the Proposed Design-Build Team's current understanding of the goals and objectives of this Project?
 - c. Identify three (3) key challenges to the Project, and for each challenge identified,
 - Propose a strategy to mitigate the potential negative impacts of the challenge.
 - Identify any unique approaches, strengths, and/or differentiating resources (including specific Key Team Members) that will assist the Proposed Design-Build Team to implement the strategy and assist the Owner in achieving its goals.
2. Subcontractor Procurement Approach. The Owner recognizes the importance of the entire design-build team, including specialty design-build subcontractors. For those subcontractors and subconsultants not proposed as part of the Design-Build Team,
 - a. Describe the Design-Build Team's overall approach to subcontractor and subconsultant procurement for the Project.
 - b. Identify the challenges in the selection of subcontractors and subconsultants for the Project and how the Design-Build Team will address those challenges.
 - c. If applicable, describe in detail the Design-Build Team's approach to early subcontractor involvement, including proposed design-build and design-assist subcontractors, and identify which scopes of Work are candidates for design-build or design-assist subcontracts.
3. Quality Assurance/Quality Control ("QA/QC"). Provide the following information regarding the Proposed Design-Build Team's approach on QA/QC. Include the following information:
 - a. The overall approach to both design and construction QA/QC;
 - b. The Proposed Design-Build Team's processes and tools to facilitate QA/QC; and
 - c. The reporting and functional relationship(s) between the Quality Management personnel and the Proposed Design-Build Team as a whole.
4. Describe the Design-Build Team's commitment to safety and what innovations the Team will bring to the Project to enhance safety.
5. The information provided in response to this Section of the RFQ will be scored based on the following:

- a. The Proposed Design-Build Team's understanding of the delivery method;
- b. The degree to which the Proposed Design-Build Team understands the Owner's goals and objectives with respect to the Project; and
- c. The strength of the Proposed Design-Build Team's management plan for the Project, including not only the specific topics and specialized components outlined in the RFQ or discussed in the ~~Confidential Individual Meetings~~, but also any other component or element that the Proposed Design-Build Team deems essential to the success of the Project.

35.2 Project Controls, Cost Tracking

1. Describe the Design-Builder's processes and tools for monitoring, reporting, and managing cost, including but not limited to:
 - a. Design to budget control and reporting processes.
 - b. Scope, cost, and schedule baseline development and management/change control processes and the participation and interaction among the scheduling and estimating teams, project, design, construction, and operations management teams to execute these processes.
 - c. Risk management processes and how quantified risk cost and schedule values are factored into the cost and schedule baseline, projected cost and schedule performance, and cash flow reporting.
 - d. Cash flow reporting processes and basis for monthly cash flow estimated values.
 - e. Process to plan, track, cash flow, and correctly bill work in place.
 - f. Document control system integration with work breakdown structure and responsibility assignment matrix or organizational structure.
2. What are the primary challenges with respect to project controls and how will those challenges be met?
3. The information provided in response to this Section of the RFQ will be evaluated based on the following considerations:
 - a. The robust nature of the Proposed Design-Build Team's plan for tracking and measuring the metrics for the Project, including but not limited to costs and schedule;
 - b. The Proposed Design-Build Team's plan to collaborate in the development and communication of budget, costs, and schedule to the Owner; and
 - c. The differentiating resources that the Proposed Design-Build Team provides for the Project.