

RFP
Mary Mcleod Bethune Performing Arts Center
Bethune Cookman University

The objective of this project is multifaceted.

The existing building (PAC) was built in 2003. The performing arts facility is complex. This project will be a major renovation to not only the cosmetics of, but the upgrade that will cover MEP, Envelope and Roofing Systems.

The time line for this project is as follows: The project must be completed no later than December 31, 2021. This will ensure that it is completed for school opening.

The implementation plan needs to include methodologies and systems that will be the least disruptive and most cost effective as possible for University. All installation will be done in a professional workmanship like manner.

Finally, all work will be done in such a manner as to mitigate any possibility of injury and exposure to Bethune Cookman University, its employees, students, and/or visitors.

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A. Executive Summary

The PAC was built in 2003. Most of the systems in this building, are all in need of renovations.

While all of the issues inside of the project may not have been identified, we have identified the areas that will need to be addressed. We understand that this is going to be extensive and intrusive to the building. Ensuring that each contractor will be responsible for their due diligence. BCU understands that this is a large contract but to all bidders this is going to be a hard bid and a NO change Order Project.

B. Business Objectives

1. Product and Methodology Description (Solution)

- Replace and repair Air Distribution System to ensure that there is no microbial growth throughout the complex.
- Removal of any Microbial growth that may be discovered.
- Duct cleaning of the remaining duct work
- Balance the building HVAC
- Renew of the Water Heaters in the complex
- Renew the generator
- Repair/ renew Roof system in multiple places
- Rebuild the elevators throughout the building
- Upgrade alarm system in the building
- *Replace all Emergency Lighting*
- *Update the audio/video through the building*
- Wall Finishes and Painting throughout the complex
- Replace all carpet with a like product throughout the building.
- Replace all the auto door openers
- Add HVAC to the board to address the heat load of the windows
- Point and reseal the outside of the building all Exterior Walls
- Repair the brick walls
- Replace exterior Sidewalks and Conveyance to ensure they are ADA compliant
- Replace all lights with LED lighting throughout the PAC.
- Install a multiple water sources that will allow to pressure wash the exterior of the building.
- Security Metal Detector

- Install controls on all MEPs to allow the engineering department to have control of the environment to allow, a controlled environment conducive to for the students.

2. Deliverables

Our expected deliverables are multifaceted

- *Ability to complete project using all industry standard best practices and methodologies above in a manner to minimize impact, and allow school to successfully open on December 31, 2021.*
- *Restored (PAC) back in Working Order with all work complete and building is cleaned and ready for occupancy.*
- *New systems to meet existing County, State and Federal Building codes. As well you must meet code for all AHJs. To be included but not limited to Osha, Fire Marshall and BCU's DPS.*

C. Project Description

1. Scope

- Replace and repair Air Distribution System to ensure that there is no microbial growth throughout the complex.
- Removal of any Microbial growth that may be discovered.
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- Balance the building HVAC
- Renew of the Water Heaters in the complex
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- Replace all carpet with a like product throughout the building.
- Replace all the auto door openers
- Add HVAC to the board to address the heat load of the windows

- Point and reseal the outside of the building all Exterior Walls
- Repair the brick walls
- Replace exterior Sidewalks and Conveyance to ensure they ADA compliant
- Replace all lights with LED lighting throughout the PAC.
- Install a Multiple water source that will allow to pressure wash the exterior of the building.
- Security Metal Detector
- Install controls on all MEPs to allow the engineering department to have control of the environment to allow, a controlled environment conducive to for the students.
- Creation of new “As-Built” Drawings for the PAC of all modification
- (4) sets of a Project Completion turn over package to include:
 - Warranties
 - As Builts
 - List of all materials used
 - Contractor must supply a list of all serial numbers of equipment used.
 - Specifications and ratings for all materials used
 - MSDS Sheets for all materials used
 - Any applicable fire rating certifications/sheets
 - (1) Thumb Drive w/ all information included in each set
 - Photographic documentation with special location of all shut off valves.
 - Contractor must supply a copy of all permits
- Vendor needs to include in the proposal any temporary provisions that may be required.

2. Completion Criteria

Successful completion will be measured on:

The ability to restore The PAC, in the timeframe described above.

All work is to be inspected, tested, and verified with a 3rd party commissioning agent.

All workmanship is to be of a high quality nature and per all applicable codes

Safety is of the highest priority – NO safety incidents

Project is completed within budget

3. Risk Assessment

The contractor will be responsible for cut or damage waterlines, sprinkler lines, data, or power line. You are solely responsible for your due diligence.

Bethune Cookman University responsibility:

BCU will provide as much information as possible to help in this project completion.

4. Constraints

This project must be completed by the start of School on Aug 1, 2021, regardless of weather.

5. Impacts

The impact of this project will be that Bethune Cookman University decrease the existing Utility bills and has a fully functioning and reliable Building systems.

6. Measures of Project Success

The Measurement of success will be measured in four ways.

1. Completed project before December 31, 2021
2. Minimal impact to the Student Housing Unit.
3. No Safety Incidents throughout the project
4. Staying on budget.

7. Assumptions

All vendors or sub contractors are experts in their related field.

Bethune Cookman University, Campus Services, and Facilities Services will work with all vendors in such a manner as to help drive success.

Microsoft Project is the preferred method of planning and communication

D. Project Controls

1. Weekly Status Reports

- Reports must be submitted to Plant Operations (Facilities Services) every Tuesday and Friday.
- Representative from your company must be available to attend Construction Committee Meeting every Tuesday at 10:00am during the duration of this project.

2. Risk Management

- Awarded contractor must provide a risk management plan to the university

3. Issue Management

- All Issues must be communicated in a timely manner with Plant Operations (Facilities Services)

4. Change Management

This is a NTE (Not to Exceed) bid job. Therefore, it is a NO Change Order contract unless authorized by Sodexo Site Management & Bethune Cookman Management before the Change order can be executed.

5. Means and Methods

- The means and methods of all work must be provided in contractor’s proposal. ANY adjustments to the means and methods, regardless of cost impact, must be presented to BCU for mutual agreement.

6. Communication Management

All communication must be submitted thru Plant Operations (Facilities Services)

Any formal communication should be made thru the use of Microsoft Office or Microsoft Project.

The RFP will be evaluated and rated on, but may not be limited to, the following criteria: EVALUATION CRITERIA POINTS Agency/Firm:

Agency/Firm: 1. Offeror History, Capacity, and Services 2. Offeror Approach to Marketing and Client Service 3. Relevance and Success of Prior Transactions	30 Points
Agent: 1. Agent’s Qualifications and Experience 2. Agent’s Approach to Marketing and Client Service 3. Relevance and Success of Prior Transactions	25 Points
References/ Resumes	20 points
Bid completeness and most effective	25 points

E. Scope Statement Approval Form/Signatures

Scope Statement Approval Form

Project Name:

Project Manager:

The purpose of this document is to provide the initial planning efforts for the project. It is used to reach a satisfactory level of mutual agreement between the University and the Contractor on the objectives and scope of the project before significant resources are committed and expenses incurred.

I have reviewed the information contained in this Scope Statement and agree.

Name	Signature	Date

The signatures of the people above relay an understanding in the purpose and content of this document by those signing it. By signing this document you agree to this as the formal Project Scope Statement.

8. INSURANCE

The GC shall obtain insurance with a responsible company or companies, having a minimum rating of A or above, licensed to do business in the State of Florida as a General Contractor. The Offeror or insurance carrier shall forward official insurance certificates to the BCU/Sodexo reflecting BCU as an additional insured with respect to liability. The GC shall provide professional liability insurance with respect to the delivery of services in the amount of 5million dollars.

F. Delivery of RFP

Interested contractors shall provide to the University a document outlining the services they will provide. Contractors are encouraged to provide information on innovative

methodologies and creative solutions that are available to their current and future clients.

Method #1: An original copy of the Proposal, and an electronic copy (jump drive) of the complete RFP must be received by 5PM, Monday, July 19, 2021. The envelope/package containing the response must be clearly marked “**Response to Performing Arts Center.**”

Method #2: Complete proposals (including all attachments) may be emailed and must be electronically received by 5PM, Monday, July 19, 2021. Email subject must be “Response to Mary McLeod Bethune Foundation House.” Proposer must telephone and confirm electronic receipt of the complete emailed document(s) before the above time and date deadline. In addition to electronic submission, the original copy of the Proposal must be postmarked no later than Monday, July 19, 2021. The envelope/package containing the Proposal must be clearly marked “**Response to Performing Arts Center.**”

It is the responsibility of the Proposer to ensure that Proposals arrive by the closing date and time. NO LATE PROPOSALS WILL BE ACCEPTED. Proposals may not be submitted by telephone or fax. Proposals may be mailed or e-mailed to:

Mailing Address including UPS, and FEDEX:

Bethune-Cookman University Attn:
Franklin E. Patterson
640 Dr. Mary McLeod Bethune Blvd.
Daytona Beach, FL 32114

Email: bcugeneralservices@cookman.edu

Questions regarding this announcement shall be submitted in writing by e-mail to Franklin E. Patterson, pattersonf@cookman.edu and Adrian Parks, adrian.parks@sodexo.com. Questions must be received no later than 10 days from the date of the RFP posting. Submitted questions and corresponding responses will be made available to all participants no later than 15 days from the date of the RFP posting.

University contact for this RFP: Franklin E. Patterson
Vice President for General Services & Technology
pattersonf@cookman.edu

Schedule

The schedule for this RFP is as follows:

Release of RFP	Thursday, July 1, 2021
Proposal Deadline	Monday, July 19, 2021
Award Approximately	Monday, August 2, 2021

***Please Note** This schedule is subject to change. In the event that the schedule does change, all bidders will be notified by addendum, which will become part of the Request for Proposal.*