

REQUEST FOR PROPOSAL FOR DESIGN/BUILD WH GYM
RFP 2024-01-29

Friends of Breakthrough Public Schools (FOB)

Issued: April 5, 2024
Proposed Closing Date: May 20, 2024

Single Point of Contact: Juan Lugo
Label for Proposal: DESIGN BUILD WH GYM

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Request for Proposal

TABLE OF CONTENTS

Section 1:	General Information
Section 2:	Authority, Overview, Scope of Work
Section 3:	Requirements and Evaluation
Section 4:	Award and Negotiation
Section 5:	Propose Submission Requirements
Attachment A:	Proposer Certification Form
Attachment B:	COST PROPOSAL REQUIREMENTS
Attachment C:	Scope of Work
Attachment D:	Insurance Requirements
Attachment E:	Contract Documents /Architectural Proof of Concept Floor Plans
Attachment F:	Previous engineering for 2020 project. To be used <u>ONLY</u> for estimating site work

Section 1 General Information

1.1 Introduction

Friends of Breakthrough Schools (FOB) is seeking proposals for an expansion of their property located at 9201 Crane Ave. The property is known as the Village Prep / EPrep Woodland Hills campus.

This expansion will consist of a gymnasium, including a basketball court, bleachers, and scoreboard; as well as additional spaces to include four (4) offices, a multi-purpose space, sprinkler system closet, storage space, large student bathrooms, and two (2) ADA adult bathrooms.

The project will also include expansion of the existing kitchen space, and an 8' x 12' IT closet. The IT closet will require a mini-split for cooling controlling the environmental condition in the closet space.

Please refer to Attachment E: proof of concept floor plan drawing.

FOB is seeking to hire a Design/Build Firm to manage the following:

Phase 1 Engineering/Drawings

- Engineering and planning, including determining what kind of site work is needed (i.e. load bearing support / piers and grade beams, etc.) and any other pre construction needs for the site (connections to main sanitary sewer lines, gas lines, electric connections, etc.).
- Creation of all required drawings (architectural, engineering, electrical, plumbing, etc.) required by the City of Cleveland for permitting.
- Development of an overall budget and timeline from conception to completion, including receiving certificate of occupancy from the city of Cleveland.

Phase 2 Construction

- Manage all aspects of the construction project to the established budget and design parameters (Including hiring and managing all subcontractors)
- Deliver building to FOB with certificate of occupancy.

Your proposal should include all costs for the two phases (i.e. engineering/drawings, and constructions phases).

Provide a Final Cost for the bid as follows:

Please break out estimated costs into two phases:

Phase 1: Engineering/Drawings

Provide the cost to develop complete drawings for the build (including engineering for load bearing of structure and all drawings to be submitted to the city for approval (the drawings).

Phase 2: Construction

Provide the cost to manage and complete all aspects of the build (construction). For the purpose of bidding the construction's site work portion, the Firm may assume the load bearing needs will be comparable to what was needed on a previous project performed on the east side of the existing structure (details of this previous work is also in Attachment E).

The goal is to award both Phase 1 and Phase 2 to the same vendor. However, FOB reserves the right to select different vendors for Phase 1 and Phase 2 should it be in FOB’s best interest. In the event a different vendor is chosen for Phase 2, FOB will compensate the vendor for Phase 1, at which time FOB will own all drawings and work completed to this point and proceed in whatever manner that FOB determines best for the Breakthrough network.

1.2 Schedule of Events

April 5, 2024	RFP emailed to participating Firms
April 5-19, 2024	Firms can contact FOB for clarifications/questions
May 20, 2024	12:00 PM Closing (Proposals Due)
June 5, 2024	Issuance of Notice of Intent to Award

1.3 Proposal Delivery

All proposals must be emailed, with a hard copy hand delivered or mailed with the following labels or subject heading:

PROPOSAL FOR DESIGN BUILD WH GYM
RFP 2024-01-29

To the following address:
Breakthrough Schools
C/O Juan Lugo
3615 Superior Ave Ste. 4403A
Cleveland, OH 44114

1.4 Single Point of Contact (SPC)

The SPC during the procurement process for questions, concerning the procurement process, change, clarifications, award process, and any other questions is:

Juan Lugo
3615 Superior Ave.
Cleveland, OH 44114
JLugo@BreakthroughSchools.org

End of Section 1

Section 2
Authority, Overview, and Scope of Work

2.1 Authority and Method

Friends of Breakthrough Public Schools (FOB) is issuing this RFP and will review and award the project at its sole discretion, based on its finding and review of all proposals submitted.

2.2 Project Overview and Background

Once awarded, FOB will work with the selected firm to begin this project as soon as practicable. The construction of this addition is to be completed by or before July 15th 2025, unless otherwise agreed upon by both parties.

2.3 Project Summary

Building expansion – Engineering / Planning / Design and Drawings / Site work / Construction / Electrical / Mechanical / Finishes / Receiving Certificate of Occupancy

Refer to Attachment E- Architectural Proof of Concept Floor Plans

2.4 Scope of Work

Attachment C- SCOPE OF WORK

Attachment E- Architectural Proof of Concept Floor Plans

End of Section 2

Section 3
Procurement Requirements and Evaluation

3.1 Minimum Proposer Requirements

Breakthrough Charter Schools will disqualify proposers failing to meet minimum requirements. Each Proposal must demonstrate how the Proposer meets all requirements of this section:

- 1 Experience with successfully completing projects of similarly scoped work within a K-8 school within the last ten (10) years and/or successful completion of comparable structure in Northeast Ohio.
- 2 Experience of your proposed staff on occupied educational sites of k-8 schools (or similar surroundings).
- 3 Availability to provide cost estimates, bid strategies, cost control and management of all construction phases. The ability to provide prompt responses to FOB inquiries and concerns.
- 4 Proven ability to obtain competitive bids from subcontractors in the Cleveland area.
- 5 Proven ability to deliver project completion on time and on budget.
- 6 Proof of insurance that satisfies the requirements in Attachment D

3.2 Minimum Submission Requirements

A. Proposal Format

Proposer shall submit its Proposal without extensive artwork, unusual printing or other materials not essential to the utility and clarity of the Proposal.

Proposer shall submit **one (1) original Proposal on white 8 ½" x 11" paper, bearing the Proposer's authorized signature; and one (1) electronic copy** of the Proposal by USB drive or as an attachment emailed to the Single Point of Contact (referenced in section 1.4) and must be formatted using Adobe Acrobat (pdf), Microsoft Word (docx), or Microsoft Excel (xlsx).

If providing paper copies, Proposer shall submit its Proposal in a sealed package addressed as provided in Section 1.3 of this RFP.

B. Authorized Representative

The Proposer Certification Form (Attachment A) shall be signed with ink as follows or the bid will be rejected.

- In the case of an individual Proposer, by the individual Proposer
- In the case of a partnership, the name of the partnership must be listed, and the proposal shall be signed in the name of the partnership by at least one general partner. In addition, the name of the general and limited partners must be listed.
- In the case of a corporation, the corporate name shall be subscribed by the President, other managing officer, or authorized approver. Under the signature, indicate the name of the office such individual holds or the capacity in which he or she acts for the corporation.

3.3 Procurement Process

This RFP was delivered to a select group of firms that were recommended by FOB's Facilities Committee members and other professional contacts.

A. Questions / Requests for Clarification

All inquiries, whether related to the RFP process, administration, deadline or method of award or to the intent or technical aspects of the RFP must:

- Be delivered to the SPC via email, mailed or hand-delivered in writing
- Reference the RFP name
- Identify Proposer's name and contact information
- Be sent by an authorized representative
- Refer to the specific area of the RFP being questioned (i.e. page, section, and paragraph number)
- Be received by the due date and time for Questions/Requests for Clarification identified in the Schedule of Events in subsection 1.2 above.

Inquiries requiring clarifications or modifications from FOB may be sent to all Proposers.

B. Proposal Submission Options

Proposer is solely responsible for ensuring its Proposal is received by the SPC in accordance with the RFP requirements. FOB and/or FOB are not responsible for any delays in the mail or by common carriers by transmission errors or delays or mistaken delivery. A proposal submitted by any means not authorized may be rejected.

The Proposal may be hand-delivered, or submitted through the mail or via parcel carrier and must be clearly labeled as provided in Section 1.3 and submitted in a sealed envelope, package or box.

Proposals will be accepted during FOB's normal Monday-Friday business hours of 8:30 AM to 5:00 PM EST, except during FOB holidays and other times when the FOB office is closed.

C. Proposal Modification or Withdrawal

Any Proposer who wishes to make modifications to a Proposal already received by FOB shall deliver its modification prior to the closing and must denote the specific change(s) to the Proposal submission.

If a Proposer wishes to withdraw a submitted Proposal, it shall do so prior to the Closing. The Proposer shall submit a written notice signed by the authorized representative of its intent to withdraw its Proposal. The notice must include the RFP name and be submitted to the SPC.

D. Proposal Due

The Proposal and all required submittal items, as well as any modification or withdrawal of a Proposal, must be received by the SPC on or before the Closing. Original or modified Proposals received after the Closing are considered non-responsive, and will be returned or destroyed.

E. Proposal Rejection

FOB may reject a Proposal for any of the following reasons:

- Proposer fails to substantially comply with the prescribed RFP procedures and requirements, including but not limited to the requirement that the Proposer's authorized representative sign the Proposal in ink.
- Proposer makes any contact regarding the RFP with other FOB employees or officials other than the SPC or those the SPC authorizes.
- Proposer acts in a way deemed to be unethical or inappropriate before, during or after the RFP process.

F. Opening of Proposal

Proposals will be considered following the Closing.

The names of the Proposers may be disclosed following the opening if requested in writing.

Proposals received will not be available for inspection, however, the SPC will, at his discretion and based on availability allow time for Proposers that are not awarded the project to discuss their Proposal.

3.4 Proposal Content Requirements

A. Proposal Content

Proposers must respond to the following request for information, and in the order listed. The Proposal must be separated with section dividers (TAB) as noted below:

- 1 Cover Letter
Include a cover letter expressing the firm's interest and understanding of FOB's request for proposal. The letter should name all of the persons authorized to make representations for the Proposer and be signed by the authorized representative. In addition, please provide the following:
- 2 Proposal Certification Form (Attachment A)
Include signature of the authorized representative. A proposal certification shall bind the Proposer to perform the services for the fees stated in their proposal and to complete the project within the scheduled dates proposed. Failure to submit a signed proposal certification form will result in disqualification of the proposing firm.
- 3 TAB 1 – Firm Background
Please provide the following:
 - a. Construction Contractors Board License Number
 - b. Appropriate Design and Engineering certification/licenses

- c. Brief History of your firm
- d. Current bonding capacity
- e. General description of your safety program and drug and alcohol program
- f. Description of process you use to ensure that workers and subcontractors on the worksite have background checks
- g. Most recent worker's compensation insurance experience modifier

4 TAB 2 – Project Approach

Provide your strategic approach summary: Discussion of your firm's approach to the specific conditions of the proposed projects

5 TAB 4 - Experience on Education Projects

Describe the relevant experience your firm has on educational facilities or expansions of a similar size and scope.

Provide list, in chronological order, of five (5) projects that were completed of similar size and scope. Include the following:

- a. Name of Owner, contact person and current phone number
- b. The architect of record, contact person, and current phone number
- c. Brief description and location of the project and role in the project
- d. Completion date
- e. Final contract amount
- f. Project related claims going to litigation/arbitration

Provide five (5) professional references from the projects listed. At least two (2) references should be subcontractors and at least two (2) should be owners.

6 TAB 5 – Scheduling / Expediting

Describe how you will ensure that the project schedule will be met, and identify key challenges, specific to this project. Discuss any opportunity you see for expediting the work.

7 TAB 6 – Key Individual Experience

List the key individuals who will make up the team for this project, identify their roles and describe their relevant qualifications and experience.

8 TAB 7 – History of Claims

List all Liens/Claims that have been placed on projects completed in the last five (5) years. Include the date the Lien/Claim notification was received and date each was resolved. Provide background information related to why these occurred and how they were resolved, including who paid to clear the Lien/Claim. Describe the process your firm will follow to ensure that Liens/Claims will not occur on this project.

B. Confidential or Proprietary Information

Proposals will not be made public. However, if a Proposer believes that any portion of its Proposal contains any information that is a trade secret or otherwise should be protected as intellectual property of the Proposer, please indicate specifically what aspects of the Proposal falls into this category and provide a fully redacted version of the Proposal.

3.5 Evaluation Process

A. Responsiveness and Responsibility Determination

Proposals will be reviewed for Responsiveness to all RFP requirements, including timely submission, compliance with Minimal Requirements and Proposal Content Requirements. If the proposal is unclear, SPC may request clarification from Proposer. However, clarification may not be used to rehabilitate a non-Responsive Proposal. FOB will at its sole discretion determine if a non-Responsive Proposal can be given any further consideration.

B. Evaluation Criteria

Proposals meeting Proposal Content Requirements will be evaluated by the SPC and other members of FOB Facilities Committee. This team will determine, at its sole discretion, which Proposal meets best the needs of FOB.

The SPC may request further clarification to assist in gaining additional understanding of the Proposals.

	Evaluation Criteria Sample	Points
1	Firm Background	10
2	Experience on Educational Projects	15
3	Scheduling / Expediting Approach	25
4	Key Individual Experience / Team Availability	15
5	History of Claims / Claim resolution	10
6	Cost	25

C. Selection Process

FOB may invite finalists to meet with the FOB team to gain additional insights into Proposers methods and to make a final decision (if deemed necessary by FOB).

End of Section 3

Section 4
Award and Negotiation

4.1 Intent to Award notice

FOB will notify all Proposers in writing of its intent to award this project to the selected Proposer, subject to successful negotiation of any negotiable provisions.

4.2 Apparent Successful Proposer Submission Requirements

A. Insurance

Prior to the execution of the Contract, the apparent successful Proposer shall secure and demonstrate to FOB proof of insurance coverage meeting the requirements identified in RFP or as otherwise negotiated.

B. Taxpayer Identification Number

The apparent successful Proposer shall provide its Taxpayer Identification Number (TIN) and backup withholding status on a completed W-9 form. FOB will not make any payment until a properly completed W-9 form is received.

C. Contract Negotiation

After selection of a successful Proposer, FOB will negotiate the statement of work, pricing for any additional work not included in RFP, method of payment, inclusive of additional services. If an agreement cannot be reached, FOB may open negotiations with another Proposer.

By submitting a Proposal, the Proposer agrees to comply with the requirements of the RFP, including terms and conditions of the Scope of Work and Contract Documents /Architectural Proof of Concept Floor Plans (Attachment C & E). The Proposer shall review the attached Sample Contract and note exceptions. Unless Proposer notes exceptions in its Proposal, FOB intends to enter into a Contract with the successful Proposer substantially in the form set forth in Contract Document.

End of Section 4

Section 5
Additional Information

5.1 Governing Laws and Regulations

Laws of the State of Ohio shall govern any legal actions related to this RFP.

5.2 Ownership / Permission to Use Materials

All Proposals submitted in response to this RFP become the property of FOB. By submitting a Proposal in response to this RFP, Proposer grants FOB a non-exclusive, perpetual, irrevocable, royalty-free license for the rights to copy, distribute, display and prepare derivative works of and transmit the Proposal solely for the purpose of evaluating the Proposal, negotiating an Agreement, if awarded to Proposer, or as otherwise needed to administer the RFP process. Proposal, including supporting materials, will not be returned to Proposer unless the Proposal is submitted late and not considered.

5.3 Cancellation of RFP

FOB may reject any or all Proposals in whole or in part or may cancel this RFP at any time when the rejection or cancellation is in the best interest of FOB. FOB is not liable to any Proposer for any loss or expense caused by or resulting from the delay, suspension, or cancellation of the RFP, award or rejection of any Proposal.

5.4 Cost of Proposal

The Proposer shall pay all costs incurred or resulting from submitting its Proposal.

5.5 Contract

All specifications, terms, and conditions contained in the Request for Proposal shall be incorporated by reference and made a part of the contract awarded to the successful bidder.

End of Section 5

ATTACHMENT A
PROPOSER CERTIFICATION SHEET

The undersigned certifies that he/she has read, understands and agrees to abide by all terms and conditions of this Request for Proposal if awarded.

Proposer further certifies as follows:

1. Proposal is FIRM for 90 days following the Closing.
2. All contents of the Proposal [including any other forms or documentation, if required under the RFP and this Proposal Certification Sheet], are truthful and accurate and have been prepared independently from all other Proposers.
3. If awarded a contract, the Proposer agrees to perform the scope of work and meet the performance standards set forth in the final negotiated contract and statement of work.

Company Name [DBA]: _____

Legal Name: _____

Type of Organization [Circle One]: Sole Proprietor / Partnership / Corporation

If Corporation, State of Incorporation: _____

If a partnership, attach a list of the general and limited partners.

BY: _____ TITLE: _____

Signature

BY: _____ Print/

Type Name

CONTACT PERSON:

Name: _____ Telephone: _____

Email:

Attachment B

COST PROPOSAL REQUIREMENTS

1. Cost for Phase 1 (Engineering and Complete Drawings, prepared for submission to the city)
2. Cost for Phase 2 (All cost associated with building and receiving Certificate of Occupancy)

ATTACHMENT C

SCOPE OF WORK – Crane Ave Addition

GENERAL CONTRACTOR [GC]

1. FOB seeks a Design/Build Firm to coordinate and manage design, engineering and construction of the addition (as described in the RFP), doing so according to the exact specification as shown in the Attachment E-Contract Documents /Architectural Floor Plan. Any variation from these specifications are to be approved in writing ahead of implementing the change to specification. The awarded Firm must be skilled in developing Engineering and Design Specifications, schedules, preparing construction estimates, performing value engineering, analyzing alternative designs, studying labor conditions, understanding construction methods and techniques, monitoring and documenting costs, and coordinating and communicating the activities of the team through the construction phases to all team members. In addition, the awarded Firm must be familiar with the local labor and subcontracting market and be capable of working with subcontractors to generate viable pricing. Finally, the awarded Firm must be experienced in the construction of educational facilities (or comparable structures).
2. The awarded Firm will provide, along with cost estimating, written constructability review of project documents during the preconstruction phase. These may include construction review of construction assemblies, materials, lead time, architectural details, schedule impacts, sequencing and site limitations and will be completed as described on Attachment B
3. Addition- Woodland Hills Gym Project (Crane Ave)
 - a. Engineering and Design Drawings for Gym Project
 - b. Construction of the gym and additional spaces as outlined
 - c. Current Construction Budget is **TBD**

Woodland Hills (Crane Ave) Addition

ESTIMATED PROJECT SCHEDULE	Start	Finish
Drawings Submitted for City Approval	7/1/2024	8/1/2024
Construction Bid/Award		6/5/2024
Construction Period	8/15/2024	7/15/2025

Attachment D

Insurance Requirements

Contractor shall at all times maintain in force at Contractor's expense, each insurance noted below:

Workers Compensation insurance in compliance with Ohio law. Contractor and all subcontractors of Contractor with one or more employees must have this insurance unless exempt under Ohio Law.

THIS COVERAGE IS REQUIRED. Attach Certificate of Insurance. If Contractor does not have coverage and claims to be exempt, attach Exhibit 4 in lieu of Certificate.

Certificate(s) of Insurance Required. Contractor shall furnish a current Certificate(s) of Insurance to FOB prior to contract execution. The Certificate(s) shall provide that there shall be no cancellation, termination, material change, or reduction of limits of the insurance coverage without 30 days written notice from the Contractor's insurer to FOB. The Certificate(s) shall also state the deductible or retention level. **For commercial general liability, the Certificate and by this Contract, shall also provide that FOB, its agents, officers, and employees are Additional Insureds with respect to Contractor's services to be provided under this Contract.** Complete copies of insurance policies shall be provided to FOB.

Commercial General Liability insurance, on an occurrence basis, with a combined single limit of not less than: 1,000,000, each occurrence for Bodily/Personal Injury and Property Damage, with an annual aggregate limit of \$2,000,000, this insurance must include contractual liability coverage.

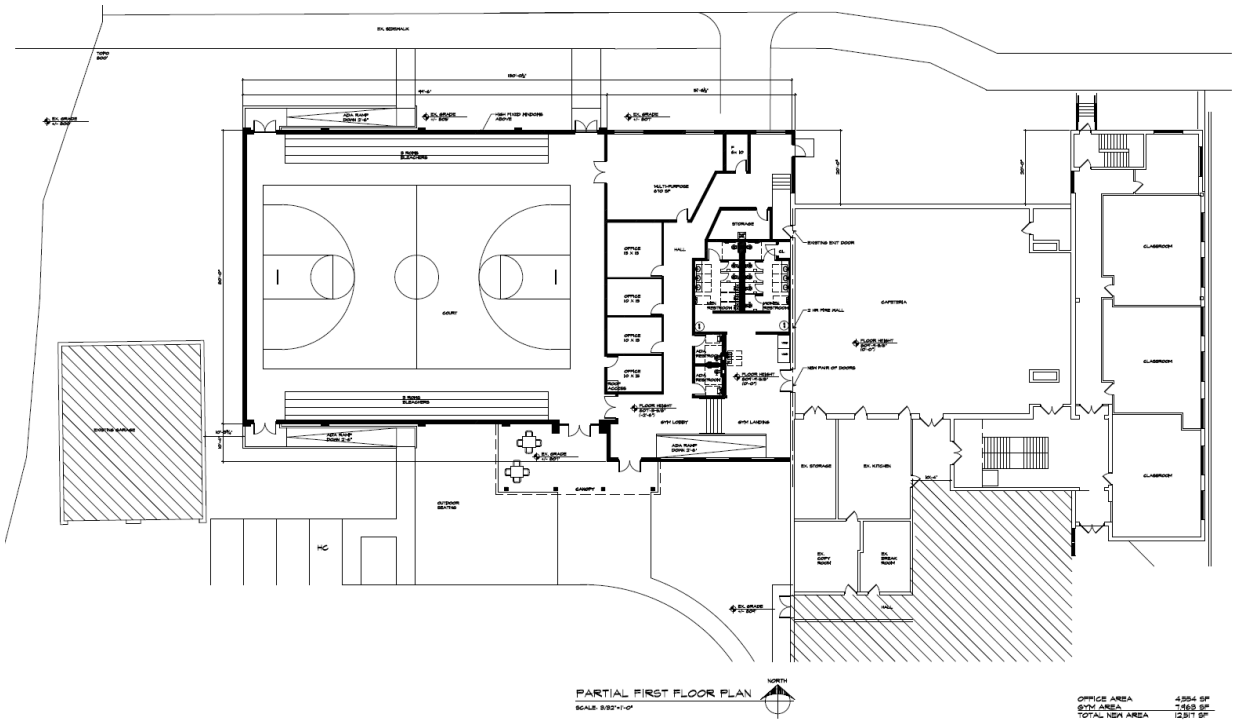
Commercial Automobile Liability insurance with a combined single limit, or the equivalent of not less than: \$1,000,000, each occurrence for Bodily Injury/ Personal Injury, and Property

Damage, including coverage for owned, hired or non-owned vehicles.

Date:

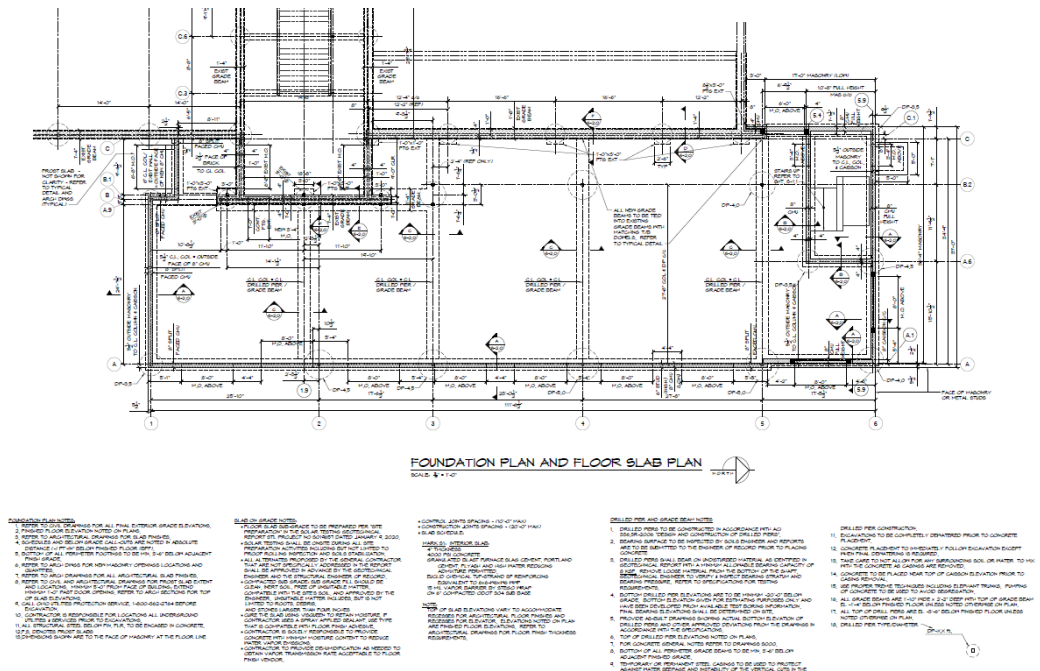
Attachment E

Architectural Proof of Concept Floor Plans



Attachment E (continued)

Sample of Foundation Plan used on E93 Addition



Additional Points for Consideration:

- While being accessible from the existing structure the addition is to be designed as a separate building with all necessary firewalls and separators so as to ensure nothing in the new construction would then require significant changes to the existing structure (example, while we assume the need to install fire suppression systems to the new building we do not expect to have to retrofit such a system into the existing building)
- All exterior doors will be locked using Schlage Primus cores that are pinned to our codes (available through Midland hardware)
- All interior doors will be locked using Corbin Russwin cores that are pinned our codes (available through Midland hardware)
- All floor surfaces (except basketball court) will be LVT (unless otherwise required by code)
- All areas will be heated and cooled following construction codes
- All double doors will have mullions (no vertical rod assemblies)
- All interior doors will be to code for schools and have small light kits
- The far west wall of the gym may also be used to project (act as a screen) the basketball hoop on that side should be moveable (with motorized mechanical wench) so as to not block projection
- Bleachers should be retractable and support up to 200(?) of spectators

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