



SPACE COAST  
**IHBCA**  
HOME BUILDERS &  
CONTRACTORS ASSOCIATION

**REQUEST FOR PROPOSAL  
FOR  
CONSTRUCTION MANAGEMENT  
AND  
GENERAL CONTRACTOR SERVICES**

**MAY 25, 2022**

The Space Coast Home Builders and Contractors Association, Inc. seeks a Request for Proposal (RFP) for Construction Management/General Contractor (CM/GC) services for the following repairs, modifications, and improvements to their 20,000 square foot located at 1500 W. Eau Gallie Blvd., Melbourne, Florida.

The Request for Proposal (RFP) documents, including the selection requirements and the selection schedule, will be available on Wednesday, May 25, 2022, on the Space Coast HBCA website, [www.spacecoasthbca.org](http://www.spacecoasthbca.org).

Proposals are due on Friday, June 15, 2022, by 5:00 PM. Proposals to be delivered in a sealed envelope to: Space Coast Home Builders and Contractors Association, Inc., Attention to John Thomas, 1500 W. Eau Gallie Blvd., Suite A1, Melbourne, Florida 32935.

The CM/GC for these projects must be a Florida Licensed General Contractor. The Association will enter into an agreement for the project with the successful Contractor. The Space Coast Home Builders and Contractors Association, Inc. reserves the right to reject any or all proposals, or to waive any formality or technicality in any proposal in the best interest of the association.

## **Description of Work**

The Home Builders and Contractors Association of Brevard, Inc. is the owner of an approximate 20,000 square foot facility located at 1500 W. Eau Gallie Blvd., Melbourne, Florida.

The CM/GC project includes three phases of repairs, modifications, and or improvements to that facility.

### **Phase A – Modifications and or Improvements to 6,975 square feet**

Currently, the State of Florida, Department of Corrections (DOC) leases approximately 11,038 square feet of office space, located on the east side of the facility, from the Home Builders and Contractors Association of Brevard, Inc.

Effective October 1, 2022, the DOC will relinquish 4,063 square feet of their current 11,038 square feet, consolidating to 6,975 square feet. Initial modifications and improvements will be to the 6,975 square feet that the DOC will be consolidating to.

During modifications and or improvements to the 6,975 square feet, the DOC will need to continue their normal day-to-day operations and occupy and or have access to portion(s) of the 11,038 square feet while modifications and improvements are being made.

DOC has security and accessibility requirements that mandate that the office space they are occupying must be secured and that any non-approved employees must either have received a security clearance by the State of Florida or be directly supervised by a person who has received such a clearance.

The CM/GC is required to coordinate with the DOC supervisory personnel and determine a mutually agreeable plan for the secure movement of personnel and storage of office equipment that allows modifications and or improvements to the 6,975 square feet.

CM/GC is responsible for the movement of existing office furniture/equipment for the duration of Phase A.

The following modifications are to be made to the 6,975 square feet of leasable space:

- Enlarge existing Conference Room
- Modify existing lobby bathroom (wall off existing door / add doorway to interior hallway – add secure cabinets for drug testing materials)
- Install counter with upper and lower cabinets in breakroom area
- Replace hallway closet adjacent to Office #18 with secure door
- Remove interior closet in Office #19
- Wall off existing doorways to offices #7, 8, 9, install doorways/doors opposite walls
- Wall off existing doorways to offices #12, install doorways/doors opposite walls
- Prime and paint all door frames and doors

- Install fire walls/barriers consistent with architectural plans
- Ensure that all air conditioning duct work and controls are segregated to office spaces of 6,975 square feet and 4,063 square feet.
- Paint all interior walls and trim
- Replace carpet with Luxury Vinyl Tile (LVT) flooring throughout
- Replace a single parking lot light pole
- Removal/Repair parking lot curb damaged by tree root system

Phase A must be completed no later than September 23, 2022, including offices operational with designated furniture and or equipment.

**Phase B - Modifications and Improvements to the 4,063 square feet of office space**

- Install fire walls consistent with approved architectural plans
- Modify interior walls of the 4,063 square feet consistent with architectural plans
- Modify electrical for the 4,063 square feet to be on an independent meter from rest of facility.

The CM/GC must be capable and willing to work closely with the Project Architect(s). The CM/GC will work through the design phase, providing cost estimates, schedules and feedback on constructability of design details and availability of materials selected.

Preliminary Project Schedule  
July 2022

Architectural plans finalized, approved,  
required permits obtained

August 2022 – September 23, 2022

Phase A – Construction is expected to  
commence in August of 2022 with completion  
by September 23, 2022

October 2022-November 2022

Phase B - Construction is expected to  
commence in October of 2022 with completion  
during November 2022

**Requests for Information**

All requests for information regarding these projects shall be submitted to John Thomas, Chief Executive Officer, [john@spacecoasthbc.org](mailto:john@spacecoasthbc.org)

**Last Day to Submit Questions**

Questions must be received no later than June 8, 2022, at 5:00 p.m.

**Addendum**

Responses to questions and requests for clarification will be in writing.

### **Submitted Response Due Dates and Times**

Required submittals must be delivered to the Space Coast HBCA prior to Friday, June 15, 2022, 5:00 PM in a sealed envelope.

Submitted responses should be submitted on one page on your companies letterhead.

### **Selection Criteria for CM/GC**

The Space Coast Home Builders and Contractors Association, Inc. reserves the right to not make any selection and to make any selection it chooses, based on criteria specified and or other information it deems pertinent in determining the CM/GC it believes provides the greatest value.

### **CM/GC Work Phases**

The CM/GC Work for the project consists of two (2) phases: Pre-Construction and Construction.

Pre-Construction Phase: This phase of the Work includes, but is not limited to attending design meetings, estimating and cost control, schedule development, and drawing/constructability reviews. The CM/GC shall provide a full construction estimate prior to bidding the project to subcontractors. The CM/GC shall monitor the bid climate and make recommendations to the design team as to the most advantageous bidding time and then solicit bids from subcontractors and suppliers.

Construction Phase: This phase of Work consists of the CM/GC furnishing and installing all Work as required in the Contract Documents.

Please address the following information in Proposal:

- Pre-Construction Fee. This lump sum fee consists of all costs for the CM/GC to provide the required services of the Pre-Construction Phase. No other reimbursable costs will be allowed or considered in addition to this fee.
- Construction Management Fee. This lump sum fee shall consist of and include overhead, profit, and home office personnel who will be managing the project during bidding, construction and closeout, including the warranty period. This fee does include General Conditions.
- Construction Supervision Cost. This is a per month cost to the project from notice to proceed to final completion for the CM/GC's on-site management/supervision team. All services and personnel not specifically identified as a Construction Supervision Cost will be part of the lump sum Construction Management Fee. This includes receptionist, accountants, safety officers, expeditors, commissioning agents, etc. This cost does not include General Conditions or people performing the actual construction activities.
- Contractor Change Order Markup: This is the fixed percentage markup that the CM/GC may apply to a change order for scope increase to the Agreement.
- Self-Performed Work Mark-Up: This is a fixed percentage markup that will be applied to the cost for the CM/GC's actual labor plus burden cost, material costs, and equipment costs for self-performed work. Actual costs for self-performed work will be subject to audit. No billing rates will be allowed.

## **Proposal Schedule**

Request for Proposals Available:

Wednesday, May 25, 2022

- Available for download on the Space Coast HBCA website.

Last Day to Submit Questions:

- June 8, 2022, at 5:00 p.m. – to John Thomas, CEO, john@spacecoasthbca.org

Proposals Due:

- June 15, 2022, at 5:00 p.m. - to John Thomas, CEO, john@spacecoasthbca.org

Selection and Announcement:

- No later than June 20, 2022, 12:00 p.m.

## **Hold Harmless Agreement**

The successful Proposer(s), its agents, employees (paid or volunteer), directors and/or assigns shall indemnify, hold harmless, and defend FPCS, its directors, officers, and employees (paid or volunteer) from and against any and all claims, demands, causes of action of whatever kind or nature arising out of error, omission, misrepresentation, negligent act, conduct or misconduct of the Proposer and its agents, employees (paid or volunteer), directors and/or assigns in the provision of goods or the performance of services arising out of the preparation of this proposal and execution and performance of any contracts resulting there from. Such indemnification shall also include reasonable attorneys' fees, court costs, and expenses.