

REQUEST FOR PROPOSAL FOR CONSTRUCTION SERVICES



GREATER MIAMI JEWISH FEDERATION PARKING LOT MODIFICATIONS

REQUESTED BY:

JLL

JLL – Project & Development Services

200 South Biscayne Boulevard

Suite 4300

Miami, FL 33131

Request for Proposal

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Project Team

CLIENT: Greater Miami Jewish Federation

CLIENT'S REPRESENTATIVE: JLL
Alberto Marchan
200 S. Biscayne Boulevard, Suite 4300
Miami, FL 33131
(305) 422-1319
Alberto.marchan@jll.com

ARCHITECT: N/A

ENGINEERS: Graef Engineering (Civil)
Thomas E. Henz, PE, Inc. (Lighting)

NOTE

All correspondence, questions, and communication will be with the Clients' Representative only. Any other attempts at communication, other than with the parties outlined above is grounds for bid disqualification. Please present questions in written form only.

CONFIDENTIAL INFORMATION

All the information contained in this Request for Proposal (RFP) is confidential and shall not be discussed with anyone, except for the purpose of responding to this RFP, without expressed consent from the Client or Client's Representative.

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May 14, 2024

RE: Request for Proposal (RFP): Construction Services
4200 Biscayne Blvd, Miami, FL 33137

To Whom It May Concern:

JLL invites your firm to submit a proposal to provide construction services for the above-referenced project Greater Miami Jewish Federation parking lot modifications.

Electronic proposals are due no later than 06/06/2024 at 12:00 p.m. and shall be based on a Stipulated Sum contract. The project description, scope of services being sought, and specifics are outlined below:

A. Project Description

This project consists of the Client's need to modify parking lot at 4200 Biscayne Blvd, Miami, FL 33137. Key elements to the space include:

1. Parking Lot Surface
2. Parking Lot Striping
3. Lighting
4. Landscaping

B. Scope of Services

1. Preconstruction

- a. Review and analyze project documents to determine material availability, long lead items, potential areas of trade conflict, construction budgeting and value engineering opportunities.
- b. During this time, the General Contractor's project team will establish all of the management procedures that will be used throughout the duration of the project. These include, but are not limited to, reporting mechanisms, contracts, invoicing and disbursements.
- c. Throughout the pre-construction process, you must attend weekly construction progress meetings with the project team to ensure that all pertinent issues are being addressed in a timely manner.
- d. Review design elements/materials and make recommendations with respect to cost-effectiveness and consistency with traditional practices.
- e. Review overall design and make recommendations as it relates to construction feasibility.
- f. Provide value engineering services and recommendations of design alternatives.

2. Construction

- a. Upon commencement of construction, the Construction Manager shall assume the responsibility for managing, supervising, and coordinating all aspects of the

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- construction project, within its scope, as well as portions of the project that require coordination with the Client's Vendors.
- b. Throughout the project, the Construction Manager must maintain a team comprised of a project executive, project manager, dedicated, onsite superintendent, foreman, estimator, and accounting support staff. Client reserves the right to approve all members of the project team and to request the replacement of a member of the team at their sole discretion.
 - c. Propose site and mobilization logistics with the cooperation and approval of the Client and building landlord.
 - d. Schedule critical path activities for the Project, including identification of any long lead items for expedited or pre-purchase consideration.
 - e. Administrative responsibilities include:
 - i. Attending weekly progress meetings with the team to ensure that appropriate matters of construction are being considered.
 - ii. A method of submittal distribution and tracking will be established and reviewed periodically to maintain the construction schedule.
 - iii. Preparation and distribution of change orders for Client and designer approval
 - iv. Monthly requisitions accurately reflecting work in place are required.
 - f. Field responsibilities include managing a safety program and maintaining safety procedures according to local statutes, laws, and codes. Daily logs must be maintained documenting weather, manpower on site, work in progress, accidents, and field issues. Team members must inspect all facets of work put in place to ensure that installation is proceeding in accordance with specifications and local laws on a daily basis. Team members must also abide by all COVID-19 guidelines set by the landlord, Miami Dade, and City of Miami at all times when onsite performing work.
 - g. Insurance must be maintained for Contractor and all subcontractors, suppliers, and vendors (including materials stored offsite) throughout the entire duration of the construction project and completed operations coverage must be maintained for at least the duration of any warranty period required by Client. Certificates of Insurance must reflect any "additional insured", verbiage required by the Client and contain a complete waiver of subrogation in Client's favor. Contractor will be required to indemnify and defend Client from claims to the extent arising from the negligent acts or omissions of Contractor, its subcontractors or anyone for whom they are responsible. This indemnity obligation must be covered by the insurance provided by Contractor.
 - h. All closeout documents must be submitted in electronic form (bound form if requested) and delivered to Client no more than thirty days after the occupancy date. Retainage for the project will be held until all of the required documentation is accepted by the Client. The close-out package must include the following:
 - i. Operation and Maintenance Manuals for all components installed in or around the project scope, along with spare parts, excess materials, etc.
 - ii. All Submittals,
 - iii. Subcontractor/Supplier Contact Information,
 - iv. Warranties and Guarantees for all components of the project,
 - v. Commissioning,
 - vi. Training,
 - vii. Sign Offs from all applicable agencies having jurisdiction over the project, and
 - viii. Final Waiver of Lien from all subcontractors and suppliers.

3. Contract Documents

Basis of contract will be the following documents (amend as needed)

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- a. AIA Contract and Exhibits
 - b. JLL Request for Proposal terms and exhibits
 - c. Any Addendum to JLL RFP
 - d. Building Rules and Regulations
4. Contractor's Applications for Payment shall be accompanied by the following, all in form and substance satisfactory to the Client and in Compliance with applicable Florida statutes:
- a. An updated schedule of values, updates to the project schedule, if any, a duly executed and acknowledged Contractor's Sworn Statement showing all contractors with whom contractor has entered into subcontracts, the amount of such subcontract, the amount requested for any subcontractor in the Application for Payment and the amount to be paid to the Contractor for such progress payment, together with similar sworn statements from all subcontractors and, where appropriate, from sub-subcontractors.
 - b. Duly executed conditional Waivers of Mechanics' liens from contractor and all such subcontractors, establishing payment or satisfaction of the payment requested by contractor at the time of Application for Payment along with unconditional waivers for amounts previously paid by Client
 - c. Waivers shall be submitted at the time of payment application;
 - d. Any other reasonable documentation Client may request to reflect that amounts previously paid have been paid downstream to subcontractors, sub-subcontractors and suppliers.
5. Contractor will obtain and pay for all subcontractor permits, licenses, etc. necessary to complete their work as part of the proposed contract price. All contractors (including any subcontractors) will be required to be licensed and bonded as required by any applicable jurisdiction. GC shall include any and all sales & use taxes in its proposed contract price.
6. The Greater Miami Jewish Federation is a Tax-Exempt organization. We will use a Direct Material Purchase Order ("DMPO") to purchase materials and save State of Florida Sales Tax. (Further details to follow).

C. Response Protocol

RFP responses must be submitted in an organized manner, each copy should address distinct sections as listed in the RFP Table of Contents. All RFP responses should have consecutively numbered pages.

All questions or comments concerning this RFP **must be made via email** to Alberto Marchan and Koby Havia of the GMJF. JLL is requesting one electronic response, which may be emailed to the following addresses.

Alberto Marchan at: Alberto.marchan@jll.com

Koby Havia at: Khavia@gmjf.org

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D. Proposal Format

In an effort to keep the proposals at a concise level to facilitate review, we have determined an overall document size guideline. Please maintain a fifteen-page limit on the body of the proposal. Any additional information necessary in your submission should be presented as attachments. The proposal shall be organized according to the outline give below:

1. *Title Page*
The title page should clearly state your company name, contact name, address, telephone, and fax number.
2. *Company Background and Project Approach*
Provide a brief history of your firm and identify projects of similar size and scope that your firm has completed. State the qualities and attributes your firm brings to this project that may distinguish it from others. State the number of years your firm has been in business and any previous experience with the client.
3. *Organization and Staffing*
Within this section, you should provide an organizational chart for the local offices of your company and for this specific project. Include resumes of all key project team members. Please make us aware of any other projects the team members will be involved with concurrent with this project.
4. *Client References*
Included in your proposal should be at least five Client references that we may contact regarding your work. If possible, please provide specific examples of any (enter specialized specific components) your firm has completed in the recent past. Project references should be of a similar size and scope of the project described.
5. *Insurance and bonding*
Provide your firms' insurance carrier and agent information. Include contact names and phone numbers. Please outline the insurance limits that your firm carries. Please refer to the attached sample contract for specific insurance requirements.
6. *OSHA Safety Log*
Provide records showing the last 5 years status of OSHA 300 Safety Logs.
7. *Company Onsite COVID-19 Safety Plan*
Provide companies onsite COVID-19 safety plan during the duration construction.
8. *Prior/Pending Litigation*
Provide record of last 10 years prior/pending litigation.
9. *Fee Proposal (see below)*
10. *Construction Schedule*
Provide construction schedule for the project.
11. *Exceptions*
Provide any exception your firm has to the terms of this RFP and the proposed contract form. Failure to provide exceptions during the RFP response phase will result waive any exception at the award.

E. Fee for Basic Services

1. Respondents to provide fees based on attached bid form (See Exhibit C). Supply form in electronic MS Excel format with proposal.

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2. Provide a schedule of hourly rates with the proposal. It must contain the project team members included in this project, complete with their associated actual hourly rates.
3. Provide weekly rate for extension of General Conditions.
4. Provide competitive bidding (for agreed scopes) and complete transparency related to pricing when the Fee Proposal is being developed (future).

F. Evaluation Criteria

The proposal review process will be private. The basis for selection will include, but not limited to:

1. The understanding the firm has of the purpose and scope of the project and of the work to be accomplished.
2. The firm's general approach and methodology for meeting the requirements of the Project.
3. Ability of the firm to successfully accomplish the project based on factors such as staff resources, technical expertise, project management, organizational commitment, and understanding of the project schedule.
4. Cost proposal for the service requested.
5. Completion schedule.
6. Proposed team members.

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EXHIBIT A - Contract Language

The Client's desired form of contract is the AIA A104-2017 Stipulated Sum. Please provide contract's and raise any objection to the terms within this form of contract as part of your RFP response.

EXHIBIT B – Insurance Requirements

Not used

EXHIBIT C – Bid Form

Please find excel format bid form attached to RFP.

EXHIBIT D – Construction Documents

Please find Construction Documents attached to RFP.