# Seaside Community Charter School A/E Services

# Description:

### Purpose of the Solicitation/Event

Seaside School Consortium, Inc., d/b/a Seaside Community Charter School (“Seaside Charter School”), plans to move its existing campus to 10822 and 10855 Old St. Augustine Rd., Jacksonville, FL 32257 for the 2022-23 school year. Seaside Charter School’s Board of Directors (SCSBD) announces that Architectural & Engineering services are required for the design, permitting and construction oversight of a new addition and renovation for the Early Learning Center (ELC) as well as site improvements indicated on the attached site plan. In addition, the scope shall include miscellaneous minor projects throughout the adjacent Main Campus. The ELC is located at 10822 Old St. Augustine Rd., Jacksonville, FL 32257. The Main Campus address is 10855 Old St. Augustine Rd., Jacksonville, FL 32257.

### Project Information/Scope of Work

It is the intent of the SCSBD to select a design and permitting team for all services through construction oversight. The initial contract will be only for Design and Permitting Services. Additional work through construction oversight may be negotiated and added upon mutual agreement between the SCSBD and the selected firm by way of amendment to the original agreement.

Itemized scope of work:

ELC 4 Classroom Addition & Renovation:

* Renovation and addition of and existing (approx.) 2,200 sf building to provide 4 new classrooms at 600sf each in addition to ancillary spaces as required
* Site Improvements: Parking modifications, site fencing, landscaping, pedestrian boardwalk/bridge over existing stormwater swale, covered walkway and drop-off canopy.

Miscellaneous Projects (Main Campus):

• New Kindergarten Classroom: Demolish (3) interior partitions to convert three existing offices to a new classroom

• Campus-wide Accessibility Assessment & Report

• Modify/Enlarge Windows in seven classrooms in 500 wing

• Modify/Enlarge Windows in rooms 305,306,402,404,406,408

• Resurface front parking lot and pave gravel parking

• Remove cross from auditorium roof

• Interior Finishes (new paint & ceiling tiles in select areas)

• Wing 600/800 ceiling repair

• Vehicle drop-off canopy at Gym Entrance

• Convert to facility to electronic locks/access

• General Landscaping as required

Potential Additive Scope

* Kiln for new Art Room

• Second pedestrian boardwalk/bridge over existing stormwater swale

### Term of Agreement

This contract will commence upon the SCSBD’s issuance of a Notice to Proceed and shall be effective until the contract is completed or terminated. Architectural Programming shall be completed within 30 calendar days of Notice to Proceed. Final Design shall be completed within 60 calendar days of Notice to Proceed.

Seaside Charter School's Terms and Conditions apply to this Solicitation and shall become a part of any contract issued hereunder.

### Calendar of Events

The proposed schedule for selection, award, and negotiation will be as follows:

### Event Date & Time Location

Questions Deadline November 5, 2021 at 5:00 PM rpinchot@seasidecharter.org

 Response to Questions November 12, 2021 by 5:00 PM rpinchot@seasidecharter.org

 Proposals Due November 19, 2021 at 5:00 PM rpinchot@seasidecharter.org

## Interviews (if required) November 22-23, 2021 TBD

All times are Eastern Standard Time, unless otherwise noted.

### Minimum Requirements:

Proposers must, at the time of receipt of proposals:

* Be qualified under chapter 481, Florida Statutes to practice architecture, or a firm who holds a current certificate as a registered engineer under chapter 471 to practice engineering and who is employed by or under contract to the agency for the providing of professional architect services, or engineering services:
* Hold a current and active Florida legal entity, in good standing. If the Proposer is an out-of-state legal entity, it must have a current registration to do business in the State of Florida and be in good standing:
* Meet any special prequalification requirements set forth in the documents; and,
* Include a person or an affiliate that has been convicted of a public entity crime, as defined in Section 287.133, Florida Statutes, within 36 months prior to the date for receipt of proposals or is included on the convicted vendor list maintained by the Florida Department of Management Services pursuant to Section 287.133(3)(d), Florida Statutes.

### Selection Criteria:

* Qualifications, relevant experience, and design capabilities of the firm and specifically the team members with similar types of projects and budgets.
* Understanding of the project, as well as the Owner’s goals and objectives for the project.
* Building code knowledge, construction administration and project management abilities.
* Firm’s location and the design team’s commitment and ability to be on site for design and construction meetings. Current workload indicating the design team’s availability and confirming their dedication to this project.
* Past performance and experience with charter school construction and/or renovations or similar projects.

**Selection Process and Basis of Award**

SCSBD’s Selection Committee will evaluate and score Proposals using the Selection Criteria set forth above. The Selection Committee, at its discretion, may choose to award the project to the proposer the committee feels is the best qualified for the project. The committee may also choose to interview up to (3) firms. If an interview is requested by the committee, short-listed firms shall receive a letter via email to the primary point of contact listed in the proposal with a date, time and location for the interview.

The SCSBD reserves the right to make multiple awards or to reject any or all proposals. Lobbying of any member of the Selection Committee by any representative of the firm is expressly prohibited and will be considered as cause for rejection of the proposal.

Any award will be subject to satisfactory negotiation of a contract and final approval by the SCSBD.

### Questions & Answers

Questions should be submitted to the email address provided and be specific to this solicitation prior to the Deadline for Questions provided on the Calendar of Events. Questions may be answered at the discretion of the SCSBD, replies will be forwarded to all proposers by 5pm on the date specified.

No interpretation of the meaning of any part of this solicitation, nor corrections of any apparent ambiguity, inconsistency, or error herein, will be made to any Proposer orally. All requests for written interpretation or corrections must be submitted in writing.

### Proposal Submission

Proposals must be submitted to the email address provided by the date and time identified in the solicitation. Late submissions will not be accepted.

It is the responsibility of the Proposer to carefully review the requirements of this RFQ and submit all information requested. If Proposer fails to submit all items requested by this solicitation, the proposal may be deemed non-

responsive. If in doubt of the requirements of this solicitation, send an email to: rpinchot@seasidecharter.org

### Acceptance or Rejection of Proposals

### The Contract, if any, may be awarded to that responsible firm(s) who financially and professionally can provide the requested services conforming to the solicitation and which will be most advantageous to the SCSBD. The SCSBD reserves the unqualified right to reject any or all proposals and to waive information and minor irregularities in proposals received. The right is reserved to accept a proposal which, after review by the Selection Committee, is considered most advantageous to the SCSBD.

### Subconsultants

If the execution of work to be performed by the Proposers firm requires the hiring of subconsultants, include relevant experience of the subconsultants and of partnering with stated subconsultants in the proposal.

### Organization and Content of Proposal

1. One (1) copy of the proposal in its entirety must be submitted to the email address provided.
2. The entire proposal should not exceed 40 single-sided, 8” x 11.5” size pages, excluding cover sheets, divider pages (as long as such pages do not include promotional material), and required copies of licenses and certifications.
3. Pages should be numbered consecutively.
4. The proposal should be organized to include:
5. Letter of Interest.
6. Evidence of Minimum Requirements, including a copy of applicable licenses, certifications, etc.
7. Information regarding the firm's qualifications and experience as it relates to the project and the Selection Criteria.
8. Organizational chart