



REQUEST FOR PROPOSAL FOR THE RENOVATION AND NEW CONSTRUCTION OF CENTER 9

December 27, 2024

Le Jardin Community Center, Inc., with administration offices at 311 NE 8 St Suite 203, Homestead, FL 33030, is seeking bids for the construction of a new building and renovation for an existing building of an educational center located at 580 W Davis Pkwy, Florida City, FL 33034 for children 0 to 3 years old.

The existing building is 7,482 square feet with 14 Classrooms. The renovation will be to retrofit current building at Center 9 (580 NW Davis Parkway Florida City Florida 33034) to meet ICC-500 Storm Shelter standard with state-of-the-art hurricane building proofing. The renovation includes but not limited to, roofing, power generator, water filtration system, water drainage, lighting, A/C system, and all interior building, demolition, and landscape, as per the architectural plans and specifications provided.

The new construction will be a 5,231 square feet educational facility. The building will be a school with 7 classrooms that meets ICC-500 Storm shelter standard. The project includes but not limited to new construction building, age appropriate playground, landscaping, signage, a large parking area, a crash wall, fencing, A/C, and Gas, as per the architectural plans and specifications provided.

Final Day for accepting bids will be January 31, 2025.

The Executive Director with recommendations from the committee will review the bids.

A mandatory Bidders conference is scheduled for January 13, 2025 @ 10:00am at the site of the renovation. A Le Jardin representative and/or the architect will be on site to answer any questions regarding the construction.

Le Jardin Community Center, Inc.

311 NE 8th Street ▪ Suite 203 ▪ Homestead, Florida 33030 ▪ 305-245-7299

www.lejardincinc.org

Page | 1





Mailing address

311 NE 8 St Suite 203,

Homestead, FL 33030

305-245-7299

Center address

580 W Davis Pkwy

Florida City, FL 33034

REQUEST FOR PROPOSAL

For the renovation of the educational center and new construction, at 580 W Davis Pkwy, Florida City, FL 33034 for children 0-3 years old as per the plans and specification.

Inquiries and proposals should be directed to:

Name: Eduardo Berrones, Audelia Martinez, Mark Hadley

Entity: Le Jardin Community Center, Inc.

Address: 311 NE 8 St Suite 203, Homestead, FL 33030

Email: mhadley@lejardincinc.org, berrones@lejardincinc.org, audim@lejardincinc.org

Proposal Guidelines



TABLE OF CONTENTS

- I. GENERAL INFORMATION
 - A. Purpose
 - B. Mandatory minimum requirements/Qualifications
 - C. Bidder's representations
 - D. Bidders Conference
 - E. Bidders Request for Information
 - F. Modification or interpretation of bidding documents
 - G. Instructions on Proposal Submission
 - 1. Closing Submission Date
 - 2. Inquires
 - 3. Conditions of Proposal
 - 4. Instructions to Prospective Contractors
 - 5. Right to Reject
 - 6. Confidentiality
 - 7. Small and/or Minority-Owned Businesses
 - 8. Conflict of interest
 - 9. Bonding and Insurance Requirements
 - 10. Notification of Award
 - H. Description of Entity and Records to be Audited
 - I. Options
- II. SPECIFICATION SCHEDULE
 - A. Goods and Services Required
 - B. Delivery Schedule
 - C. Price
 - D. Payment
- III. BIDDER'S TECHNICAL QUALIFICATIONS
 - A. Prior Experience
 - B. Organization, Size, and Structure
 - C. Qualifications



- D. Understanding of Needs
- E. Certifications

IV. PROPOSAL EVALUATION

- A. Submission of Proposals
- B. Non-responsive Proposals
- C. Evaluation
- D. Review Process

V. CERTIFICATIONS

- A. Authorization to Sign
- B. Execution Agreement (s)
- C. Fair Price Determination
- D. Davis Bacon
- E. Bidder Price Disclosure
- F. Discouragement Attempts
- G. RFP Comprehension
- H. Government Organization Disbarment

I. GENERAL INFORMATION

A. Purpose

This Request for Proposal (RFP) is to contract for the renovation and new construction of an educational center located at 580 W Davis Pkwy, Florida City, FL 33034. The educational center will be renovated and constructed according to the plans and specification furnished by Le Jardin Community Center, Inc. See Architectural plan, Civil plans, Landscape plan, MEP, Structural, and Survey attachments.

B. Mandatory minimum requirements/Qualifications



This section contains mandatory minimum requirements that must be met in order for an offer to be considered responsive. If required, offerors shall include a detailed narrative outlining how the proposed solution meets the minimum mandatory requirements outlined in this section. Failure to meet any one of the mandatory requirements/qualifications will result in the proposal being rejected and the proposal will not move forward in the evaluation process.

All of the items described in this section are non-negotiable. A rejection of a proposal due to a proposal not meeting mandatory minimum requirements can occur at any time in the evaluation process.

- Contractors shall be State of Florida licensed for the job specific request outlined in this RFP to perform these services.
- Debarment: By signing and submitting a proposal, Offerors certifying that they are not currently debarred by any local or state government or the Federal Government.
- Any offeror wishing to submit a proposal and be considered for this Solicitation will have had and demonstrate successful experience within the past ten (10) years relating to or similar to the RFP.
- Supervisor or equivalent on site must be Level II Background Screened

C. Bidder's representations

By Submitting a Bid, the bidder represents that:

1. The bidder has read and understands the bidding documents
2. The bid complies with the bidding documents
3. The bidder has visited the site, become familiar with local conditions under which the work is to be performed and has correlated the bidder's observations with the requirements of the Proposed contract documents
4. The bid is based upon the materials, equipment, and systems required by the bidding documents without exception

D. Bidders conference



A mandatory Bidders conference is scheduled for January 13, 2025 @ 10:00am at the site of the educational center, 580 W Davis Pkwy, Florida City, FL 33034. A Le Jardin representative and/or the architect will be on site to answer any questions regarding the construction.

Prospective bidders shall examine carefully the work site, and satisfy themselves as to all observable conditions. Bidders shall be responsible for measuring and calculating the amount of work. Any questions regarding materials or obstacles that might be expected must be clarified during the bidding period. Bidders shall avail themselves during this time to perform any on-site investigations as they may deemed necessary in order to prepare their bid.

E. Bidder's Request for Information (RFIs)

Bidder may call, write or email for information regarding the RFP. All requests for information should be directed to Eduardo Berrones, Audelia Martinez, Mark Hadley. Written request should be sent to Le Jardin Community Center, Inc. 311 NE 8 St Suite 203, Homestead, FL 33030. Bidders wanting more information regarding the RFP may call the administration office at 786-876-4820. Email request should be sent to mhadley@lejardincinc.org, berrones@lejardincinc.org and audim@lejardincinc.org.

The deadline to receive RFIs from bidders is no later than 5PM on January 24, 2025. Responses cannot be guaranteed for RFIs submitted past the established deadline. Procedural questions may be entertained by phone or during the Pre-Bid Meeting.

F. Modification or interpretation of bidding documents

The bidder shall study the bidding documents, examine the site and local conditions, and shall notify the architect of errors, inconsistencies or ambiguities discovered and request clarification or interpretation. Request for clarification or interpretation must follow the guidelines of the RFI.

Modifications and Interpretations of the bidding documents shall be made by know to all prospective bidders.

G. Instructions on Proposed Submission



1. Closing Submission Date

Proposals must be submitted no later than 5:00 pm January 31, 2025

2. Inquires

Inquiries concerning this RFP should be directed to Eduardo Berrones, Audelia Martinez, Mark Hadley. (See C. Bidder's Request for Information).

3. Conditions of Proposals

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Bidder and will not be reimbursed by Le Jardin Community Center, Inc.

4. Instructions to Prospective Contractors

Proposal should be labeled as follows:

Bidder's Name:

Title:

Entity:

Address:

It is important that the Bidder's proposal include the following documents:

- a. Proposal plans
- b. Price breakdown
- c. Certifications signed
- d. Qualifications
- e. Licenses
- f. Bid Bonds

Payment and Performance bond are required at the execution of the contract.



Failure to do so may result in premature rejection of your proposal. It is the responsibility of the Bidder to ensure that the proposal is received by Le Jardin Community Center, Inc. by no later than 5:00 pm January 31, 2025. Late proposals will not be considered. Confirmation of receipt is the sole responsibility of the Vendor.

5. Right to Reject

Le Jardin Community Center, Inc. reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

6. Confidentiality

The Vendor agrees to keep the information related to negotiations in strict confidence. Other than the reports submitted to Le Jardin Community Center, Inc., the Vendor agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permits others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Vendor's possession, to those employees on the Vendor's staff who must have the information on a "need-to-know" basis. The Vendor agrees to immediately notify, in writing, Le Jardin Community Center, Inc.'s authorized representative in the event the Vendor determines or has reason to suspect a breach of this requirement.

7. Small and/or Minority-Owned Businesses

Efforts will be made by Le Jardin Community Center, Inc. to utilize small businesses. A Bidder qualifies as a small business firm, if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).

8. Conflict of Interest

Provide a Statement of any potential conflicts Vendor and/or key staff may have regarding providing these services to Le Jardin Community Center, Inc. The statement should not only include actual conflicts, but also any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interest are identified, so state in your proposal.



9. Bonding and Insurance Requirements

The Contractor shall furnish to Le Jardin Community Center Inc. Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below

1. Worker's Compensation Insurance for all employees of the Contractor as required by Florida Statute 440
2. Commercial General Liability including what is required by law, regulations and/or code. Le Jardin Community Center Inc. must be shown as an additional insured with respect to this coverage.
3. Automobile Liability Insurance covering including what is required by law regulations and/or code. Le Jardin Community Center Inc. must be shown as an additional insured with respect to this coverage.
4. Bonds required herein shall be obtained from companies holding certificates of authority as acceptable sureties pursuant to 31 CFR part 223.

Bid Bond in the amount of five percent bid price is required and shall be submitted with proposal. The cost of the bond will be borne by the responsive bidder. The bid bond will be returned to all responsive bidders, except for the successful responsive upon conclusion of the notice of intent to award. The bid bond will be returned to the successful Responsible bidder after the Contract is executed.

Within 10 days after notification of award, the successful Responsive Bidder must submit a Performance Bond and Payment bond in the amount of 100 percent of the Contract value. The cost of the Performance Bond and payment bond will be borne by the successful Responsive, Responsible Bidder.

The Vendor must secure and maintain, at its sole expense, throughout the term of this contract, insurance necessary to cover services under this contract. The vendor accepts full responsibility for identifying and determining the types and extent of liability insurance necessary to provide reasonable financial protections for itself, and the clients to be served under this contract. The limits of coverage under each policy maintained by the vendor do not limit the vendor's liability and obligations under this contract. The vendor must deliver the written notification and a Certificate of Coverage to the Le Jardin Community Center, Inc. of insurance coverage at the time this contract is executed and within five business days of any change in insurance or terms of insurance.



10. Notification of Award

Le Jardin will notify the successful firm and begin negotiations on final details. Upon conclusion of the final negotiations with the successful firm, all Bidders submitting proposals in response to the Request for Proposal will be informed, in writing, of the name of the successful firm. Le Jardin Community Center, Inc. reserves the right to delay the selection process, withdraw and reissue the RFP, or cancel this procurement.

H. Description of Entity

Le Jardin Community Center, Inc. is a nonprofit organization which serves the southern section of Miami-Dade County, Florida. Le Jardin Community Center, Inc. is a private, nonprofit corporation and has been determined to be exempt from Federal income tax under Section 501(C)(3) of the Internal Revenue Code. It is governed by a Board of Directors. Administrative offices are located at 311 NE 8 St Suite 203, Homestead, FL 33030. Le Jardin Community Center, Inc. has nine (9) schools for children ages 6 weeks old to 5 years old and pregnant women in the City of Homestead and Florida City.

I. Options

Due to the funding schedule that Le Jardin Community Center, Inc. is working under, and the limited time in which the property is available for construction before the 2025 school term begins, the successful bidder will have to adhere to the schedule described in this RFP in Section II. Specific Schedule. Time is of the essence.

II. SPECIFICATION SCHEDULE

A. Goods or Services Required

The Purpose of this RFP is to obtain responses from bidders offering to renovate an educational center and new construction in Florida City, for students ages 6 weeks to 3 years old and pregnant women. The construction of the school MUST start no later than one month after



notification of award and must be completed by February 28, 2026. Preference will be given, to the extent practical, for vendors utilizing products and services that conserve natural resources and protect the environment and are energy efficient.

B. Delivery Schedule

The educational center must be ready with a Certificate of Occupancy by March 31, 2026

C. Price/Budget

The Bidder proposed price should be submitted separately. Include Information indicating how the price was determined. The pricing information should be in a separate sealed envelope and enclosed in the sealed response to the RFP. Base Bid amount must include all permit fees. Contract value will be fixed priced.

The maximum contract value must not exceed \$2,000,000 for the renovation. The new construction contract value must not exceed \$5,127,000. Price is a part of evaluation and lower contract value will be weighted favorable.

D. Payment

Payment will be made by Le Jardin Community Center, Inc. accordance's with the following draw schedule:

Construction Draw Schedule

Draw #1	20% Contract Execution
Draw #2	20% Foundation
Draw #3	20% Tie Beam
Draw #4	20% Roofing
Draw #5	10% Finishing
Draw #6	10% Certificate of Occupancy



Renovation Draw Schedule

Draw #1	20% Contract Execution
Draw #2	30% Windows & Doors
Draw #3	30% Roofing
Draw #4	10% Finishing
Draw #5	10% Certificate of Occupancy

* 10% retainage at every draw will be deducted payable at Certificate of Occupancy. Payments will be lump sum fixed-price basis.

III. BIDDERS TECHNICAL QUALIFICATIONS

A. Prior Experience

The Bidder should describe its prior experience including the names, addresses, contact persons, and telephone numbers of prior organizations serviced.

B. Organization Size and Structure

The Bidder should describe its organization, size (in relation to service to be performed) and structure. Indicate, if appropriate, if the firm is a small or minority-owned business.

C. Qualifications

The Bidder should describe the qualifications of any individuals who may be assigned to this contract. Only include resumes of staff to be assigned to this contract. Education, position in firm, years and type of experience, continuing professional education, etc. will be considered.



D. Understanding of Needs Certifications

The Bidder should describe its understanding of the needs of Le Jardin Community Center, Inc. and its knowledge of compliance and licensing standards for educational facilities. Other pertinent information should be described in this section. The Bidder must also show a complete understanding of requirements for the construction of federally funded facilities.

E. Certifications

The Bidder must sign and include as an attachment to its proposal the Certifications enclosed with this RFP.

IV. PROPOSAL EVALUATION

A. Submission of Proposals

All proposals shall include two (2) copies of the Bidder's proposal, two (2) copies of the pricing information (in a separately sealed envelope), and two (2) copies of the signed Certifications. These documents will become part of the contract.

B. Non-responsive Proposals

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal does not include the Certifications.



C. Evaluation

Vendors will be scored on the criteria categories below:

Factors	Point Range
1. Prior experience in the construction of early childhood centers, schools, and government buildings (Le Jardin Community Center, Inc. will contact prior customers to verify experience provided by the Bidder)	0-25
2. Organization size, history, use of products that conserve natural resources, protect the environment and are energy efficient, and structure of the Bidder's firm.	0-10
3. Qualifications of Bidder to complete this contract by February 28, 2026	0-25
4. Bidder's ability to assure coherence in design supplied by Le Jardin.	0-10
5. History of limited use of change orders.	0-5
6. Price.	0-25
Maximum Points	100

D. Review Process

A four-person committee of Le Jardin Community Center, Inc. administrators and Board Member(s), will convene after receipt of the RFP s to select the Bidder. Le Jardin Community Center, Inc. contemplates award of the contract to the responsible Bidder with the highest total points.

Le Jardin Community Center, Inc. may at its discretion, request presentations by or meetings with any or all Bidders, to clarify or negotiate modifications to the Bidders' proposals.

However, Le Jardin Community Center, Inc. reserves the right to enter into a contract without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Bidder can propose.



CERTIFICATIONS

On behalf of the Offeror:

- A. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
- B. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
- C. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
- D. Weekly completion of the Payroll Form WH-347 in compliance with The Davis Bacon Act.
- E. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
- F. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
- G. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal.
- H. The individual signing certifies that the Offeror, and any individuals to be assigned to the contract, does not have a record of substandard work and has not been debarred or suspended from doing work with any governmental organization.

Date this _____ day of _____, 20____.

(Offeror's Firm Name)

(Printed Name and Title of Individual Signing)