

**REQUEST FOR QUALIFICATIONS
FOR
CONSTRUCTION MANAGEMENT SERVICES FOR
North Florida Child Development, Inc
Corporate Center
Wewahitchka, Florida**

I. INTRODUCTION

North Florida Child Development is requesting written proposals from qualified construction firms to provide professional At-Risk Construction Management Services for the Budgeting and Construction of proposed renovation/upgrades of 4,160 SF of an existing structure to be converted to Business Occupancy for NCD Corporate Center in Wewahitchka, Florida.

II. It is the NCD intention to employ the Construction Firm at Risk to provide overall Project Construction Management, including Pre-Construction Services, Cost Benefit Studies, Information Management, Construction for Scope of Work and overall Project Management during the Construction on a cost plus a fee basis, with a guaranteed maximum price.

III. PROPOSAL INSTRUCTIONS AND GENERAL INFORMATION

Proposal Submissions: Submit seven (7) copies of a written proposal no later than 1:00 PM CST on July 24, 2023.

North Florida Child Development, Inc
Attention: Sebrina McGill
141 South Hwy 71 North
Wewahitchka, FL 32465

Reservations: NCD reserves the right, during the entire process, to reject any and all proposals, to negotiate changes in the new scope of work or services to be provided, and to otherwise waive any technicalities or informalities.

Method of Selection: Proposals will be reviewed by the construction management review committee, which has been appointed by the NCD Board of Directors. The construction management review committee shall review the qualifications (which shall include, but are not limited to, the seven items listed below) of interested firms. Subsequently, the construction management review committee shall develop a short list of firms. The short listed firms will be invited to make presentations to the construction management review committee. Following the presentations, the construction review committee shall make a recommendation to NCD Board. Upon acceptance of the recommendation from the construction management review committee, NCD Board of Directors may enter negotiations or entertain bids with the selected construction management firm.

Please respond by including but not limiting your responses to the following:

1. Company name and length of time in business.
2. Company location.
3. Availability of time to start and complete project within Owner's requirements.
4. Insurance carrier and applicable coverage.
5. Qualifications of staff to be utilized on this project with names, short resumes, length of time with firm and previous clients served.
6. Names of five (5) previous projects with phone numbers and contact person.
7. Description of similar previous experience, to include budget, final cost, time schedule, change orders, etc.

Request for information shall be in writing. Please do not contact the NCD staff. Refer all requests to Clemons, Rutherford & Associates, Inc. (CRA), Attention: Shay Divsalar, 2027 Thomasville Road, Suite 201, Tallahassee, FL 32308. A Pre-proposal Conference may be scheduled by CRA at a later date. Any person employed by a firm submitting a proposal is forbidden to contact directly or indirectly the Board member, or staff member of NCD. Violation of this prohibition will result in the firm's proposal being rejected and the firm being disqualified from the review and selection process.