



REQUEST FOR PROPOSAL

SUBJECT: PROJECT & CONSTRUCTION MANAGEMENT

DATE & TIME RFP DUE: JULY 19, 2022, 4:30 PM

**SUBMIT: OCEAN VILLAGE PROPERTY OWNERS ASSOCIATION, INC.
2400 S OCEAN DR, ADMINISTRATION OFFICE
FORT PIERCE, FL 34949**

**Attn: MANEY GALE, GENERAL MANAGER
Email: maney.gale@fsresidential.com
Fax: (772) 468-1037**

GENERAL TERMS AND CONDITIONS OF INVITATIONS FOR BIDS

1. GENERAL CONDITIONS

Bidders are required to submit their proposals upon the following express conditions:

- A. Bidders shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of material and equipment as required by the bid conditions. No plea of ignorance, by the bidder, of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the bidder to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of **OCEAN VILLAGE PROPERTY OWNERS ASSOCIATION, INC.** or the compensation to the bidder.
- B. **OCEAN VILLAGE PROPERTY OWNERS ASSOCIATION, INC.** reserves the right to waive all informalities and to reject any and all bids.

2. PREPARATION OF BIDS

Bids will be prepared in accordance with the following:

- A. Pricing shall be broken into either time unit pricing or flat rate pricing with full explanation of included services and limits.

3. DESCRIPTION OF SUPPLIES AND/OR SERVICES

- A. Bidders must indicate any variances to the specifications, terms, and conditions, no matter how slight. If variations are not stated in the Proposal, it shall be construed that the bid fully complies with the Specifications, Terms and Conditions.
- B. Bidders are required to state exactly what they intend to furnish; otherwise, they shall be required to furnish the items as specified.
- C. **OCEAN VILLAGE PROPERTY OWNERS ASSOCIATION, INC.** shall be the sole judge of equality and its decision shall be final.

4. SUBMISSION OF BIDS

- A. Bids shall be addressed to **OCEAN VILLAGE PROPERTY OWNERS ASSOCIATION, INC., 2400 S OCEAN DR, ADMINISTRATION OFFICE, FORT PIERCE, FL 34949 or maney.gale@fsresidential.com SUBJECT: PROJECT & CONSTRUCTION MANAGEMENT 2022** The name and address of the bidder shall be placed on the outside of the envelope or within the email subject.

5. TERMINATION OF CONTRACT

- A. **OCEAN VILLAGE PROPERTY OWNERS ASSOCIATION, INC.** may, by written notice to the Contractor, terminate the Contract if the Contractor has been found to have failed to perform his services in a manner satisfactory to the **OCEAN VILLAGE PROPERTY OWNERS**

ASSOCIATION, INC. as per specifications, including delivery as specified. The date of termination shall be stated in the notice.

- B. **OCEAN VILLAGE PROPERTY OWNERS ASSOCIATION, INC.** may cancel the Contract upon 30 days written notice for reasons other than cause.

6. AWARD OF CONTRACT

- A. The contract will be awarded to the responsible bidder(s), whose bid(s), conforming to the Invitation for Bids, is most advantageous to **OCEAN VILLAGE PROPERTY OWNERS ASSOCIATION, INC.**, price and other factors considered. **OCEAN VILLAGE PROPERTY OWNERS ASSOCIATION, INC.** reserves the right to accept and award item by item, and/or by group.
- B. Successful Bidder shall be notified in writing of the award.

7. HOLD HARMLESS AGREEMENT

The awarded bidder agrees to indemnify and hold **OCEAN VILLAGE PROPERTY OWNERS ASSOCIATION, INC.** harmless from any and all claims, suits, actions, damages, causes of action, or attorney's fees, arising from any personal injury, loss of life, or damage to person or property sustained by reason or as a result of the product or services supplied or as a result of negligence of the contractor/supplier, his employees, agents, or assigns.

REQUEST FOR PROPOSALS PROJECT & CONSTRUCTION MANAGEMENT

SCOPE

The Ocean Village Property Owners Association, Inc. (the "POA") is a not-for-profit entity that conducts the full operations and management of all of the common areas of a community comprising 1,200 houses and condominium units on Hutchinson Island, in the City of Fort Pierce, Florida. The organizing documents and by-laws of the POA give it the authority, legally, administratively, and financially to conduct all the necessary management and governance functions on behalf the property and homeowners residing in the entire complex, excluding individual, non-common, homeowner properties.

The POA, in the form of its Board of Directors, has voted to fund by, by the use of a special assessment from property owners for demolition of an existing community center, comprised mainly of a clubhouse, and to construct a new clubhouse, along with adjacent tennis courts, and other amenities. The POA has already solicited and collected the funds to complete the project. The POA has also hired a qualified architect, who has prepared the entire detailed design of clubhouse, with the supply of detailed construction drawings. All applicable permits have been obtained, and a constructor (the "Constructor") has been selected in a competitive process to construct the entire facility for a fixed price. Demolition and then actual construction are planned to begin sometime during the month of June 2022, with a completion date in nine to twelve months.

The POA is soliciting, by this Request for Proposal (RFP), proposals from qualified project management/ construction management firms that will oversee the entire construction phase of the project, through final completion of the new facility. The firm chosen, must have demonstrated past, and proven experience as a project/ construction manager of projects of a similar nature and size, or larger. The decision in terms of a selection of the successful chosen party, will be made to a large extent, on the entire experience of the proposed staffing by the successful party regarding both technical engineering and construction and prior field work experiences on projects of a similar nature. The lead individual selected by the successful party to this RFP should be a registered engineer, either civil or another engineering discipline, with actual prior technical and management experience in building construction, or related industries. Interested parties should submit detailed proposed project organizational staffing documents, and resumes. Indicative pricing should also be submitted.

The following is a listing of detailed project/construction management tasks that will be required and referenced in the process of final selection of the successful firm by the POA.

- Coordinate, work, review, and participate with the Constructor, at all levels, from the constructor's project manager, field site manager, field subcontractor labor supervision, as required and necessary to maintain the stated estimate of project cost, and critical path project schedule.
- Coordinate, interface with the POA Owner's architect, as needed and required for compliance with final design released for construction, including compliance with building code standards.
- Chair all meetings with the Constructor, and Constructor's subcontractors, as required and necessary.
- Conduct full project review meetings with the Contractor, architect, and POA representative. Formal project review meetings should be held at least by-weekly, with interim discussions with Constructor's representative daily, as needed.
- Conduct value engineering, where needed or required.
- Participate in periodic safety control, and craft toolbox meetings, in order to insure a "zero" tolerance level for minor or major job site injuries.
- Maintain day to day contract with the Contractor's field representative, and attend all major construction events, like concrete pours, structural steel installation, and mechanical equipment installations.
- Monitor carefully, and frequently, the critical path schedule for any real or perceived slippage in critical path items, or the schedule as a whole. Coordinate "work arounds" with the Contractor to maintain the original determined and published schedule and project fixed price cost.
- Review, evaluate and advise the POA representative of any delay claims from the Contractor.
- Monitor, review and evaluate any cost escalation requests submitted by the Contractor's subcontractors, if any; and submit conclusions to the POA representative.
- Monitor the ordering of long lead time items with the Constructor's procurement activity.
- Ensure all conduit and raceways are in place, and adequate for future work to be performed by others than the Contractor's work force.
- Coordinate owner deliverables to the site with the Contractor.
- Ensure the POA receives complete as built stamped drawings.
- Ensure the POA receives all manuals, and warranty documents.

- Coordinate and assure the POA of the commissioning of the clubhouse building, including the Certificate of Occupancy provided by the applicable governing bodies.
- In consort with the Constructor, prepare a punch list of items for final completion and assure the POA that the project is complete in order to commence full occupancy.
- Coordinate with the POA representative the amount of funds budgeted for the entire project, and that the funds, in total, are sufficient to complete the project within the funds available.
- Review, identify, and analyze any change orders proposed, or submitted by the Contractor. Consult with the POA's architect as needed.
- Verify Constructor requests for progress payments, with the use of the architect, if needed. Report, and approve Constructor progress payments, in accordance with the Constructor contract documents, to the designated POA representative.
- If change orders are identified by the Contractor, review such orders before official submittal with regard to any deviation from the drawings released for construction, or other officially changed contract conditions. Consult with the POA'S architect for corroboration of any real deviation from the original plans and specifications. Report any major request for a change order, indicated or submitted, by the Contractor, with the designated POA representative.
- Ensure that the POA's owners' staff, where necessary, is adequately trained in operating mechanical, electrical, and other systems as these areas are declared complete by the Contractor.
- Ensure the landscaping, and other amenities contained in the architectural and other drawings, are in accordance with the Contractor's subcontractor specifications and are of acceptable quality.
- Provide periodic written report to the POA's Board of Directors, and attend scheduled, normal meetings of the Board of Directors, as requested.
- Identify any deviation from currently obtained permits, if any, that are fully believed to qualify the project for the construction phase. Report any such deviations to the Contractor, and the designated POA representative.

SITE VISIT

Vendors are invited to visit the site to assess the project. Site visits should be arranged by appointment, by phoning Amy Werner at (772) 489-0300. Visits can be scheduled Monday – Friday, 8:30 AM – 4:00 PM.

PRICING

Pricing shall be broken into either time unit pricing or flat rate pricing with full explanation of included services and limits.

PAYMENT

Payment shall be made in accordance with the following schedule: Monthly invoicing, 15-net.