



1304 Truman Avenue  
Key West, Florida 33040  
305-809-5000

**REQUEST FOR CONSTRUCTION SERVICES**  
**Office space renovation and addition**

**Property located at 5 Homestead Ave., Key Largo, FL 33037**

CEO

**Aleida Jacobo, Esq.**

CFO

**Greg Wheeler**

Chairperson

**Kristine Pabian**

Facilities Manager

**Scott Shores**

**Two copies of the response must be received by Friday, February 24, 2023 at 2:00 p.m., in the Wesley House Family Services, Construction Services Proposal Committee, 1304 Truman Ave., Key West, FL 33040. Proposals must be received in a sealed envelope clearly labeled, "CONSTRUCTION SERVICES RESPONSE."**

Issue Date: January 30, 2023

## **I. Introduction**

Wesley House Family Services (WHFS) is soliciting proposals from qualified professional vendors for the renovation and addition of office space and grounds at 5 Homestead Ave, Key Largo, FL 33037. The project consists of providing materials, equipment, and labor necessary to develop the property as outlined in the architectural drawings.

The bidder must be a licensed and insured contractor by the State of Florida and submit proof of such with the bid.

## **II. Background Information**

Wesley House Family Services is a non-profit 501(c)3 organization that has served Monroe County, Florida since 1927. An array of services are provided through government and private funding to support the needs of children and families. With a growing number of staff in the Upper Keys, we have outgrown the space we are currently renting and made the decision to purchase a property at 5 Homestead Ave, Key Largo, FL 33037. There are no staff currently working at the property.

## **III. Services Required**

The scope of this project includes a comprehensive renovation of the existing 5,811sf building, a 4,171 sf addition and development of parking lot and grounds. Please refer to the bid set of documents provided by architects Sandbar Design Studios for further information. The contractor shall provide all permits for construction.

Items not included in this project which will be at the expense of WHFS: Non-permanent office furniture including cubicles, desks, chairs, computers, printers and computer hardware.

Please note that it is important to us to be good neighbors and respectful of the residents around us. Construction must follow county noise ordinance guidelines including adhering to allowed start and stop times.

## **IV. Qualifications**

The successful Bidder shall furnish documentation showing compliance with the licensing requirements of the State of Florida both to operate a business and license as a General Contractor. The Bidder shall also furnish documentation showing compliance with the business/operating licensing requirements of County and any other relevant jurisdictions.

The Bidder shall carry all necessary insurance including liability and workers' compensation.

Wesley House encourages minority owned firms, women's business enterprises and locally owned businesses to submit proposals.

## **V. Submittal Requirements**

The following information shall be required in the RFP submittal:

1. Letter of Transmittal –The letter is not intended to be a summary of the proposal itself. The letter of transmittal must contain the following statements and information:

- a. Company name, address, and telephone number(s) of the firm submitting the proposal.
- b. Name, title, address, e-mail address, and telephone number of the person or persons to contact who are authorized to represent the firm and to whom correspondence should be directed.
- c. Federal and state taxpayer identification numbers of the firm
- d. Briefly state your understanding of the services to be performed and commitment to provide the services as specified.
- e. The letter must be signed by a corporate officer or other individual who is legally authorized to bind the applicant to both its proposal and cost schedule.
- f. Statement which indicates “proposal and cost schedule shall be valid and binding for ninety (90) days following proposal due date and will become part of the contract that is negotiated with Wesley House Family Services.”

2. General Vendor Information – Provide the following information:

- a. Length of time in business.
- b. Length of time in business of providing proposed services.
- c. Number of full-time personnel.
- d. Location of office which would service this account (location of headquarters and any field offices that are not providing service to this project should also be listed).
- e. All items referenced in the addendum section must be completed and notarized.

3. Description of Services – Provide the following information:

- a. Describe how your firm is positioned to provide the services listed in this request for proposals and provide a history of experience on providing similar services
- b. Describe your approach and methodology to providing these services.
- c. Provide insight on how your team will phase our project and your proposed schedule for each phase of our project.

4. References - Provide the following information:

- a. Name, title, address, and telephone number of three references for clients whom you have provided similar services.
- b. Describe the actual services provided and the length of tenure providing services to each client referenced.

5. Staff Resources – Provide the following information:

- a. Identify names of principals and key personnel who, if your company is selected, will provide the services.
- b. Summarize the experience and expertise of these staff.
- c. Describe the role and responsibilities that each of these individuals will have.

6. Default - If your company has had a contract terminated for default during the past five years, all such incidents must be described. Termination for default is defined as notice to stop performance due to the vendor's non-performance or poor performance; and the issue was either (a) not litigated or (b) litigated, and such litigation determined the vendor to be in default. If default occurred, list complete name, address, and telephone number of the party. If NO such terminations for default have been experienced by the vendor in the past five years, declare that. The committee will evaluate the facts and may, at its sole discretion, reject the vendor's proposal if the facts discovered indicate that completion of a contract resulting from this RFP may be jeopardized by selection of this vendor.

7. Other Information - Beyond the scope of this RFP, what services (related or otherwise) does your organization provide that may be of interest to WHFS?

8. Dates - Please provide the dates for starting and completing the project.

9. Cost of Services - Provide the following information:

- a. The proposal must contain a lump-sum fee for the work set forth. It shall be broken down by trade and type of work and include the cost of all labor and materials for use as a basis for payment.
- b. Describe how your services are priced, and any specific pricing you can provide.
- c. Define any additional charges (e.g. travel expenses).
- d. Do you have any state contracts that WHFS would qualify to utilize?

10. Insurance – Contractor shall furnish a certified copy of General Liability Insurance, as well as workman's compensation for company and employees prior to beginning any work.

11. Summary – Summarize your proposal and your firm's qualifications. You may articulate why your firm is pursuing this work and how it is uniquely qualified to perform it. Include any other pertinent information that helps WHFS determine your overall qualifications. Your proposal summary is not to exceed two pages.

**VI. Deadline for Submissions of Proposals** – Two (2) copies of the proposal must be received by WHFS prior to 2:00 PM eastern time on Friday, February 24, 2023. A flash drive with a single PDF file must also be submitted as it will be distributed to our committee and Board of Directors. All copies of the proposals must be under sealed cover and plainly marked as “Construction Services Response”. Package shall be delivered or mailed to:

**Wesley House Family Services  
Construction Services Proposal Committee  
1304 Truman Ave.  
Key West, FL 33040**

## **VII. Evaluation Criteria and Process -**

The WHFS Construction Services Proposal Committee will conduct an evaluation of qualifications and will rate each submittal based upon the following criteria:

1. Experience
2. Understanding of services to be provided
3. Personnel expertise
4. Ability to provide requested services
5. Compatibility with end users
6. Project approach
7. Satisfaction of clients/end users
8. Cost
9. References

## **VIII. Award of Contract**

The selected bid will be brought to the Wesley House Family Services Board of Directors for approval. The acceptance of the bid will be by written notice of award, mailed to the office designated in the bid, or delivered to the bidder’s representative.

WHFS reserves the right to accept or reject any or all proposals and waive any informalities and irregularities in said proposals.

## **IX. Questions/Clarifications**

Any questions regarding the Request for Proposal are to be submitted no later than February 10, 2023 to:

**Wesley House Family Services  
Construction Services Proposal Committee  
1304 Truman Ave.  
Key West, FL 33040**

Email: [ConstructionServices@wesleyhouse.org](mailto:ConstructionServices@wesleyhouse.org)

## **X. Miscellaneous**

1. Wesley House Family Services reserves the right to reject any and all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in the WHFS's sole judgment, best meets the requirements of the project.
2. The Request for Proposal creates no obligation on the part of WHFS to award a contract or to compensate the proposer for any costs incurred during proposal presentation, response, submission, presentation, or oral interviews (if held). Wesley House Family Services reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.
3. Wesley House Family Services further reserves the right to make such investigation as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this purpose as the WHFS may request.
4. Proposers must specifically identify any portions of their submittals deemed to contain confidential or proprietary information, or trade secrets. Those portions must be readily separable from the balance of the proposal. Such designations will not necessarily be conclusive, and proposers may be required to justify why WHFS should not, upon written request, disclose such materials.
5. Evaluation and Award – This is a Request for Proposals and not a bid process. Therefore, the WHFS has the discretion to evaluate the qualitative as well as the financial aspects of each proposal and make its selection based on what it considers to be in its best interest as a whole. The award and selection of the Vendor is solely within the discretion of Wesley House Family Services. After the contract award has been announced, no unsuccessful Vendor should submit additional information for the WHFS's consideration or have any subsequent contact with WHFS employees or officials, other than to receive a debrief from an authorized individual.
6. Transportation Charges – Unless proposal clearly states otherwise, prices quoted will be considered to include all charges for transportation, packaging, crates, containers, etc., necessary to complete delivery on an F.O.B. Destination basis.
7. Job Familiarization – Vendor is urged to make itself fully aware of all job and facility requirements. Vendor shall be responsible to question any discrepancies, errors, and/or omissions in the specification and totally familiarize itself with the full intent of this invitation for

proposal. Failure to do so will not relieve Vendor of the responsibility to perform to the full scope and quality of work expected by WHFS.

8. Wesley House Family Services does not discriminate against faith-based organizations or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by federal or state law relating to discrimination in the performance of its procurement activity.

## Addendum

- Bidder Certification Regarding Scrutinized Companies Lists
- Bidder Certification On Public Entity Crimes Under Florida Statute Section 287.133(3)(A)
- Bidder Certification Regarding Debarred Or Suspended Parties
- Building Inspection
- Elevations
- Survey
- Vegetation Survey
- Geotechnical Report
- Architectural Set



**BIDDER CERTIFICATION REGARDING  
SCRUTINIZED COMPANIES LISTS**

Respondent Vendor Name: \_\_\_\_\_  
Vendor FEIN: \_\_\_\_\_  
Vendor's Authorized Representative Name and Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Section 287.135(2)(a), Florida Statutes, prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if, at the time of contracting or renewal, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135(2)(b), Florida Statutes, further prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services over one million dollars (\$1,000,000) if, at the time of contracting or renewal, the company is on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, both created pursuant to section 215.473, Florida Statutes, or the company is engaged in business operations in Cuba or Syria.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies that Boycott Israel List, Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject such company to civil penalties, attorney's fees, and/or costs and termination of the contract at the option of the awarding governmental entity.

Certified By: \_\_\_\_\_,  
*Print Name* *Print Title*

who is authorized to sign on behalf of the above referenced company.

Authorized Signature: \_\_\_\_\_.

Notarized:

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

PERSONALLY, APPEARED BEFORE ME, the undersigned authority,  
\_\_\_\_\_ who, after first being sworn by me, affixed his/her  
(Name of individual signing)

Signature in the space provided above on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.  
My commission expires:

\_\_\_\_\_  
NOTARY PUBLIC

**BIDDER CERTIFICATION ON PUBLIC ENTITY CRIMES UNDER  
FLORIDA STATUTE SECTION 287.133(3)(A)**

**THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER  
AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted with Bid or Bid for \_\_\_\_\_

2. This sworn statement is submitted by \_\_\_\_\_  
(Name of entity submitting sworn statement)

whose business address is \_\_\_\_\_  
and (if applicable) its Federal Employer Identification Number (FEIN) is

\_\_\_\_\_  
(If the entity has no FEIN, include the Social Security Number of the individual  
signing this sworn statement)

3. My name is \_\_\_\_\_  
(Please print name of individual signing)  
and my relationship to the entity named above is \_\_\_\_\_

4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including but not limited to, any bid or contract for goods or services to be provided to any public or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means

a. A predecessor or successor of a person convicted of a public entity crime; or

b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(8), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies).

\_\_\_\_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (Please indicate which additional statement applies.)

\_\_\_\_ There has been a proceeding concerning the conviction before a hearing of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_\_ The person or affiliate has not been put on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Notarized:

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

PERSONALLY, APPEARED BEFORE ME, the undersigned authority,  
\_\_\_\_\_ who, after first being sworn by me, affixed his/her  
(Name of individual signing)

Signature in the space provided above on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My commission expires:

\_\_\_\_\_  
NOTARY PUBLIC

## BIDDER CERTIFICATION REGARDING DEBARRED OR SUSPENDED PARTIES

None of the following conditions apply:

i. The person or entity is barred, suspended, or otherwise prohibited from doing business with any government entity, or has been barred, suspended, or otherwise prohibited from doing business with any government entity within the last 5 years;

ii. The person or entity is under investigation or indictment for criminal conduct, or has been convicted of any crime which would adversely reflect on their ability to provide services to vulnerable populations, including, but not limited to, abused or neglected children, or which adversely reflects their ability to properly handle public funds;

iii. The person or entity is currently involved, or has been involved within the last 5 years, with any litigation, regardless of whether as a plaintiff or defendant, which might pose a conflict of interest to WHFS, the State or its subdivisions, or a federal entity providing funds to WHFS;

iv. The person or entity has had a contract terminated by WHFS for a failure to satisfactorily perform or for cause; or

v. The person or entity has failed to implement a corrective action plan approved by the State of Florida, Department of Children and Families, or any other governmental entity.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Notarized:

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

PERSONALLY, APPEARED BEFORE ME, the undersigned authority,  
\_\_\_\_\_ who, after first being sworn by me, affixed his/her  
(Name of individual signing)

Signature in the space provided above on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My commission expires:

\_\_\_\_\_  
NOTARY PUBLIC