



Child Protection Center, Inc.

Request for Proposal (RFP) Design-Build Services for Campus of Healing Project

RFP Title:

Design-Build Services for Campus of Healing Project

Contracting Officer:

Douglas Staley, MSW, Executive Director
Child Protection Center, Inc.

Mailing Address: 720 S. Orange Ave. Sarasota, FL 34236

Campus of Healing: 5600 Peace River Rd. North Port, FL 34287

O: 941.365.1277 | **E:** cpcphilanthropy@cpcsarasota.org | **W:** cpcsarasota.org

Proposal Due:

Monday, October 13th, 2025 at 5:00 P.M. EST

Pre-Proposal Meeting Options:

Tuesday, Sept. 9th, 2025, 2:00 P.M. EST **or** Thursday, Sept. 11th, 2025, 10:00 A.M. EST

1. Purpose of Proposal

The Child Protection Center, Inc. (CPC) seeks competitive proposals from qualified design-build firms to provide comprehensive architectural, engineering, and construction services for a new Campus of Healing facility, approximately 6,000-7,000 square feet, located at 5600 Peace River Rd, North Port, FL 34287. The delivery method will be Design-Build, with the selected firm responsible for design, permitting, construction, and project closeout.

2. Point of Contact

All communications, submissions, and inquiries must be directed to:

cpcphilanthropy@cpcsarasota.org

3. Proposed Schedule

- Pre-Proposal Meetings: Tues., 9/9/25 2 PM or Thurs., 9/11/25, 10 AM
- RFP Available: Friday, September 12th, 2025
- Last Day for Written Questions: Friday, September 26th, 2025, 4:00 P.M. EST
- Proposal Submittal Deadline: Monday, October 13th, 2025, 5:00 P.M. EST
- Evaluation Committee Meetings: November 2025
- Notification of Top Three Firms: November 21, 2025, 5:00 P.M. EST
- Firm Interviews: December 1-5, 2025
- Approval Committee Meeting: December 2025
- Final Notice and Firm Selection: December 20, 2025, 5:00 P.M. EST

4. Pre-Proposal Meeting

Attendance at the pre-proposal meetings is strongly encouraged, or firm representatives should reach out to the Contracting Officer to schedule a site visit. Due to client confidentiality, all site walks need to be scheduled in advance. In accordance with the American Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing a special accommodation to participate in the process, or an interpreter to participate in any proceedings under this RFP, should contact the Contracting Officer for assistance, at least two (2) business days before any meeting.

5. Questions, Exceptions, and Addenda

Proposers should carefully examine this RFP including all attachments. All communication, inquiries, or request for exceptions are to be directed to the Contracting Officer. The last day for questions or requests for exceptions is Friday, September 26th, 2025, 4:00 P.M. An addendum may be issued in response to any inquiry received, which changes or clarifies the terms, provisions, or requirements of the RFP. No answers given in response to questions submitted will be binding upon this RFP

unless released in writing as an addendum to the RFP. Where there appears to be a conflict between this RFP and any addenda, the last addendum issued will prevail.

It is the Proposer's responsibility to ensure receipt of all addenda and any accompanying documentation. Failure to acknowledge each addendum may prevent the proposal from being considered for award. Process clarification or procedure questions related to this RFP may be asked at any time to the Contracting Officer.

6. Project Objectives

The objective of the Project is for the successful team to provide CPC with a complete turnkey facility.

- A. CPC will use a qualifications-based selection process in choosing the team.
- B. The successful team's services will be conducted in two (2) phases:
 - a. Design and Pre-Construction CM services
 - b. Construction Management
- C. The successful team is expected to deliver all Project construction activities providing CPC with a user-ready facility within the Scope of Services and Project budget.
- D. The building program shall generally consist of, but is not necessarily limited to, the following elements:
 - a. Program offices
 - b. Program services rooms for adults and children to include soundproofing of rooms, noise cancelling within speaker system, and varying room sizes for individual and group therapy sessions.
 - c. Bathrooms
 - d. Conference room
 - e. Shared administrative office spaces
 - f. Lobby with dual entry, or dual waiting areas at a minimum.
 - g. Playground
 - h. Outdoor connection to existing building
 - i. Design to complement current property structures
 - j. Efforts to reduce long-term energy costs
 - k. Additional parking with secondary entrance
 - l. Access control and comprehensive security system
- E. The design, detailing, and construction of the Project shall meet all applicable building codes.
- F. Project design shall consider life-cycle costs, long-term maintenance, energy conservation and efficiency, and long-term maintenance/operational costs.

7. General Scope of Services

The scope of this project shall adhere to the requirements established by the U.S. Government in connection with the federal funding awarded to CPC for this

construction. The Davis-Bacon Act is not applicable to this project. Section 3 requirements are included herein.

The scope of services shall include, but not be limited to the following:

- A. Programming and Planning - Develop a program for Campus of Healing project with CPC staff taking into consideration permitting and utility access. Additional services will be project coordination meetings, consultations with local agencies and CPC staff. Provide a schedule of deliverables for design and construction.
- B. Schematic Design Phase – Develop design based on programming information with CPC staff resulting in preliminary studies and sketches of the Project to arrive at an acceptable solution. Consultant will work with the project team which includes CPC staff and CM on development and review of design alternatives. The phase deliverables are a site plan, floor plan(s), sections, an elevation, and other illustrative materials; computer images, renderings, or models. Typically, the drawings include overall dimensions, and a construction cost is estimated.
- C. Design Development Phase - Refinement of schematic design with CPC staff resulting in selection of materials and building systems including mechanical, electrical, plumbing, structural, and architectural details. Provide 50% progress and final set of plans with specification volume documents at both sets and review with CPC. Provide 3D rendering with the final plans set. Perform a cost detail ensuring Project is under budget. The phase deliverables are to produce floor plans, sections, and elevations with full dimensions. These drawings typically include door and window details and outline material specifications. Work with the CM and designated CPC staff keeping the Project within a predetermined budget with value engineering, cost-benefit analysis and best-value comparisons then revise as necessary to meet budget.
- D. Construction Document Phase - Preparation of final working drawings, final specification volume document, large scale details and specifications meeting standard codes for obtaining bids and permits for construction. All documents shall be thorough and absent of ambiguities and totally coordinated between the various engineering disciplines and reviewed with CPC. The phase deliverables are to produce a set of drawings that include all pertinent information required for the Contractor to price and build the Project.
- E. Construction Observation Phase - Review the construction and determine that the Project is constructed in accordance with the approved plans and specifications. The construction observation services shall include, but not be limited to the following:
 - a. Frequent Project coordination meetings with CPC staff.
 - b. Frequent observations when work is being performed and as circumstances may require determining the progress and quality of the construction Project.
 - c. Review and process shop drawings within ten (10) calendar days.

- d. Coordinate with the Contractor through the standard Request for Information process within 72 hours, extensions may be approved by CPC.
 - e. Final observation and certification to CPC that the Project has been completed in accordance with the plans and specifications.
 - f. Provide final inspection and punch list before and after substantial completion of the Project.
 - g. Coordinate as-built documentation.
- F. Pre-construction Services by CM - Design Review and Recommendations
 - a. Shall become thoroughly familiar with the evolving plans and specifications and follow the development of design from schematic review through construction document.
 - b. Complete budgetary reviews at each design phase ensuring the Project remains on budget.
 - c. Shall make written recommendations regarding all construction aspects and cost-reducing alternatives.
 - d. Assist Architect and CPC in alternative comparison versus long-term cost effects.
 - e. Shall work as a team with Design Consultants and CPC.
 - f. Shall bring to the attention of CPC and Architect any known defects in the design drawings and specifications.
 - g. Review and advise on life-cycle costs of proposed materials and equipment.
- G. Construction Services - During the construction phase, the Construction Manager shall become the single point of responsibility for performance of the construction contract for the Project and shall function in the role of an independent General Contractor. That role will include:
 - a. Preparing construction documents necessary to obtain the required building permits.
 - b. Preparing, publicly bidding, awarding bid packages for labor and materials, and managing the resultant subcontracts / purchase orders.
 - c. Preparing the overall project schedule and providing periodic detailed updates.
 - d. Establishing and maintaining quality control standards.
 - e. Providing all building construction activities.
 - f. Providing Quality Control and Quality Assurance testing for construction.
 - g. Coordinating and reviewing all shop drawings and submittals.
 - h. Coordinating all construction activities with any work on-site performed by CPC.
 - i. Guaranteeing the construction cost.
 - j. Conducting periodic construction progress meetings with Design Firm and CPC.

- k. Frequent observations when work is being performed, and circumstances may require determining the progress and quality of the construction Project.
- l. Conducting field inspections and providing bi-monthly filed/progress reports or as otherwise requested.
- m. Obtaining Certificate of Occupancy.
- n. Providing one (1) copy of close-out documentation in paper and one (1) copy in electronic format with subcontractor list with contact information, all submittals, operating manual, as-built drawings, Test and Balance Report, warranty information, and any additional pertinent information.
- o. Coordinating and performing necessary warranty work.

8. Project Budget & Schedule

- Estimated Budget: TBD
- Design Duration: TBD calendar days from contract execution
- Construction Duration: TBD calendar days from Notice to Proceed or permit issuance, whichever is later.

9. Proposal Requirements

Proposals must include: Cover Letter, Company Profile (license, insurance, bonding), Project Team, Relevant Experience, Project Understanding & Approach, and Proposal. Please refer to Section 12 of this RFP for specific requirements.

10. Evaluation Criteria

It is the intent of this RFP to obtain competitive proposals for providing services as outlined in the Scope of Services. The selection will be made for the most qualified firm using, but not limited to, the evaluation criteria listed herein. The firm may have full in-house capability or may offer a proposal in partnership with another firm or firms.

CPC intends to award a contract resulting from this RFP to the responsive and responsible proposer whose qualifications represent the best value after evaluation in accordance with the evaluation criteria set forth in this RFP. CPC reserves the right to reject all proposals or waive any minor irregularity or technicality in proposals received. CPC reserves the right to evaluate proposals and award a contract without interviews with Proposers. Therefore, the Proposer's Proposal should contain the Proposer's best presentation of the Proposer's capabilities and experience.

An Evaluation Committee will review each proposal to determine if it is responsive to the requirements outlined in the RFP. Only proposals following the requirements of this RFP will be reviewed. Failure to comply with these requirements may cause the proposal to be declared non-responsive. The Evaluation Committee has the sole right to

determine if any deviation from the requirements of this RFP is substantial in nature and may reject an unacceptable proposal.

Proposals will be scored using weighted criteria:

- Project approach & understanding
- Team qualifications & relevant experience
- Experience with sensitive projects
- Fee proposal & value
- Schedule & capacity
- References & past performance
- Overall quality

The Evaluation Committee will shortlist up to three (3) applicants based on the ranking and invite the short-listed applicants for oral presentations and interviews. These will be individual scheduled for the first week of December and held at CPC's mailing location and main office in Sarasota. The time for each presentation/interview shall consist of:

- A. Thirty (30) minutes for presentation
- B. Ten (15) minutes for questions and answers with the evaluation committee

Should CPC be unable to negotiate a satisfactory contract with the selected applicant at a price CPC determines to be fair, competitive, and reasonable, negotiations with that firm shall be formally terminated. CPC shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, CPC shall then undertake negotiations with the third most qualified firm. Should CPC be unable to negotiate a satisfactory contract with any of the selected firms, CPC will terminate negotiations.

The Proposer understands that this RFP does not constitute an agreement or contract with CPC. It is CPC's intent to award a contract to the responsible applicant whose evaluated proposal is determined to be in the best interest of CPC. CPC will provide written notice of acceptance of the proposal and award of contract to the successful proposer.

11. Delivery of Proposal

Submit proposals via email with the subject line 'Design-Build Services for Campus of Healing Project' to CPCPHILANTHROPY@CPCSARASOTA.ORG by October 13th, 2025 at 5:00 P.M. EST. Late, faxed, or mailed proposals will not be accepted.

12. Requirements and Attachments

Proposal should be as thorough and detailed as possible so that CPC staff may properly evaluate the proposal. The proposal must include the following to be considered complete:

1. Cover Page
2. Table of Contents
3. Letter of Interest
4. CPC is committed to building partnerships with firms that share our mission of protecting children and strengthening families. Please describe your firm's history of corporate giving, community engagement, or investment in client-driven projects. Specifically, indicate whether your firm would consider providing financial support, in-kind contributions, or other resources to further the Campus of Healing project in perpetuity.
5. Experience with Sensitive, Mission-Driven Projects - Provide examples of projects where the construction environment required sensitivity to vulnerable populations, confidentiality, or healing-focused spaces. How did your team address those needs?
6. A written narrative for design-build firm(s) that includes:
 - a. Experience in providing the Scope of Services described herein, focusing on prior architectural, engineering and design-build services in similar types of projects. Note if previous experience includes HUD or other federal funding earmarks.
 - b. Approach to providing the Scope of Services, including specific plans for providing the Scope of Services.
 - c. Name, qualifications and experience of personnel to be assigned to the Project.
 - d. Completed projects of similar scope and nature.
 - e. Proposed schedule for completion and the ability to meet that schedule.
 - f. Location of office that will be assigned to the Project.
7. Preconstruction & Cost Control - Provide your approach to preconstruction services, identifying cost savings, improved design, or accelerated schedule.
8. Identify and list any sub consultants to be used for the Project.
9. Copy of current state license, certification or registration for both design firm and construction firm.
10. Provide details of Proposer's capacity to bond the project. Include a letter of intent from Proposer's bonding company which confirms Proposer's bonding capacity.
11. Copy of current corporate charter registration(s) if the bidder(s) is a domestic (Florida) corporation or authority to transact business if the potential bidder is a foreign (non-Florida) corporation, as may be required by law.
12. Copy of current insurance coverage for both design firm and construction firm.
13. Attachment "B" – References to include three (3) projects with project name, current contact name, address, phone number, and e-mail address. Use separate reference sheet for design firm and construction firm. Indicate whether any of these projects included federal contracts or federal funding.

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Attachment B: Reference List

Reference List of Three (3) Projects

Project Name/Date:
Project Address:
Type of Project:
Current Contact Name:
Phone:
E-Mail:
Weblink to Project:

Project Name/Date:
Project Address:
Type of Project:
Current Contact Name:
Phone:
E-Mail:
Weblink to Project:

Project Name/Date:
Project Address:
Type of Project:
Current Contact Name:
Phone:
E-Mail:
Weblink to Project:

3.3.2 Build America, Buy America

Recipients of an award of Federal financial assistance from a program for infrastructure are hereby notified that funds may be subject to Build America, Buy America (BABA) requirements). Pursuant to the General Applicability Waiver of Build America, Buy America Provisions (BAP) as Applied to Recipients of HUD Federal Financial Assistance, funds obligated on or after November 14, 2022, for grants to non-tribal entities, and May 14, 2023, for grants to Tribes and TDHEs, must comply with section 70914 of the Act, including by the incorporation of a BAP in the terms and conditions of each Federal award with an infrastructure project. Renewal awards and amendments obligating additional funds to existing awards that are executed on or after the applicable deadline, will also require a Buy American Preference (BAP). BAP means that none of the funds provided under this award may be used for a project for infrastructure unless:

- (1) all iron and steel used in the project are produced in the United States this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
- (2) all manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
- (3) all construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States. “All manufacturing processes” for construction materials includes the final manufacturing process and the immediately preceding manufacturing stage for the construction material. See initial implementation guidance in the Memorandum linked here: [M-22-11](#), page 3.

The Buy America Preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. The Buy America preference does not apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

Exceptions to Buy America Preference Requirements Must be Established with a Waiver
When necessary, recipients may apply for, and the Agency may grant, a waiver from the requirements listed above. The Agency will notify the recipient of information on the process for requesting a waiver from these requirements.

- (a) When the Agency has made a determination that one of the following exceptions applies, the awarding official may waive the application of the BAP:
 - (1) applying the BAP would be inconsistent with the public interest;
- (2) the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or
- (3) the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent.

A request to waive the application of the BAP must be in writing. The Agency will provide instructions on the format, contents, and supporting materials required for any waiver request. Waiver

requests are subject to public comment periods of no less than 15 days and must be reviewed by the Made in America Office. There may be instances where an award qualifies, in whole or in part, for an existing waiver described at: https://www.hud.gov/program_offices/general_counsel/BABA

“Construction materials” includes an article, material, or supply—other than an item of primarily iron or steel; a manufactured product; cement and cementitious materials; aggregates such as stone, sand, or gravel; or aggregate binding agents or additives—that is or consists primarily of:

- non-ferrous metals;
- plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables);
- glass (including optic glass);
- lumber; or
- drywall.

Further, the definition of “construction materials” does not include cement and cementitious materials, aggregates such as stone, sand, or gravel, or aggregate binding agents or additives. Items that consist of two or more of the listed materials that have been combined together through a manufacturing process, and items that include at least one of the listed materials combined with a material that is not listed through a manufacturing process, should be treated as manufactured products, rather than as construction materials. See initial implementation guidance in the Memorandum linked here: [M-22-11](#), page 14.

“Domestic content procurement preference” means all iron and steel used in the project are produced in the United States; the manufactured products used in the project are produced in the United States; or the construction materials used in the project are produced in the United States. “Infrastructure” includes, at a minimum, the structures, facilities, and equipment for, in the United States, roads, highways, and bridges; public transportation; dams, ports, harbors, and other maritime facilities; intercity passenger and freight railroads; freight and intermodal facilities; airports; water systems, including drinking water and wastewater systems; electrical transmission facilities and systems; utilities; broadband infrastructure; and buildings and real property. Infrastructure includes facilities that generate, transport, and distribute energy.

“Federal Financial Assistance” pursuant to 2 CFR 200.1, means assistance that entities received or administer in the form of:

1. Grants;
2. Cooperative agreements (which does not include a cooperative research and development agreement pursuant to the Federal Technology Transfer Act of 1986, as amended (15 U.S.C. 3710a));
3. Non-cash contributions or donations of property (including donated surplus property)
4. Direct appropriations;
5. Assessed or voluntary contributions; or
6. Any other financial assistance transaction that authorizes the non-Federal entity's expenditure of Federal funds except assistance listed in 2 CFR 200.1(2).

Federal Financial Assistance does not include:

“Non Federal Entity” means a state, local government, Indian tribe, Institution of Higher Education (IHE), or nonprofit organization that carries out a Federal award as a recipient or subrecipient.