Dianne Summers

General Manager

Florida Repertory Theatre

PO Box 2483

Fort Myers, FL. 33902

dsummers@floridarep.org

239-219-1556

March 2024

Request for Proposal (RFP) –Seeking proposals from qualified, licensed entities to provide Architectural Services and General Contractor Services for Florida Repertory Theatre FEI #65-0827621

Dear Prospective Architects and General Contractors,

Florida Repertory Theatre, a registered not-for-profit 501(c)3 charitable organization in the state of Florida, is seeking proposals for their facility located at [2267 First St., Ste 1415A, Fort Myers, FL 33901](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgoo.gl%2Fmaps%2FRKvPprQDBjsGQTbh9&data=05%7C01%7Cbmitchell%40cpswfl.com%7C734d51039c7b4c46dc1708dbaaf7a795%7Cdd76720593234182a990437e697494a1%7C0%7C0%7C638291752883313859%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=XeTChwbLKLcqJmJ0LQmQ3vkbDdxRk4fI2HJWr9E37iQ%3D&reserved=0). The purpose of this Request for Proposal (RFP) is to obtain competitive proposals for the installation/replacement of the administrative offices on their historically declared facility located within the City of Fort Myers.

**Their Mission Statement:**

*Florida Repertory Theatre is committed to providing a first-class regional theatre for Southwest Florida; to creating, nurturing, and developing a diverse ensemble of theatre professionals who will develop long term relationships working on a wide variety of plays; to helping improve the quality of life in our community through all the arts; and to making the arts, especially theatre, accessible to every segment of our community.*

1. **Scope of Work:**

   For the project involving the restoration/replacement of the Administrative Facilities at 2267 First St., Ste 1415A.

-The scope of work includes, but is not limited to:

* Rebuild/repair of the damaged floors and drywall.
* Re-configure select offices into smaller individual offices;
* create a costume shop/storage area.
* Restoration of the existing lobby area.
* Re-furbish both the existing restrooms to upgrade, as required, for ADA Accessibility compliance.

- Provide Design Development/Construction cost estimates

- Appoint proper mechanical, electric, plumbing and structural consultants as required.

   - Removal and disposal of the existing materials

   - Inspection of the structure for any damage or necessary repairs

   - Installation of new materials in accordance with industry standards and local building codes along with The City of Fort Myers Historic Property guidelines

   - Any necessary repairs to the general structure

   - Cleanup and removal of all debris upon completion of the project

2. **Proposal Requirements:**

   Interested contractors are required to submit the following information as part of their proposal:

   - Company profile, including relevant experience and qualifications

   - Details of previous general contractor projects completed, preferably with references

   - Proposed general contractor materials, including manufacturer, specifications, and warranties

   - Demonstrate knowledge and identifying appropriate methods to work within The City of Fort Myers Historic Property Guidelines

   - Detailed project timeline and schedule

   - Cost estimate, including a breakdown of all expenses (labor, materials, permits, etc.)

   - General contractor of required licenses and insurance

   - Any additional information that demonstrates the contractor's ability to complete the project successfully & timely

Timeline: Have completed proposal submitted by May 31, 2024.

3. **Funding:**

   The project will be funded using state funds allocated for facility improvements for not-for-profit 501(c)3 charitable organization in Florida. The selected contractor must adhere to all applicable state regulations and guidelines.

4. **Proposal Submission:**

   Proposals must be submitted electronically to dsummers@floridarep.org . Any questions or clarifications regarding this RFP should be directed to the same email address.

5. **Selection Criteria:**

   The proposals will be evaluated based on factors including but not limited to:

   - Relevant experience and qualifications

   - Proposed materials and approach

   - Cost-effectiveness

   - Project timeline

   - References from previous clients

   - Compliance with state regulations

6. **Construction Documents**

This task requires the general contractor to complete 100% of the site and construction documents to submit for permitting, bidding, site development and construction. This task shall include but not limited to the following:

Prepare for Florida Repertory Theatre review, Construction Documents at 30% and 80% development, or as otherwise agreed upon by all parties during initial project scoping.

Incorporate the Florida Repertory Theatre comments into one hundred percent (100%) documents.

1. Submit for site and building permitting. Make all the necessary revisions to the documents as requested by the permit reviewers to obtain permits.

2. Deliver ready-to-bid construction documents, stamped, and sealed by all design professional engineers and architects that incorporate all Florida Repertory Theatre and permit reviewers’ comments and corrections. This shall also include all sections, elevations, details, finishes, hardware, equipment, and schedules, as required by applicable laws, regulations, codes, and
ordinances and further prescribed by existing architectural and engineering standards.

Construction Document Phase Deliverables

At 50% and 95% the contractor shall submit for review and approval to the Florida Repertory Theatre Project Team, six (6) full size copies of the Construction Documents and Site Plan prior to submission for the finalized drawings.

Construction Administration Phase

This task requires the contractor to provide administration of the Contract for Construction as set forth in the appropriate AIA
documents, including, but not limited to:

1. Attendance of all progress meetings, taking of minutes and preparation of progress reports.

2. Monitoring of all construction activities, ensuring the construction adheres to all design and construction requirements and specifications.

3. Documents reviews of all submittals and responses to construction General contractor requests for information (RFI)

4. Review and provide recommendation to the Florida Repertory Theatre regarding proposed change orders/directives.

5. Certification of payments to construction Contractor

6. Preparation of all punch lists and project close-out documentation

7. Prepare final acceptance documentation Construction Administration Deliverables Biweekly progress reports in electronic format (PDF) to the Florida Repertory Theatre Project Team or as otherwise determined during the Project Kick-Off. Documentation of all progress meetings, RFI’s, change orders, etc. in electronic format (PDF) to the Florida Repertory Theatre Project Team or as otherwise determined during the Project Kick-Off.

Florida Repertory Theatre reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel the RFP in part or in its entirety if it is in the best interest of the organization to do so.

Thank you for your interest in collaborating with Florida Repertory Theatre. We look forward to reviewing your proposal.

Sincerely,

Dianne Summers

General Manager

Florida Repertory Theatre