

## **PROJECT FACT SHEET**

Design/Build Selection

Maternal and Pediatric Health Center

for Neighborhood Medical Center – Havana (No. 01-2023)

### **PROJECT DESCRIPTION**

The project involves the new construction of a Maternal and Pediatric Health Center in Havana Florida. NMC has purchased the land and will require assistance with rezoning prior to construction. It is envisioned that the new facility will create spaces to accommodate medical and dental exam rooms, a laboratory, pharmacy, administrative offices, lobby, reception areas, storage, and break/conference rooms. All project design work including exterior site and new building, and MEP and voice/data is to be included. Design work is expected to be completed by June 30, 2023.

### **SELECTION CRITERIA**

Selection will be made based on design/build qualifications, including experience and design ability; successful completion of similar/related projects; and qualifications of the proposed firm's personnel and staff consultants.

### **SELECTION SCHEDULE**

The anticipated schedule for selection, award and negotiation is as follows:

Submissions Due: **5:00 PM on Wednesday, May 10, 2023**

Selection Decision: no later than **Friday, May 19, 2023**

Negotiation/Contract: no later than **Wednesday, May 24, 2023**

**INSTRUCTIONS**

Response shall be typed, number each page consecutively, including letter of interest, licenses, resumes, supplemental information, etc. Submittals must be limited to 40 pages. Covers, table of contents and divider tabs will not count as pages, provided no additional information is included on those pages. Electronic submittals are preferred via the email provided and must be received by the date/time requested. If you are unable to email, or produce a digital copy, please provide five (5) printed and bound copies. Any submittals exceeding the 40-page limit will be disqualified. Do not list more than the required five projects.

**Project Team**

**Registration/Lic. #**

Construction: \_\_\_\_\_  
Architecture: \_\_\_\_\_  
Mechanical Engineering: \_\_\_\_\_  
Electrical Engineering: \_\_\_\_\_  
Civil Engineering: \_\_\_\_\_  
Structural Engineering: \_\_\_\_\_

**1. APPLICANT'S PERSONNEL:**

- a. List total number of applicant's personnel, for the applicant office location, by skill group (e.g. project managers, estimators, project engineers, superintendents, registered architects/engineers, technical staff, drafters, etc.)
- b. Provide resumes for each individual listed in section 1.a above.
- c. Provide a reproduction of the current Florida Contractor's license and the current Florida Architect's license for the applicant Design/Build Team.

**2. EXPERIENCE/REFERENCES:**

- a. List the five projects for which the applicant has provided/is providing design/build services which are most related to this project. In determining which projects are most related, consider: related size and complexity; how many members of the proposed team worked on the listed project; how recently the project was completed. List the projects in priority order, with the most related project listed first. Two of these projects must have been completed by the proposed design/build team as Architect/Contractor on those singular projects.
- b. For each of the listed projects, provide the following information: construction cost (original contract cost and final construction cost), current phase of development, estimated (or past) completion date, type of construction services provided (design/build, CM at risk with GMP, CM-agency, general contractor-low bid, negotiated general contract, subcontractor to prime), Owner's contact person and telephone number.

3. SUBMISSION OF RFQ:

Responses should be addressed as follows, and may be mailed or submitted at the front desk of the location below:

Jeanne' Freeman, MSP, MSW  
Chief Executive Officer  
Neighborhood Medical Center, Inc.  
872 West Orange Avenue  
Tallahassee, FL 32310

JFreeman@NeighborhoodMedicalCenter.org

Sealed envelope should be clearly marked in the lower left-hand corner as follows:

Request for Qualifications No: 01-2023 for Design/Build Services

See INSTRUCTIONS for additional information.

Late submissions will not be considered.

For additional information, contact:

Jeanne' Freeman, CEO, Neighborhood Medical Center  
(850) 577-1558  
JFreeman@NeighborhoodMedicalCenter.org