



## **Invitation to Negotiate**

**for**

### **Interior Facility Remodel**

**Project Name: Pace Lee Reach Counseling Suite**

**Issued by: Pace Center for Girls, Inc.**

**June 3, 2025**

## **SECTION 1: GENERAL INFORMATION**

### **A. Invitation to Negotiate (ITN) Summary**

Pace Center for Girls, Inc. ("Pace") is soliciting written competitive responses from qualified general contractors ("Contractors") to furnish labor, materials, machinery, tools, means of transportation, supplies, equipment, and services necessary for interior remodeling to construct a counseling office suite (the "Project"). Pace selected this process to secure the desired combination of best value pricing, high-quality standards, and industry experience from Contractors; however, issuance of this ITN does not require Pace to award a contract.

### **B. Owner Description**

Pace is a private, nonprofit, 501(c)(3) corporation with headquarters at 6745 Philips Industrial Blvd., Jacksonville, FL 32256. Founded in 1985, the organization operates 20 Day Programs in Florida and 17 Reach Programs across Florida, Georgia, and South Carolina. Pace provides girl-focused, trauma-informed, and strength-based environments for middle- and high-school-aged girls. Its nationally recognized early intervention program offers girls and young women an opportunity for a better future through education, counseling, training, and advocacy. To learn more about Pace, visit [www.pacecenter.org](http://www.pacecenter.org).

## **SECTION 2: PROJECT DETAILS**

### **A. Project Location**

Pace Center of Lee County, 3800 Evans Ave., Fort Myers, FL 33901.

### **B. Project Description**

The facility houses a year-round academic program with wrap-around social services for girls ages 11-18 (the "Day Program"). This interior remodel project will create dedicated office spaces for therapists and counselors to meet with girls to offer emotional, mental health, and support services (the "Reach Program").

### **C. Project Documents**

Interested Contractors may request the construction documents and RFI form via an email to the Authorized Contact at (refer to Section 3, A.).

### **D. Project Start**

The Contractor must be available for a target contract start date in Summer 2025.

### **E. Project Architect**

Tim Knowles, AIA, NCARB, Principal Architect, of Klar and Klar Architects, Inc.



## SECTION 3: INSTRUCTIONS

### A. Authorized Contact

Respondents to this ITN and people acting on their behalf, and any other interested parties, may not directly or indirectly contact, between the release of this ITN and the posting of the Notice of Award, any Pace employee, officer, representative, or member of the Board of Trustees or local Board of Directors, about this ITN. As an exception to this prohibition, the Authorized Contact may be contacted via email. Pace has designated the individual listed below as the Authorized Contact, and as such, to handle all related communications on its behalf.

**Name:** Mechell Walker, Risk Manager

**Email:** [mechell.walker@pacecenter.org](mailto:mechell.walker@pacecenter.org)

Violation of this provision may be grounds for disqualification and rejection of a response.

### B. Calendar of Events

Unless revised by an addendum to this ITN, the dates and times by which stated actions shall be taken or completed are listed below. Refer to Section 3, C. for detailed instructions on events.

1.	Issuance of ITN	<b>June 3, 2025</b>
2.	Requests for Information (RFIs) Submission Deadline	<b>5 p.m. EST June 12, 2025</b>
3.	ITN Written Responses/Bids Submission Deadline	<b>5 p.m. EST July 3, 2025</b>
4.	ITN Evaluation Committee Reviews	<b>July 7-18, 2025</b>
5.	Negotiations with Shortlisted Contractors	<b>July 14-18, 2025</b>
6.	Issuance of Notice of Award	<b>July 21-25, 2025</b>

### C. Event Details and Instructions

1. Pace will issue the ITN on **June 3, 2025**, via a posting on its website at [www.pacecenter.org/rfps-itns](http://www.pacecenter.org/rfps-itns). Pace may also distribute the solicitation via direct emails to Contractors on or after this date.
2. Contractors shall submit Requests for Information (RFIs) using the provided RFI Form by **5 p.m. EST June 12, 2025**, to seek clarification on plans, drawings and/or specifications via an email to the Authorized Contact at [mechell.walker@pacecenter.org](mailto:mechell.walker@pacecenter.org). RFIs not submitted on the provided form or submitted after the deadline will not be answered. Answers to RFIs will be emailed to the inquiring participant as well as be posted at [www.pacecenter.org/rfps-itns](http://www.pacecenter.org/rfps-itns). It is the Contractors' responsibility to monitor the website for RFI answers.
3. Written responses/bids to this ITN must be submitted by **5 p.m. EST July 3, 2025**. Submit an electronic copy via email (attachment <5MB or digital download link) to [mechell.walker@pacecenter.com](mailto:mechell.walker@pacecenter.com). The file format shall be a single PDF. Modifications and subsequent re-submittal of responses will be permitted prior to the deadline. Responses and re-submittals received after the deadline will not be considered. Refer to Section 4 for response format and content requirements.
4. ITN Evaluation Committee members will review and evaluate written responses from **July 7-**



**18, 2025.** Refer to Section 6 for evaluation criteria details. Based on rankings, Contractors may be eliminated from further consideration. Pace may choose to enter negotiations with a single, top-ranked Contractor or may elect to concurrently negotiate with two (2) or more Contractors (the “shortlist”).

5. If deemed necessary, Pace may elect to virtually meet with shortlisted Contractors individually via Microsoft Teams between **July 14-18, 2025**.
6. The Notice of Award will be posted online at [www.pacecenter.org/rfps-itns](http://www.pacecenter.org/rfps-itns), as well as distributed via email to all respondents, during the week of **July 21-25, 2025**. If contract execution is not achieved, Pace may rescind the award and negotiate with another shortlisted Contractor or may re-issue the ITN at a later date.

**D. Changes to the ITN**

If Pace determines that it is necessary to change any information in this ITN, including changes to the dates and times in the Calendar of Events, an ITN amendment will be posted at [www.pacecenter.org/rfps-itns](http://www.pacecenter.org/rfps-itns). It is the Contractors' responsibility to monitor the website.

## SECTION 4: RESPONSE FORMAT AND CONTENT

**A. Cover Page**

1. Name of company, street address and website address.
2. Name, email, and phone number of company contact for solicitation-related communications.

**B. Contractor Qualifications and Additional Documents**

Only responses/bids from Contractors that qualify will be reviewed and evaluated for contract award consideration. Qualification is not guaranteed. The Authorized Contact may ask for further details and/or clarification to determine status.

1. Provide a copy of the company's Florida General Contractor License.
2. Provide a Certificate of Insurance (COI) showing proof of coverage. Required limits: general liability, \$1,000,000 per occurrence/\$2,000,000 aggregate; auto liability, \$1,000,000 combined single limit; and workers' compensation, minimum statutory limits.
3. Complete Exhibit A, Conflict of Interest Disclosure.
4. If applicable, provide a copy of the company's woman-, veteran-, or minority-owned Florida Certified Business Enterprise certificate.
5. Does your company utilize AIA contract documents such as A101-2017? If not, and your company utilizes a different standard contract template, include a copy as part of your response.

**C. Related Experience and References**

1. As a provider to the School District of Lee County, Pace is required to comply with Section 1012.465, Florida Statutes, in accordance with House Bill 1877 (Jessica Lunsford Act). Has your company completed a project(s) in compliance with this legislation? If yes, please list the name(s) and location(s) of the school(s) where the project(s) was completed.
2. Provide the following details for a minimum of two (2) client references:
  - a. Client company name
  - b. Contact person's name
  - c. Phone number



- d. Email address
- e. Brief description of project, including total cost, duration, and general scope.
3. Provide the following details for key personnel, including but not limited to the project manager, superintendent, and financial administrator/accountant that would be assigned to this project:
  - a. Name and title
  - b. Number of years in the position (or in an equivalent position)
  - c. Number of years with your company
  - d. Number of years in construction or a related industry
  - e. Has the person previously worked on projects during operating hours at schools?
  - f. Brief description of similar projects completed

**D. Pricing and Costs**

1. What is the total price proposed (lump sum)?
2. Give a breakdown of prices on Exhibit B, Construction Cost Sheet.
3. What is your proposed Change Order mark-up percentage?

**E. Proposed Project Schedule Details**

1. Provide a summary-level project schedule to describe duration to completion.

**F. Additional Comments** (optional)

## SECTION 5: CONTRACT INFORMATION

**A. Contract Type**

1. This will be a fixed-price, lump-sum contract.

**B. Additional Terms and Conditions**

Certain terms and conditions, including but not limited to those listed below, shall become a part of any contract resulting from this ITN:

1. Unauthorized aliens shall not be employed. Employment of unauthorized aliens is considered a violation of Part 274a of the Immigration and Nationality Act (8U.S.C. 1324 a) and section 101 of the Immigration Reform and Control Act of 1986. Employment eligibility of the contractor's employees, and the employees of its subcontractors and suppliers, shall be verified through The United States Department of Homeland Security's E-Verify system as stipulated in "The E-Verify Program for Employment Verification" Memorandum of Understanding and other applicable guidelines of the U.S. Department of Homeland Security. Violation of such shall be cause for unilateral cancellation of the agreement. The Contractor shall be responsible for including this provision in all subcontracts issued as a result of this contract.
2. Neither the Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in contracting with any state or federal department or agency.
3. A vendor, person, or affiliate who has been placed on the Florida Convicted Vendor List, Florida Discriminatory Vendor List, or the Suspended Vendor List, may not be awarded a subcontract or perform work as a contractor, supplier, subcontractor, or consultant under this contract.
4. A person or an affiliate who has been placed on the Florida Antitrust Violator Vendor List following a conviction or being held civilly liable for an antitrust violation may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under this contract.



5. The contract shall be governed by and construed in accordance with the laws of the State of Florida, with jurisdiction in Duval County.
6. Contractor shall, within fifteen (15) days of a request, provide information, electronic records, documents and financial data associated with the contract for any audits deemed appropriate and necessary by Pace's funders.
7. Pace's ITN and the Contractor's response/bid to this ITN will be incorporated by reference.
8. A retainage of 5% will apply to progress payments. Retainage shall be released within thirty (30) days of substantial completion.
9. Contractor shall secure and maintain general liability insurance at a minimum of \$1,000,000 per occurrence/\$2,000,000 aggregate; auto liability at a minimum of \$1,000,000 combined single limit; and workers' compensation to meet federal and state laws and regulations; to cover all claims which may arise out of the Contractor's operations. Pace shall be endorsed as additional insured with regards to general liability.
10. Contractor personnel providing services under this contract may, in accordance with Section 1012.465, Florida Statutes, be required to submit to and clear Level II background screenings. Failure to fully and accurately disclose requested information to conduct a screening may result in termination of this Contract. When students are present at the project's location, Contractor's employees and its subcontractors' employees who have not been screened shall always be accompanied by a Pace staff member or Contractor employee who has been screened. Contractor and subcontractor employees, regardless of screening status, shall additionally be required to produce a valid photo ID to Pace for an on-site school security screening prior to being granted facility access. Pace maintains the right to deny entry and/or require any non-compliant individual to leave its premises.

## SECTION 6: EVALUATION CRITERIA

### A. Weighted Scoring

Adherence to ITN Response Requirements	5%	5 points
Related Experience and References	25%	25 points
Pricing and Costs	60%	60 points
Project Schedule	10%	10 points
<b>Total:</b>	<b>100%</b>	<b>100 points</b>



## EXHIBIT A: CONFLICT OF INTEREST DISCLOSURE FORM

The purpose of this document is to assist in the determination of whether additional restrictions, oversight, or other conditions might be advisable prior to execution of any contract with Pace Center for Girls, Inc. ("Pace"). The term "Conflict of Interest" refers to situations in which financial or other personal considerations may compromise or have the appearance of compromising professional judgment in following Pace's policies, rules, and regulations.

NAME OF COMPANY:	
ADDRESS:	
CONTACT NAME:	
PHONE NUMBER:	
EMAIL:	

### A. Program Relationships:

1. Does any officer, employee, board member, or agent from your company serve on Pace's Board of Trustees or on a Pace Center Board of Directors?  
☐ Yes   ☐ No   (If YES, please complete the following)

Name: \_\_\_\_\_

Board and Position: \_\_\_\_\_

2. Does a Pace employee or Pace board member serve on your company's Board of Directors?  
☐ Yes   ☐ No   (If YES, please complete the following)

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

3. Is any officer, employee, board member, or agent from your company a volunteer with Pace?  
☐ Yes   ☐ No   (If YES, please complete the following)

Name of person: \_\_\_\_\_

Description of involvement: \_\_\_\_\_



**B. Family Relationships:**

Does any officer, employee, board member or agent in your company have a family member (spouse, domestic partner, child, stepchild, parent, sibling, grandchild, grandparent) directly or indirectly involved with, employed by, or appointed to a board of Pace?

☐ Yes ☐ No (If YES, please complete the following)

Name of family member(s):

Nature of Relationship:

Description of involvement:

**C. Business Relationships:**

Is any officer, employee, board member, or agent in your company; or a family member (spouse, child, stepchild, parent, sibling, domestic partner, grandchild, grandparent) of that person; involved as an investor, owner, employee, consultant, contractor, or board member with another business that has a contractual relationship with Pace to provide goods or services, sponsor development activities and/or receive referrals from Pace?

☐ Yes ☐ No (If YES, please complete the following)

Please complete this section for EACH business relationship or attach a separate explanation of business and research activities.

1. Name of Business:

2. Categorize the business relationship with Pace:

☐ Consultant or Advisor

☐ Research Activities

☐ Business or Referrals

☐ Other contractual or business relationship \_\_\_\_\_

Briefly describe the business, or licensing activity:

3. Who is involved with the business?

Employee Name:

Family member (Name & Relationship):

Describe the position or involvement – Check all that apply.

☐ Owner/Investor

☐ Board Member

☐ Employee/Manager

☐ Other

4. Is the person receiving any type of compensation from that business?

☐ Yes ☐ No (If YES, describe)



5. Who at Pace oversees the relationship with this business?

Name:

Title:

Department:

Phone and Email:

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*I have read and understand the Conflict of Interest Disclosure Form. I have disclosed all information required by this disclosure. I agree to comply with any conditions or restrictions imposed by Pace to reduce or eliminate actual and/or potential conflicts of interest. I will update this disclosure form promptly if relevant circumstances change. I understand that this Disclosure is not a confidential document.*

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Printed Name

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Date

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Signature





### EXHIBIT B: CONSTRUCTION COST SHEET

Complete the price breakdown inclusive of construction, overhead, and profit. Be sure to break down what areas of construction are included and/or excluded in each division.

LINE ITEM	PROPOSED PRICE	CONSTRUCTION AREAS INCLUDED
General Requirements and Conditions		
Electrical		
Mechanical/Plumbing		
Metals		
Doors and Windows		
Wood and Plastics		
Finishes		
Equipment		
Other		
<b>TOTAL AMOUNT:</b>		