



**Invitation to Negotiate**  
for  
**EDUCATIONAL AND SOCIAL SERVICES FACILITY CONSTRUCTION**  
Project Name: Pace Citrus

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**Issued by: Pace Center for Girls, Inc.**  
**July 23, 2024**



## 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 to construct a combined educational, mental health, and social services facility (the “Project”). Pace selected this process as the best way to obtain the required combination of best value pricing, high-quality standards, business integrity, and industry experience from Contractors; however, issuance of this ITN does not require Pace to award a contract.

### B. Project Name and Location

Pace Citrus, 3308 W. Grover Cleveland Blvd., Homosassa, FL 34446.

### C. Project Description

The facility will serve as a year-round alternative school with wrap-around social services for girls ages 11-18 (the “Day Program”), as well as provide office space for therapists and counselors who meet with girls both on site and off site to offer emotional, mental health, and support services (the “Reach Program”).

### D. 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 21 Day Programs in Florida and 17 Reach Programs across Florida, Georgia, and South Carolina. Pace provides gender-responsive, 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).

### E. Project Purpose

Pace Center of Citrus County, which opened in 2018, currently leases space at 3630 W. Educational Path, Lecanto, FL 34461, on the campus of a district public school. Completion of this project will establish a dedicated, Pace-owned campus with a larger facility, thus enabling both increased services and increased reach to meet the needs of girls in Citrus County.

### F. Project Funding

This project is partially funded by a state legislative appropriation to the Florida Department of Juvenile Justice. Additional funding is from a capital fundraising campaign and grants.



## SECTION 2: INSTRUCTIONS

### A. Authorized Contacts

Respondents to this ITN and persons acting on their behalf, and any other interested parties, may not directly or indirectly contact, between the release of this ITN and the end of a 72-hour period following posting of the Notice of Intent to 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 third-party owner representative listed below as the Authorized Contact, and as such, to handle all related communications on its behalf. Violation of this provision may be grounds for disqualification and rejection of a response.

**Names:** Jonathan Jordan, CCM

**Emails:** [jonathan.jordan@jacobs.com](mailto:jonathan.jordan@jacobs.com)

### B. Pre-Qualification

**Only responses/bids from pre-qualified Contractors will be accepted and evaluated for contract award consideration.** To pre-qualify, complete Exhibit A, Contractor Pre-Qualification Information Form, and submit the completed form with any additional reference documents to the Authorized Contact via email to [jonathan.jordan@jacobs.com](mailto:jonathan.jordan@jacobs.com). The mandatory form may be submitted to initiate the pre-qualification process at any time prior to the deadline to submit written responses/bids; however, pre-qualification is not guaranteed. The Authorized Contact may ask for further details and/or clarification and will provide confirmation or declination of pre-qualification individually to interested Contractors.

### C. 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 2, D. for detailed instructions on events.

1.	Issuance of ITN	<b>July 23, 2024</b>
2.	Virtual Pre-Bid Conference	<b>10 a.m. EST August 2, 2024</b>
3.	Requests for Information (RFIs) Submission Deadline	<b>5 p.m. EST August 12, 2024</b>
4.	ITN Written Responses/Bids Submission Deadline	<b>5 p.m. EST August 22, 2024</b>
5.	ITN Evaluation Committee Reviews	<b>September 12, 2024</b>
6.	Issuance of Shortlist	<b>September 16, 2024</b>
7.	In-Person Meetings with Shortlisted Contractors	<b>October 4, 2024</b>
8.	Issuance of Notice of Intent to Award	<b>October 9, 2024</b>



#### D. Event Details and Instructions

1. Pace will issue this ITN document on **July 23, 2024**, via a posting on its website at [www.pacecenter.org/rfps-itns](http://www.pacecenter.org/rfps-itns). Pace may also distribute this document via direct emails to interested and/or pre-qualified Contractors on this date.
2. A Pre-Bid Conference for interested Contractors will be held virtually at **10 a.m. EST August 2, 2024**, via Microsoft Teams. **Attendance by a representative for each Contractor who intends to participate in this ITN is mandatory.** This meeting will be recorded for recordkeeping purposes. The meeting information is listed below.

**Virtual Meeting Link:** [Join a Microsoft Teams Meeting by ID | Microsoft Teams](https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting)  
(<https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>)

**Meeting ID:** 290 448 618 253

**Passcode:** yc4qnF

3. Pre-qualified Contractors (refer to Section 2, B) shall submit Requests for Information (RFIs) using the provided RFI Form by **5 p.m. EST August 12, 2024**, to seek clarification on plans, drawings and/or specifications via email to the Authorized Contact at [jonathan.jordan@jacobs.com](mailto:jonathan.jordan@jacobs.com). RFIs not submitted on the provided form or submitted after the deadline will not be answered. Answers to RFIs will be distributed to all pre-qualified Contractors via email. It is the Contractors' responsibility to monitor their inboxes for RFI answers.
4. Written responses/bids to this ITN must be submitted by **5 p.m. EST August 22, 2024**. Submit an electronic copy via email (attachment <16MB or digital download link) to [jonathan.jordan@jacobs.com](mailto:jonathan.jordan@jacobs.com). **The file format shall be a single, bookmarked 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.
5. ITN Evaluation Committee members will review responses between **August 23-September 12, 2024**, to evaluate written responses. (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").
6. Notice of the single top-ranked Contractor, or the shortlist if Pace elects to concurrently negotiate, will be emailed by the Authorized Contact to all participants on **September 16, 2024**.
7. The single top-ranked Contractor or the shortlisted Contractors, whichever applies, will meet in-person with the ITN Evaluation Committee at the Pace National Office, 6745 Philips Industrial Blvd., Jacksonville, FL 32256, on **October 4, 2024**. Meeting time(s) and details are TBD.
8. Pace may elect to require the shortlisted Contractors, if applicable, to submit a written Best



and Final Offer (BAFO) with regards to the bid price. If this option is elected, submission details and a deadline will be communicated directly via email to all shortlisted Contractors. The negotiation process will end upon submission of BAFOs and further adjustments will not be permitted thereafter.

9. Pace will issue a Notice of Intent to Award on **October 9, 2024**, via a posting on its website at [www.pacecenter.org/rfps-itns](http://www.pacecenter.org/rfps-itns). The notice may also be sent via email to all participating Contractors. Pursuant to Section 120.57, F.S., a Notice of Award will be issued only after the public response period expires with no protest. If contract execution is not achieved, Pace may rescind the award and negotiate with another shortlisted Contractor or may re-issue the ITN.

**E. Changes to the ITN**

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

**F. Site Visit**

All Contractors participating in this ITN are strongly encouraged to physically visit the project site prior to submitting responses/bids. The site has a substantial amount of vegetation and trees that must be cleared. The cost of this work must be included in the bids.

**G. ITN Project Documents and Exhibits**

The Authorized Contact will send a link via email to all pre-qualified interested contractors to download the Construction Documents; boundary, tree, and topographical surveys; and all documents and forms necessary to respond/bid.

## SECTION 3: PROJECT DETAILS

**A. Project Start**

Contractor must be available for a target contract start date of November 8, 2024.

**B. Project Delivery Method**

Design-Bid-Build.

**C. Project Architect**

The architect of record is Tim Knowles, AIA, NCARB, Principal Architect, of Klar and Klar Architects, Inc.

**D. Project Documents**

Refer to Section 2, G. for instructions on obtaining project documents and exhibits.

**E. Project Status**

Pace has submitted the Final Site Plan to Citrus County to review. Applications for the building permit and SWFWMD permit are being prepared.



**F. Demolition**  
None

**G. Construction**

This project includes a 12,265-square-foot building with an outdoor patio, parking area and driveway, and dumpster enclosure. Permitting, site work, structural, masonry, mechanical, electrical, plumbing, fire protection, low voltage, finishes, interior and exterior signage, food service and laundry equipment, landscaping, irrigation, fencing, and inspections as required by agencies having jurisdiction over the project, are included. With regards to the security system, the Contractor is responsible for the infrastructure of conduit, back-boxes, pathways and pull-strings, while the control system will be owner furnished. Moveable furniture, TVs, and whiteboards will be owner-provided.

**H. Owner-Direct Purchase Program**

Pace is exempt from applicable Florida state sales tax pursuant to Certificate Number 85-8012587760C-9 and uses an owner-direct purchase program for orders of materials that are \$5,000.00 or higher. The Contractor shall be required to coordinate with Pace to facilitate this program and issue Change Orders to deduct owner-purchased materials costs and sales taxes. Deductive Change Orders, which shall not include a Contractor markup fee, shall be executed to document purchase amounts prior to actual purchases being made.

**I. Project Completion**

Completion is to include a) compliance with approved plans, other than minor punch list items, b) compliance with all applicable laws, c) the mechanical, electrical, plumbing, fire protection, and irrigation systems are operational and in good working order, and d) a final Certificate of Occupancy has been issued.

## SECTION 4: RESPONSE FORMAT

**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. Company Details and Required Documents**

1. Summary of company history and background.
2. Does the company have experience constructing educational facilities? If yes, provide details.
3. Does the company have experience navigating an owner-direct purchase program for materials? If yes, provide details.
4. Does the company have experience completing fully or partially federally funded projects? If yes, provide details.
5. List the key personnel (project executive, project manager, superintendent, administrative/accounting staff) that would be assigned to this project and give a summary of their background and related experience.



6. Complete Exhibit B, Conflict of Interest Disclosure.

**C. Pricing and Costs**

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

**CI. Proposed Project Schedule Details**

1. Using your preferred software and format, provide a summary-level critical path schedule to describe completion of project.

**CII. Subcontractors**

1. Complete Exhibit D, Listing of Subcontractors.

**CIII. Additional Comments** (optional)

Checklist of Documents to be Included

- Main Response Document
- Conflict of Interest Disclosure Form (Exhibit B)
- Construction Cost Sheet (Exhibit C)
- Proposed Project Schedule Details (Contractor-Provided Format)
- Listing of Subcontractors (Exhibit D)

## SECTION 5: CONTRACT INFORMATION

**A. AIA Contract Documents and Contract Type**

1. AIA Contract A-101, A-201 General Conditions, AIA Change Order.
2. This will be a fixed-price 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 liability for an antitrust violation may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under this contract.
5. Contractor certifies that neither it nor its principals is presently assigned an active exclusion with the Federal System for Award Management (SAM). Exclusions can be found at: <https://www.sam.gov/SAM/>. Contractor shall notify Pace if, at any time during this contract, it or its principals are assigned an active exclusion.
6. Contractor warrants that it is an equal employment opportunity employer. Contractor agrees that it shall not discriminate against any applicant for employment based upon race, color, creed, age, sex, sexual orientation, or handicapping condition, and that it does and will continue to comply with equal employment and affirmative action laws and regulations of the United States and the District of Columbia which are applicable to it.
7. Pace is exempt from applicable Florida state sales tax pursuant to Certificate Number 85-8012587760C-9 and the Contractor must coordinate with Pace for owner-direct purchase of materials. Contractor mark-up on Change Orders shall not apply to those issued to deduct materials costs and associated taxes.
8. The contract shall be governed by and construed in accordance with the laws of the State of Florida, with jurisdiction in Duval County.
9. Contractor shall comply and cooperate by providing information or materials associated with the contract for any audits deemed appropriate and necessary by Pace's major funders. Contractor shall agree to provide all records, materials and financial data needed to perform such an audit.
10. Pace's ITN and the Contractor's response/bid to this ITN will be incorporated by reference.
11. A retainage of 5% will apply to progress payments. Retainage shall be released within thirty (30) days of substantial completion.
12. Contractor shall secure and maintain general liability insurance at a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate; automobile liability at a minimum of \$1,000,000 combined single limit; and worker's compensation insurance in accordance with applicable federal and state laws and regulations; to cover all claims which may arise out of the





Contractor's operations. Pace shall be named additional insured with regards to general liability. Builder's Risk Insurance may be obtained the Contractor, in which case Pace shall be named additional insured; however, Pace may secure the policy if, at Pace's sole discretion, it is deemed more favorable to do so, and in which case the Contractor shall be named additional insured.

13. Contractor shall furnish to Pace an original performance and payment bond from a AAA Best Rated Surety in the sum not less than one hundred percent (100%) of the bid cost of the project within two (2) weeks of contract execution.

## SECTION 6: EVALUATION CRITERIA

### A. Weighted Scoring

Adherence to ITN Response Requirements	5%	5 points
Key Personnel Qualifications	20%	20 points
Pricing and Costs	50%	50 points
Project Schedule Detail	10%	10 points
Related Experience	15%	15 points
<b>Base Total</b>	<b>100%</b>	<b>100 points</b>

**EXHIBIT A**  
**CONTRACTOR PREQUALIFICATION INFORMATION**

**Please provide the following information on your company's letterhead. (You are welcome to include any additional promotional information to supplement the requested information):**

**1. GENERAL INFORMATION**

- A) Firm Name
- B) State whether firm is Corporation, Partnership or Joint Venture and note names of partners and/or JV partners
- C) List Corporation Number and State of Incorporation
- D) Years in operation
- E) List documentation permitting business to be conducted in the State of Florida
- F) General Contractor's License Number
- G) Name of Surety (a 100% Payment and Performance Bond from a AAA Best rated Surety is required)
- H) Confirm Amount of General Liability/Auto Liability/Worker's Comp Insurance that is currently carried and the name of the Insurance company (note – if awarded a contract, required limits are: GL - \$1 Million per Occurrence/\$2 million General Aggregate, Auto - \$ 1 M – Combined Single Limit, Workers Comp – Statutory Limits) – from an A.M. Best rated carrier

**2. CONTRACTOR GENERAL**

- A) How many years has your company been in business under your present name?
- B) How many employees does your company have in the field?
- C) How many Home office employees does your company have?
- D) Indicate whether your company is a Corporation, Partnership, Sole Proprietor or LLC. If your company does not fall into the classification?
- E) Provide a list of your firm's management representatives: CEO, President, VP's

**3) List Previous related Project Experience (minimum of 3 projects – note the following: Year Completed, Value, Client's full name, contact information, location, brief description of project including size in square feet, height, structure type, use, etc.) Attach additional sheets if necessary.**

- A) List three (3) Professional references for these related projects with names, phone, and email addresses

**4) Other Information**

- A) List Key Personnel including your Project Executive, Project Manager, Superintendent and Administrative/Financial representative.

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- B) Provide copy of a typical safety plan and provide Experience Modification Rate (EMR)
  - C) List any Key Subcontractors that you typically work with
  - D) Does your company have a written safety program and/or policy in place?
  - E) Does your company have a written drug policy?
  - F) Does your company employ a full-time site safety professional?
  - G) Has your company ever operated under any other name? If yes, please explain?
  - H) Provide all other names your company has operated under.
  - I) Has your company had previous ownership? If yes, please provide details.
  - J) Has your company had any liens filed against it by any of its subcontractors or suppliers? If yes, please provide details.
  - K) Has your company ever defaulted on a contract? If yes, please provide details.
  - L) Has your company ever failed to complete a contract? If yes, please provide details.
  - M) Has your company ever been terminated? If yes, please provide details.
  - N) Has your company ever gone through bankruptcy or reorganization? If yes, please provide details.
  - O) Has your company ever had any principals in litigation? If yes, please explain.
  - P) Is your company in compliance with EEOC requirements?
  - Q) Is your company in compliance with U.S. Citizenship & Immigration Services requirements?
  - R) Has your company ever been found to have committed a serious OSHA violation? If yes, please provide details.
  - S) Has your company ever committed a violation of state, federal, or local laws?

## **5) ENVIRONMENTAL**

- A) Does your company have an Environmental Statement and/or policy?
- B) Does your company have a Waste Reduction and Recycling program?
- C) Does your company educate employees and vendors about this program?

END OF REQUIREMENTS



## EXHIBIT B: 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.*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



# Invitation to Negotiate

for

## EDUCATIONAL AND SOCIAL SERVICES FACILITY CONSTRUCTION

Project Name: Pace Citrus

### EXHIBIT C: CONSTRUCTION COST SHEET

Complete the price breakdown inclusive of construction, overhead, and profit. Proposed allowances as shown on plans, and alternates, if applicable, shall not be included in the prices listed or in the lump-sum total. Details of allowances and alternates shall be described on Exhibit C, page 2.

LINE ITEM	PROPOSED PRICE	COMMENTS
General Requirements and Conditions		
Insurance and Bonds		
Site Work		
Concrete		
Masonry		
Metals		
Wood and Plastics		
Thermal and Moisture Protection		
Doors and Windows		
Finishes		
Mechanical		
Plumbing		
Electrical		
Life Safety/Fire Protection		
Landscaping, Irrigation and Fencing		
Equipment		
<b>Lump Sum Amount:</b>		
<b>Change Order Mark-Up %:</b>		







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**EXHIBIT D: LISTING OF SUBCONTRACTORS**

**COMPANY NAME OF GENERAL CONTRACTOR:**

**INSTRUCTIONS: Complete the listing below for 8-10 of the main subcontractors that would potentially be used on this project.**

SUBCONTRACTOR COMPANY NAME	WORK TO BE PROVIDED	YEARS IN BUSINESS	HAVE YOU WORKED WITH BEFORE? Y/N	FLORIDA LICENSE NUMBER

