



**Health Care District**

OF PALM BEACH COUNTY

WE CARE FOR ALL

# MANDATORY PRE-PROPOSAL MEETING CONSTRUCTION MANAGEMENT SERVICES

RFP #2025CM01

September 10, 2025

# RFP #2025CM01 INTRODUCTIONS

## KEY DISTRICT STAFF

- Marisol Miranda, AVP Support Services
- Terry Megiveron, Director Construction Services
- Raul Gutierrez, Director Supply Chain
- Audrey Wolf, Facilities Development Consultant
- Tom Koulouris, Program Manager CES Consultants

## PRE-PROPOSAL MEETING ATTENDEES ROLL CALL

- In-Person
- Virtually

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## THE HEALTH CARE DISTRICT

The District is an independent special taxing district created provide comprehensive planning, funding and coordination of health care service delivery and serving as the health care “safety net” for residents of Palm Beach County.

The main services provided are;

- trauma care and trauma system support,
- school health nursing program,
- publicly-owned and operated hospital (Lakeside Medical),
- skilled nursing facility (Healey Center), and
- a network of federally-qualified health centers.

The hospital and skilled nursing center are District-owned and the remainder of 15 plus facilities are leased.

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## GENERAL SCOPE

- The District is seeking proposals to provide construction services for various District capital projects including, but not limited to, the Crisis Center for Mental Health and Substance Abuse AKA Behavioral Health Coordinated Care Center.
- The District recognizes that behavioral health, which includes substance use disorders, is an essential component of overall health and wellness and that the District needs to boldly step into this space. The District has approved moving forward with the implementation of the Behavioral Health Coordinated System of Crisis Care which serves as a framework for communities to implement the evidence-based national guidelines.
- National statistics indicate that when fully implemented, 98% of all persons connecting to the Coordinated Care system will be able to have their behavioral health care needs met without requiring in-patient treatment.

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## GENERAL SCOPE (continued)

The Behavioral Health Coordinated Care Center would address crisis receiving and stabilization facilities provide 24/7 intensive, short-term stabilization in a warm and welcoming environment accepting both walk-ins and individuals brought in by first responders as well as provide outpatient services.

The Behavioral Health Coordinated Care Center is an approximate 60,000 sf facility with a pre-programming and design estimated hard construction cost of \$60M.



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## STATUS OF PROJECT

**Land Acquisition:** The address of the selected site is 100 N. Benoist Farms Rd in WPB. Property is expected to close later this month.

**Selection of Program Manager:** CES Consultants was selected as the Program Manager and the District Board approved this selection in June of this year.

**Selection of Architect:** Arcadis Inc has been selected, and final approval of this selection is scheduled for the September 17<sup>th</sup> District Board Meeting. The design team includes:

- Architecture (Prime): Arcadis Inc
- Architecture Healthcare Consultant: Human Experience Behavioral Health Architects
- Land Planning: Cotluer Hearing
- Civil Engineering: Langan
- MEP: CMTA
- Structural Engineering: BNI

**Initial planning and kick off meeting have been conducted.**

# RFP #2025CMA01 SCOPE OF WORK CONSTRUCTION MANAGEMENT

The selected Construction Management firm will function as a general contractor responsible for publicly bidding trade contracts, all scheduling and coordination of the Project, and the successful, timely, and economical completion of the Project. The selected Construction Manager (CM) will provide preconstruction and construction services and will be responsible for construction pursuant to a contractually guaranteed maximum price (GMP).

# RFP #2025CM01

## SCOPE OF WORK

### PRE-CONSTRUCTION SERVICES

#### Pre-Construction Services

It is the intent of the Construction Manager at Risk project delivery system to engage the Construction Manager as an active participant in the design process working with the Owner and Architect in maintaining the project budget and project scope for the Project. The Construction Manager shall perform the following pre-construction services.

- Design Team Meetings
- Reports Required
- Design Reviews
- Construction Feasibility Meetings
- Value Analysis
- Schedules
- Cost Estimates
- Specification Review
- Schedule for Building Components and Systems
- Maintenance of Schedule
- Dividing Project into Trades
- Schedule for Each Trade
- Pre Qualification of Trade Contractors
- GMP Submissions



# RFP #2025CM01

## SCOPE OF WORK

### CONSTRUCTION SERVICES

#### Construction Services

Unless otherwise authorized by the Owner, all Work shall be performed under trade contracts held by the Construction Manager. The Construction Manager shall not bid on any of the Trade Contractor work or perform such work with its own forces without the prior written consent of the Owner in accordance with Section 2.1.13.4. The Construction Manager shall perform the following construction phase services:

- Commencement of Work
- Award of Trade Contracts
- Management of the Work
- CM Staffing
- Project Manual
- Progress Meetings
- Schedule Updates
- Management of Trade Contractors
- Owner Furnished Material
- Cost Control
- Records
- Change Orders
- CM Safety Programs
- Security
- Hazardous Materials Disposal
- Compliance with Funding Agreements

# RFP #2025CM01

## SELECTION PROCESS (1/2)

- The selection process is a competitive selection process pursuant to Florida Statutes and the District's implementation procedures.
- After the proposals are received, District Staff will make a responsiveness determination.
- Then a shortlist committee meeting will be held and the evaluation will be solely based on the written proposal.

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## SELECTION PROCESS (2/2)

- The shortlisted firms will be invited to a Final Selection Committee meeting.
- **The Key personnel proposed for assignment to the Crisis shall be in attendance at the interview with the Final Selection Committee.**

### Key Personnel

Project Executive

Sr. Project Manager

Sr. Superintendent

- After the Final Selection Committee and the notice posted of the final ranking, the contract will be prepared for board consideration

Note: There is an administrative appeal period after the responsiveness determination, short list recommendation and the final selection committee results

# RFP #2025CM01

## RESPONSIVENESS REVIEW

A responsive proposal is one which has been;

- signed,
- submitted by the specified submission time,
- provided the information required to be submitted with the proposal.

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## SHORTLIST COMMITTEE

- The Short List Committee will review and evaluate a firm's proposal based upon the criteria set forth in the RFP.
- At least three firms will be short listed based on their qualifications.
- In the event of a tie score for the last available short list position, the tied firms will be included in the short list. Purchasing will notify the Respondents of the results of the Short List Committee and invite the shortlisted firms to present to the Final Selection Committee.



# RFP #2025CMA01

## FINAL SELECTION COMMITTEE

- Firms will be provided 15 minutes for presentations and then a question and answer period. No new material may be introduced at this meeting.
- **The Key Personnel assigned to this project must be in attendance and participate at the Final Selection Committee.**
- The Final Selection Committee evaluation criteria and scoring are included in the RFP.

# RFP #2025CM01

## SUBMITTAL REQUIREMENTS (1/9)

- 1. Table of Contents**
- 2. Letter of Interest**
- 3. Letter of Intent from a Surety Company**

indicating the Respondent's bondability for this Project under any subsequent contract. The surety must acknowledge that the firm can be bonded for a project with a potential construction cost of \$60,000,000.00 Million. The surety company shall be currently listed with the United States Treasury for an amount greater than ten times the estimated project cost.

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## SUBMITTAL REQUIREMENTS (2/9)

### 4. Proposal Certification Form (Attachment A)

I hereby certify that I am submitting my company's proposal and understand that by virtue of executing and returning with this proposal this Proposal Certification Form, I certify that all information is correct and I understand the contents and accept the conditions of the Request for Proposal and this Proposal Certification Form. **Proposer further certifies that the Contract has been reviewed and accepted without any edits, revisions, deviations or modifications of any kind.**

### 5. Addendum to Proposal Certification Form (Attachment A-1)

As part of its proposal, the Proposer shall provide to the District a list of all instances within the immediate past four (4) years where there has been a final adjudicated determination in a legal or administrative proceeding in the State of Florida that the Proposer discriminated against its subcontractors, vendors, suppliers or commercial customers, and a description of the status or resolution of that complaint, including any remedial action taken.

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## SUBMITTAL REQUIREMENTS (3/9)

### 6. Related Experience

List projects which best illustrate the experience of the Proposer and Key Personnel staff which will be assigned to this Project (inclusive of renovations and greenfield projects). The projects should emphasize the successful completion of projects comparable in design, type and scope to this Project (licensed health care facilities such as acute care hospitals, laboratories, behavioral health facilities and other similar licensed healthcare type projects. For Proposers without a licensed health care facility greater than \$40,000,000, experience should demonstrate steady and increasing growth in project size and complexity. List no more than (10) projects, and do not list projects that were completed more than ten (10) years ago.

#### **Please note this additional requirement**

Provide a secondary list of non-residential projects in Florida which exceed \$50,000,000.00 million in cost in the past 5 years with project name, project owner and contact, location and construction cost.

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## SUBMITTAL REQUIREMENTS (4/9)

### **7. Claims and Litigation History**

List all claims, arbitrations, administrative hearings, lawsuits or criminal proceedings brought by or against firm during the last ten (10) years. The list should include the name of the project over which the dispute arose, a description of the amount in dispute and the subject matter of the dispute. Do not list workers comp claims.



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## SUBMITTAL REQUIREMENTS (5/9)

### **8. Pre-Construction Services Staff**

Includes management, technical and support staff. Provide a project organizational chart that could be used for this Project. Give a brief resume of key persons to be assigned to this Project under any subsequent contract.

**See RFP Section 7-C for Submittal Requirements**

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## SUBMITTAL REQUIREMENTS (6/9)

### **9. Construction Services Staff**

Provide an organizational chart and resumes of the Key Personnel to be assigned to this Project under any subsequent contract including. All other staff members may be listed as To Be Determined or TBD

[See RFP Section 7-C for Submittal Requirements](#)

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## SUBMITTAL REQUIREMENTS (7/9)

### **10. Project Management Services**

Describe the capabilities of your firm to provide the technical services required for: Design reviews, Design to Budget (Target Value Design) budget estimating, past results of Schematic budget to Final GMP budget, value engineering, constructability analysis, construction scheduling, quality control (design and construction), pre-qualification of trade contractors, competitive public bidding of trade contracts, establishing a Guaranteed Maximum Price, cost control, management of trade contractors, safety programs, claims management, reporting systems and project close-out. Also, describe your firm's approach to resiliency principles and sustainable practices. Each of these items should be included in the proposal in the order listed in this paragraph.

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## SUBMITTAL REQUIREMENTS (8/9)

### 11. Price Proposal Form

- **Pre-Construction Phase Fee:** The Pre-Construction Phase Fee proposed will be the fee allowed to provide the services described in Section 2.1 of the Contract. The fee proposed should be a fixed lump sum.
- **Construction Phase Management Fee:** Proposer should provide the cost per month to provide the Construction Phase Management services described in Section 2.2 of the Contract and allowable under Section 6.4 of the Contract (excluding paragraph 6.4.5). The monthly price will be converted to a lump sum amount before work begins when the GMP Amendment is authorized and the contract time for the Project is established.
- **Overhead and Profit:** The Overhead and Profit fee proposed is that allowed under Section 6.4.5 of the Contract. The fee proposed will be converted to a fixed lump sum when the GMP amendment is approved. This lump sum fee is based on the approved GMP and is not based on actual incurred costs. The lump sum amount will be fixed prior to construction beginning and this fixed fee cannot be increased for the work authorized under that GMP amendment. The Overhead and Profit Fee must not include costs already allocated to and included in the Construction Phase Management Fee described in Note 2 above.

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## SUBMITTAL REQUIREMENTS (9/9)

### **12. Not Used (Attachment C)**

Please note that the District is applying for State funding for a portion of the project and as such this RFP does not include a local ordinance or regulation to prevent a certified, licensed, or registered contractor, subcontractor, or material supplier or carrier, from participating in the bidding process based upon:

- Maintaining an office or place of business within a particular local jurisdiction;
- Hiring employees or subcontractors from within a particular local jurisdiction; or
- Prior payment of local taxes, assessments, or duties within a particular local jurisdiction. As such, the District also has an approved waiver of the local preference provisions of its Purchasing Procedures.

### **13. Conflict of Interest Disclosure Form (Attachment D)**

To be completed and signed by the Proposer (and by any sub that the Proposer may be partnering with for the CM services)



# RFP #2025CM01

## SHORT LIST SELECTION CRITERIA

SHORT-LIST SELECTION CRITERIA (Competitive Proposal Selection Process)	POINT VALUE
<b>1. Building Experience</b> – Areas of Consideration: Successful completion of projects comparable in design, type and scope; Recommendation of previous Owners and Architects; Other similar factors including litigation history.	<b>25</b>
<b>2. Pre-Construction Services Staff</b> – Areas of Consideration: General and specific project related capability of Proposer's pre-construction services staff including depth and abilities of the organization which it can draw upon as needed; includes management, technical and support staff	<b>30</b>
<b>3. Construction Services Staff</b> – Areas of Consideration: Ability and experience of the proposed construction services staff with specific emphasis on project related experience	<b>25</b>
<b>4. Pricing</b> - The Proposer with the lowest overall price will receive the maximum number of points listed, and proposals with higher prices will receive fewer points based on how much higher they are than the lowest price	<b>20</b>

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## FINAL SELECTION CRITERIA

FINAL SELECTION CRITERIA (Competitive Proposal Selection Process)	POINT VALUE
<b>1. Qualifications of the Firm</b> - Areas of Consideration: Successful completion of similar projects using the Construction Management process; Recommendation of previous Owners and Architects; Other similar factors including litigation history	<b>15</b>
<b>2. Proposed Project Staff and Functions</b> – Areas of Consideration: The Project Management team’s experience with similar projects, with public projects, and overall Construction Management experience; Recommendations from previous Owners and Architects	<b>30</b>
<b>3. Comprehensive Project Management Services</b> – Areas of Consideration: ability and history of the firm and its staff to deliver projects using effective management tools and techniques; firm's scheduling system and cost control system including methods for assuring subcontractors’ adherence to schedule; ability of firm to hold to original schedules and budgets; firm’s approach to establishing a Guaranteed Maximum Price including methods of Cost Control and Reporting Systems	<b>30</b>
<b>4. Pricing</b> - The Proposer with the lowest overall price will receive the maximum number of points listed, and proposals with higher prices will receive fewer points based on how much higher they are than the lowest price	<b>25</b>

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## DEADLINES & ESTIMATED TIMEFRAMES

The RFP **deadlines** and estimated timeframes post proposal due dates are as follows:

- **Proposal Questions Due: September 16<sup>th</sup>, 2025**
- **Responses to Questions Posted/Final Addendum: NLT September 23<sup>rd</sup>, 2025**
- **Proposals Due: October 2, 2025 by 2:00pm**
- Shortlist Committee Review Meeting: October 23, 2025
- Final Selection Committee Meeting: November 6, 2025
- Contract Award: December 10, 2025

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## LOBBYING AND CONE OF SILENCE

**Lobbying.** Proposers, or anyone representing the proposer, are prohibited from communicating with any District Commissioner or District employee staff regarding its proposal, i.e. a “Cone of Silence”.

**Cone of Silence.** The “Cone of Silence” is in effect from the date/time of the deadline for submission of the proposal, and terminates at the time that the Health Care District Board of Commissioners (“Board”), or a District employee authorized to act on behalf of the Board, awards or approves a contract, rejects all proposals, or otherwise takes action which ends the solicitation process.

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## DON'T FORGET

- Complete, sign, date and include in your submittal, **all forms** – even if they are not applicable.
- Include all experience demonstrating why your firm should be selected and additional information can not be introduced after the proposal date.
- Submit Conflict of Interest Disclosure Forms for proposer and all subs performing CM services.
- Word versions of forms can be downloaded on the HCD website.

Word versions of the required forms can be downloaded from the District Purchasing website at [www.hcdpbc.org/resources/purchasing](http://www.hcdpbc.org/resources/purchasing). Or, Proposer can request fillable pdfs or Word versions of many of these required forms by emailing a request to [rgutierr@hcdpbc.com](mailto:rgutierr@hcdpbc.com). Include the words “**CM RFP Project# 2025CM01**” in the subject line of the e-mail.

- The contents of the proposal submitted by the successful Respondent will become part of the contractual obligations of any subsequent contract as stated in RFP section 7-a.





# RFP #2025CM01 QUESTIONS

???????



RFP #2025CM01  
THANK YOU

**WE LOOK FORWARD TO  
RECEIVING YOUR PROPOSAL**



# Health Care District

OF PALM BEACH COUNTY

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