

Project/Bid Title: Melrose Senior Community Center #090522-01

The Florida Institute for Workforce Innovation, Inc. requests interested parties to submit formal letters of qualifications for the above referenced project.

Scope of Work: Construct new senior community center in Melrose, FL

Project Location: Melrose, Florida

Background/Use:

The Florida Institute for Workforce Innovation, a not-for-profit 501 (c) (3) Florida corporation has been awarded funds to construct the Melrose Senior Community Center (MSCC). Once constructed, the MSCC will be used as a community based center for area senior citizens and will provide space for recreational and educational activities, nutritious meals planned by a registered dietician, assistance with finding and obtaining needed social services, mental and physical health services, assessment and referral to community-based services, assistance with finding employment, and overall coordination and case management to those with special needs. It will become a focal point in the community where area seniors can come on a daily basis and engage in activities and services with their friends.

Building Description:

The building FIWI is proposing to construct will be an approximately 3,100 square foot (2,609 sq. ft. conditioned space; 490 sq. ft. screened porch) enclosed single story structure with an approximate 50 foot by 62 foot footprint which will include will include a full-service kitchen and food preparation area, one office, two ADA compliant rest rooms, a library, a space for dining, recreational and educational activities, a storage room, janitorial closet and screened sitting porch. The exterior style of the building

will be consistent with the prevalent historical construction style of Melrose, FL. A conceptual drawing, floor plan, and elevations are pictured below for your reference (Please note, these are conceptual and are subject to change).

Concept Drawing ([click here for larger image](#)):



Letter of Qualifications Requirements:

- Letter must be on company/business letterhead
- Letter must be signed by company/business authorized representative
- Letter must be legible

Letter must include and/or demonstrate the following:

- Project/Bid Title (referenced above)
- Copy of current State of Florida Contractor's License
- Licensure in Putnam County, Florida
- Ability to secure and provide Proof of Insurance : General Liability minimum \$1,000,000; Workers Compensation Florida Statutes 100/500/100
- Minimum of three letters of reference for similar scale projects (FIWI reserves the right to contact references provided)
- Ability to obtain Performance Bond if necessary
- Mailing address of company/business headquarters
- E-mail address for authorized representative
- Phone number for authorized representative

Letter of Qualifications Delivery:

1 original and 1 copy of Letter of Qualifications and supporting documents must be delivered by Certified US Mail or a reputable courier not later than 5:00 PM Eastern Time 5/22/2009 to:

FIWI

Attn: Melrose Senior Community Center 090522-01
309 State Road 26
Melrose, FL 32666

Questions: For questions regarding this request for Letters of Qualifications, please submit questions via fax to the attention of Jonathan Leslie at (352) 475-1236 or via e-mail to jleslie@fiwi.org no later than May 7 at 5:00 PM

Eastern. Responses to questions will be posted at www.fiwi.org on May 12 at noon Eastern. During this qualification selection process, to avoid conflicts, the appearance of conflicts or undue influence over this process, respondents must not contact any FIWI board member, MSCC Advisory Committee member, MSCC Design Team member, FIWI staff, or any other persons currently engaged in the design or development of the MSCC, except as authorized in this procurement. Responders must not engage in any activity that will restrict or eliminate competition. Violations of these provisions will cause a Responder's Letter of Qualification to be rejected. Other penalties as prescribed by State or Federal law may also be imposed.

FIWI must receive letter of qualifications no later than date and time specified above. Letters received after such time will be rejected and returned unopened. Hand delivered documents will not be accepted.

Notification to Qualified Responders: Names of companies/businesses that are determined to be qualified to bid will be posted on the FIWI website at www.fiwi.org on 5/29/2009 at noon Eastern Time. Those determined to be qualified to bid will also receive a determination of qualification via US Mail outlining how to proceed. Only those companies/businesses that are determined to be qualified to bid will be allowed to submit a formal bid. FIWI's determination of qualified bidders is final and not subject to reconsideration.
