

**REQUEST FOR PROPOSALS  
FOR  
CONSTRUCTION MANAGEMENT SERVICES  
FOR  
UNION COUNTY EMERGENCY OPERATIONS CENTER  
LAKE BUTLER, FLORIDA**

I. INTRODUCTION

Union County Board of County Commissioners is requesting written proposals from qualified construction firms to provide professional At-Risk Construction Management Services for the Budgeting and Construction Phase on the new proposed Union County Emergency Operations Center. Facility is to include approximately 5,200 GSF of EOC, demolition of site elements and sitework. The approximate budget for construction is \$2,900,000.00.

II. It is the Union County Board of County Commissioner's intention to employ the Construction Firm at Risk to provide overall Project Construction Management, Cost Benefit Studies if needed, Information Management, Construction of Scope of Work and overall Project Management during the Construction on a cost plus a fee basis, with a guaranteed maximum price.

III. It is the Union County Board of County Commissioner's intent to have the Construction Manager publicly bid all applicable divisions of the project specifications as prepared by the Architect.

IV. PROPOSAL INSTRUCTIONS AND GENERAL INFORMATION

Proposal Submissions: Submit four (4) copies of a written proposal no later than 12/12/2022.

Timothy Allen  
Union County Emergency Management Director  
58 NW 1<sup>st</sup> St.  
Lake Butler, FL 32054

Proposals must be responsive to the requirements and questions of the Request for Proposal.

Method of Selection: Proposals will be reviewed by the Union County EOC Committee. The committee will select a company and send to board for approval and acceptance of award.

Please respond by including but not limiting your response to the following:

1. Company name and length of time in business and location.
2. Availability of time to start and complete project.
3. Insurance carrier and applicable coverage.
4. Name of the proposed Bonding Company with applicable information
5. Qualifications of staff to be utilized on this project with names, short resumes, length of time with firm and previous EOC clients served, preference given to EOC experience.
6. Names of three (3) previous EOC clients with phone numbers and contact person.
7. Description of previous experience, to include size, budget, final cost, schedule, change orders, etc.
8. Expand on how your EOC experience will ensure adequate coverage of specialty bidding markets.
9. Explain how your past EOC experience will support completing the design process.

Reservations: Union County Board of County Commissioners reserves the right to reject any and all proposals, to negotiate changes in the scope of work or services to be provided, and to otherwise waive any technicalities or informalities.

***Requests for information shall be in writing, by email. No calls or visits to Union County Board of County Commissioners, Sheriff's Office/Staff, Emergency Operations Center, or other Union County officials please. Refer all requests to Timothy Allen, EM Director, by email at [allentc@unionsheriff.us](mailto:allentc@unionsheriff.us). All requests will be responded to by email.***