

REQUEST FOR PROPOSAL

EXEDRA RESTORATION ENGINEERING

**BOK TOWER GARDENS
1151 TOWER BLVD
LAKE WALES, FL 33853**

JUNE 22, 2023

Bok Tower Gardens, Inc. is being supported in part by a Save America's Treasures grant from the Historic Preservation Fund administered by the National Park Service, Department of the Interior.

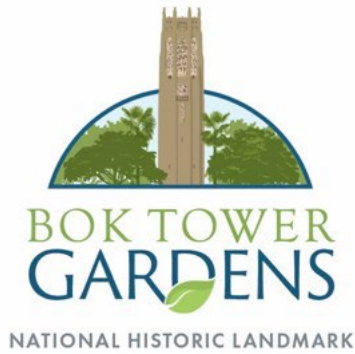
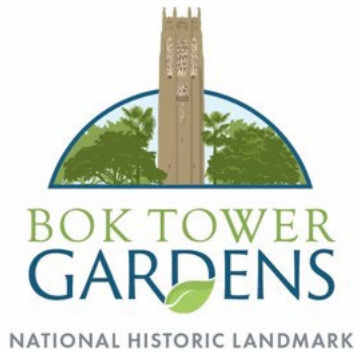


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1. SUMMARY AND BACKGROUND

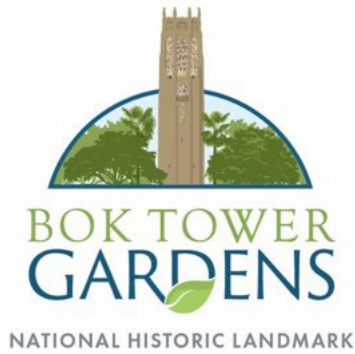
Bok Tower Gardens is a National Historic Landmark located in Lake Wales, Florida. Originally a bird and wildlife sanctuary, the destination was created by Edward Bok in 1929 and has been open for public visitation for nearly a century. In addition to 250 acres of gardens and preserve lands, Bok Tower Gardens is home to the Singing Tower and its 60-bell carillon, Exedra, El Retiro (20-room historical estate), the Pine Ridge Preserve Trail, and a Visitor Center complex complete with a museum, cafe and retail shop.

In appreciation for Edward W. Bok's extraordinary gift of the Gardens and Tower to the nation, a group of his neighbors from Mountain Lake, Florida, commissioned an exedra, or curving bench, in his honor, in 1930. This Greek name describes a semi-circular place for conversation in ancient Greece and Rome. The Exedra at Bok Tower Gardens is a low marble monument with a circular coral and limestone floor and semi-circular marble seating areas. The drip fountain feeds a small central pool. The Exedra was created using the same pink and gray marble as the Singing Tower and is installed north of the Tower.

The purpose of this Request for Proposal (RFP) is to solicit proposals for the engineering and oversight and the execution of work to restore the Bok Exedra.

Bok Tower Gardens will solicit proposals from various candidate organizations; conduct a fair and extensive evaluation based on criteria listed herein. Bok Tower will guard against real and perceived favoritism by using an open and fair competitive bid process. Bok Tower Gardens will provide candidates with equal opportunities to participate in public business. Bok Tower Gardens encourages minority business enterprises (MBE) to participate in all RFP solicitations.

The engineering design of Exedra renovation and restoration will serve as the directive in the solicitation of subcontractors for the work prescribed in recommendations, drawings and studies per the engineer reports.



2. PROPOSAL GUIDELINES

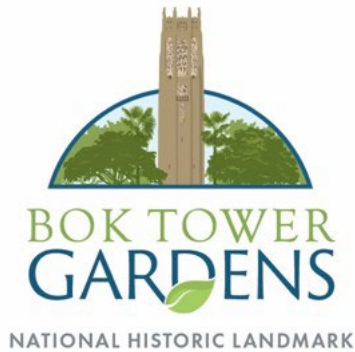
This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **March 15, 2024**. Any proposals received after this date and time will be returned to the sender. An official agent or representative of the company submitting the proposal must sign all proposals.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work for the engineer study. Any proposals, which call for outsourcing or contracting work, must include a name and description of the organizations being contracted.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Bok Tower Gardens' legal counsel and will include scope, budget, schedule, and other necessary items pertaining to the project.

All individuals, consultants, and contractors hired must agree to National Parks Service Funding Acknowledgement Requirement:

- "This material was produced with assistance from the Historic Preservation Fund, administered by the National Park Service, Department of the Interior under Grant Number P22AP02226-00. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the Department of the Interior."



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- A digital copy of all deliverables must be available for public access. Sensitive information may be redacted from the public access copy.

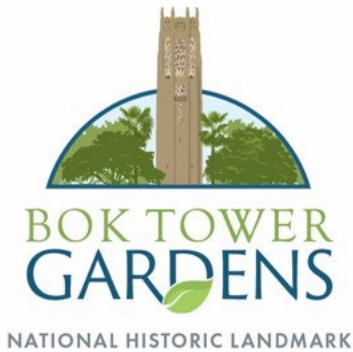
3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

This project is supported through a federal grant for historic preservation, Save America's Treasures Grant. Part of that grant is for the restoration and conservation of a historic marble seating area in the gardens called Exedra.

The purpose of this project is to obtain a qualified historic preservation firm to create engineering perspectives, processes, and drawings to allow for the renovation, restoration, and preservation of the Bok Exedra. That engineering firm will hire and contract qualified subcontractors, then oversee the restoration work as per the engineered plan. The objective is to obtain a firm to engineer, contract and execute this scope of work. It is understood that the engineer findings and plan will dictate the level and cost of restoration work by subcontractors.

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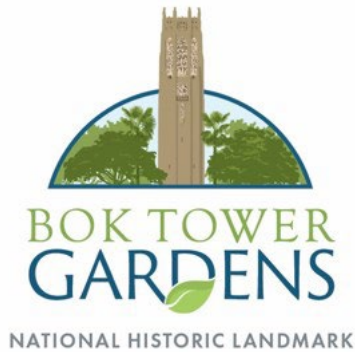
Project Description:

The Bok Exedra fountain, a stone circular seating structure adorned with stone and bronze sculpture, designed by Olmsted and donated by friends of Edward Bok. The structure's foundation is sinking, causing the walls to shift and seating areas to separate. The result of this is that some of the marble is cracking. The marble seating area as well as the structures walls are no longer plumb nor level. The eroded keystone-paved area presents a hazard. Without immediate attention, this treasure will degrade beyond repair, becoming too hazardous to remain in its original location. A simple drip fountain is nonfunctional and is to be repaired for slope and drainage.

4. PROJECT SCOPE

The scope of this project includes all engineering and design for the renovation and restoration of the Bok Exedra:

- On site survey of existing conditions
- Engineering solutions for removing, leveling, reinstallation of structure
- Engineered drawings for foundation walls, seating area, fountain and stone paved patio.
- Engineered drawings for grading and drainage of area in and around Exedra
- Design recommendations for material selection of stone, mortar joints and foot path
- On site visits during renovation/construction by selected sub-contractors to ensure adherence to plans and specifications- allow for 4 visits minimum
- On site construction meetings- allow for 4 visits minimum
- Provide paper, digital and CAD drawings, notes and all general information at close of project
- Provide project updates every 30 days for grant reporting purposes.
- Provide professional support and communication(s) during engineering assessment and design phase
- Provide professional support and communication(s) during Exedra renovation



5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than **March 15, 2024**.

Evaluation of proposals will be conducted from **March 15, 2024**, until **March 23, 2024**. If additional information or discussions are needed with any bidders during this 2-week window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than **March 23, 2024**. Upon notification, the contract negotiation with the winning bidder will begin immediately.

Notifications to bidders who were not selected will be completed by **March 30, 2024**

Project Timeline:

Project completion date **September 30, 2025**.

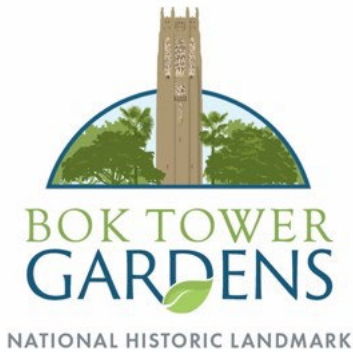
6. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in structural/civil engineering
- List of how many full time, part time, and contractor staff in your organization
- Examples of 3 or more structural/civil engineering renovation/restoration projects your organization has engineered or designed
- Testimonials from past clients that speak to the quality and expertise of your organization
- Timeframe for completion of project

6.1 Insurance Requirements

Bok Tower Gardens, Inc. is being supported in part by a Save America's Treasures grant from the Historic Preservation Fund administered by the National Park Service, Department of the Interior.



Insurance coverage with an insurance carrier that has an A.M. Best rating of “A” or better. All policies should include at least 60 days written notice prior to cancellation or termination of coverage

Bok Tower Gardens listed as an additional insured or a waiver of subrogation is added in favor of Bok Tower Gardens

Commercial General Liability

Bodily Injury and Property Damage Liability

Each Occurrence	\$1,000,000
General Aggregate (other than Prod/Comp Ops Liability)	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Personal & Advertising Injury Liability	\$1,000,000
Damage to Premises rented to you	\$300,000
Medical Payments	\$ 5,000

- ❖ Bok Tower Gardens named as Additional Insured on a primary basis noncontributory basis.
- ❖ Include Waiver of Subrogation in favor of Bok Tower Gardens

Workers Compensation and Employers Liability

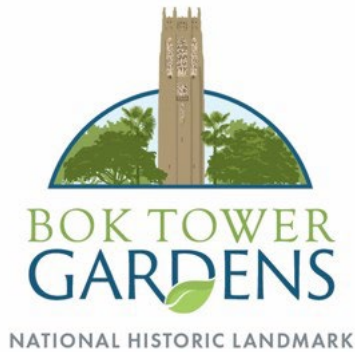
Workers Compensation Statutory Benefits in Florida

Employer’s Liability	
Bodily Injury by Accident Each Accident	\$ 500,000
Bodily Injury by Disease Policy Limit	\$ 500,000
Bodily Injury by Disease Each Employee	\$ 500,000

- ❖ Include Waiver of Subrogation in favor of Bok Tower Gardens

Comprehensive Automobile Liability

Bok Tower Gardens, Inc. is being supported in part by a Save America’s Treasures grant from the Historic Preservation Fund administered by the National Park Service, Department of the Interior.



Bodily Injury and Property Damage
 Combined Single Limit Each Accident \$1,000,000

- ❖ Include Waiver of Subrogation in favor of Bok Tower Gardens

Umbrella or Excess Liability

Each Occurrence and Aggregate \$1,000,000

- ❖ Coverage to extend over the Comprehensive General Liability, Workers Compensation/Employers Liability and Comprehensive Automobile Liability
- ❖ Include Waiver of Subrogation in favor of Bok Tower Gardens

Professional Liability Insurance (for Architects, Engineers, Environmental Consultants, and other professional consultant services)

Each Occurrence \$1,000,000
 Each Policy Year \$1,000,000

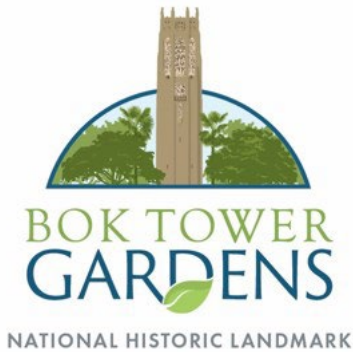
- ❖ Coverage will remain in effect for two years after completion of the project if policy is written on a Claims- Made basis

7. PROPOSAL EVALUATION CRITERIA

Bok Tower Gardens will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project

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- Previous work: Bidders will be evaluated on examples of their work pertaining to ornamental structure renovation/restoration, historical landmark renovation/restoration, free standing stone structure engineering/design
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise

Each bidder must submit 2 copies of their proposal to the address and or email below by **March 15, 2024**. Bids may be submitted in person, by mail/courier or email.

Bok Tower Gardens
c/o David Price
1151 Tower Blvd
Lake Wales, FL 33853
dprice@boktower.org

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