

REQUEST FOR PROPOSAL

PRESERVING AND RESTORING THE SINGING TOWER AT BOK TOWER GARDENS

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

NOVEMBER 9, 2023

*This project is being sponsored in part by the Department of State, Division of
Historical Resources, and the State of Florida.*

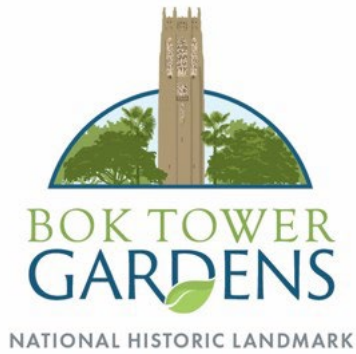
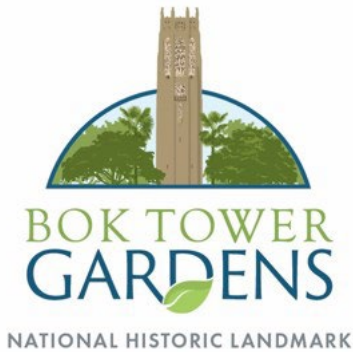


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1. SUMMARY AND BACKGROUND

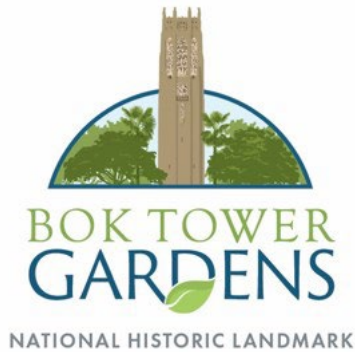
Bok Tower Gardens is a National Historic Landmark located in Lake Wales, Florida. Originally, a bird and wildlife sanctuary, the destination was created by Edward Bok in 1929 and has been open for public visitation for nearly a century. In addition to 250 acres of gardens and preserve lands, Bok Tower 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.

Bok Tower was built in the late 1920's with completion of the Tower in 1929. Bok Tower is a 205-foot carillon bell tower, which contains 60 bells ranging from 16 pounds to 11 tons. The tower is constructed of steel, coquina and Georgia marble. The tower is adorned with colorful tile work and carvings. The Tower houses the Bok Tower Gardens archives as well as the Guild of Carillonneurs music and carillon library.

The purpose of this Request for Proposal (RFP) is to solicit proposals for Tower and Moat Conditions Assessment and recommendations for repair.

- Investigation and discovery of water intrusion into the Tower and a condition survey of the structural steel support in the bell chamber and roof support.
- Cleaning, point tucking, and sealing of the exterior of the Tower.
- Engineering a permanent solution and execution of repair/reset for the marble cap stone around the Tower moat.
- Engineer a moat filtration system.
- Based on the findings of the assessment, carry out construction documents, bidding & negotiation, and construction administration of project.

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.



2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **January 5, 2024**. An official agent or representative of the company submitting the proposal must sign all proposals.

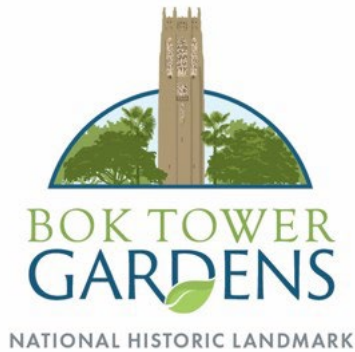
If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work to prepare the engineer report. 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 Department of State, Division of Historical Resources and the State of Florida:

- Pursuant to Section 286.25, Florida Statutes, in publicizing, advertising, or describing the sponsorship of the program the Grantee shall include the following statement:
 - "This project is sponsored in part by the Department of State, Division of Historical Resources and the State of Florida." Any variation in this language must receive prior approval in writing by the Division.
 - All site-specific projects must include a Project identification sign, with the aforementioned language, that must be placed on site. The cost of preparation and erection of the Project identification sign are allowable project costs. Routine maintenance costs of Project signs are not allowable project costs.
 - An example of a project identification sign can be viewed here:
<https://dos.fl.gov/media/700668/site-specific-project-sign-example.jpg>

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- A jpg copy of the DHR Logo can be downloaded here:
<https://dos.fl.gov/media/700662/horizontal-dhr-logo.jpg>
- All project work must be in compliance with the Secretary of the Interior's Standards and Guidelines available at:
<https://dos.myflorida.com/historical/grants/special-category-grants/>

3. PROJECT PURPOSE AND DESCRIPTION

This project is supported through a State grant for historic preservation, through the Florida Division of Historic Resources. That grant is for the restoration and conservation of the Bok Tower and the water moat surrounding the tower.

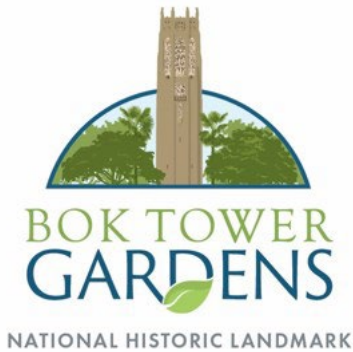
The purpose of this project is to obtain a qualified historic preservation firm to create engineering plans, processes, and drawings to allow for the renovation, restoration, and preservation of the Bok Tower. The objective is to obtain a firm to engineer, contract and execute this scope of work. That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

4. PROJECT SCOPE

The scope of this project includes all onsite and offsite surveying, investigation, field work and reporting. The scope includes engineering solutions to include drawings, contracting/oversight of listed scope here in.

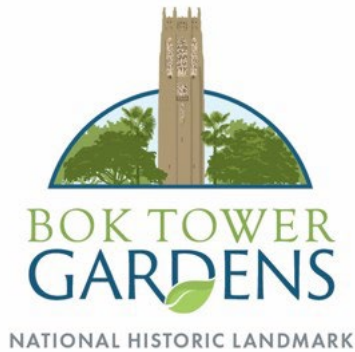
- Prepare a Condition Survey Report for remediation of leaks based on field observations:
 - Provide equipment necessary to conduct all inspections and tasks for leak detection.
 - Perform hands-on inspection drops at the exterior of the tower and comprehensive documentation of existing conditions of deterioration.
 - Use a drain investigation camera to inspect the internal leaders of the tower.
 - Investigation of the leaders at a total of 22 roof and deck drains at the levels 2, 3, 4, 5, 6, 7 and the top of the tower.

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- Video recordings and still images at each leader will be incorporated into the project deliverables to map out the existing conditions of the drains
- Deliver and operate a spray bar or spray rack at the exterior of the tower, moving the spray rack as needed to identify paths of water infiltration.
- Spray rack testing at up to eight locations in one or two vertical swaths
- Provide all of the equipment required for the spray bar/rack testing, including the spray bar or rack, hoses and a booster pump.
- Document existing conditions using digital still color photography keyed to annotated drawings.
- Addition of numerical data pertaining to the faults identified, such as crack length and width shall be recorded in attribute tag format.
- Areas in disrepair or with other notable conditions shall be photographed With the photographs keyed to the background image in the AutoCAD file.
- Prepare a Condition Survey Report on the condition of exterior stone and pointing with recommendations for cleaning, point tucking and sealing of the exterior stone surfaces.

- Prepare a conditional assessment report of bell chamber steel support structure.
 - Visual inspection of all bell chamber steel support structure
 - Include written narrative summarizing its findings, color photographs of representative conditions, annotated elevation drawings.
 - A spreadsheet listing the numerical quantities of each condition identified.
 - Locations of the steel structure members investigations and annotations documenting the findings with annotated drawings and photographs
 - Recommendation as to treatment of rust removal, primer, and paint types.
- Prepare conditional assessment of moat and water quality system.
 - Inspection of moat condition, capstones and underwater planters
 - Recommendations to drain and clean moat, for restoration of planters and level and stabilize capstones
 - Recommendation for biological filtration system
 - Provide engineering, drawings for repair/reset marble capstones surrounding the Towers' moat.



- Provide engineering, drawings, equipment and materials necessary for the installation of a moat filtration system. Filtration considerations should include:
 - Utilize a biological filtration system.
 - Ease of access/care/maintenance
 - Water clarity capacity
 - Removal of excessive nutrients
 - Annual operational costs

Digital files shall include a full Condition Survey Report in PDF format, the Report Narrative PDF format, JPG image files of all survey photographs, annotated elevation drawings in AutoCAD DWG and PDF formats and spreadsheet quantities in Microsoft Excel XLS format. All data, photographs, video and final deliverables are the property of the Bok Tower Gardens.

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than **January 5, 2024**.

Evaluation of proposals will be conducted from **January 5, 2024** until **January 12, 2024**. If additional information or discussions are needed with any bidders during this period, the bidder(s) will be notified.

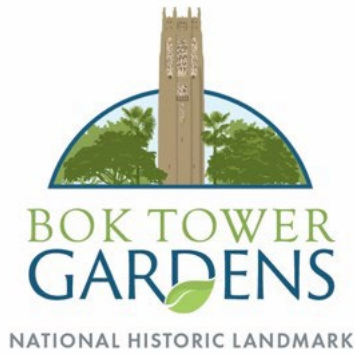
The selection decision for the winning bidder will be made no later than **January 12, 2024**. Upon notification, the contract negotiation with the winning bidder will begin immediately.

Notifications to bidders who were not selected will be completed by **January 31, 2024**

Project Timeline:

Project must be completed and invoiced by **September 30, 2025**.

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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.
- Timeframe for completion of project

6.1 Insurance Requirements

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

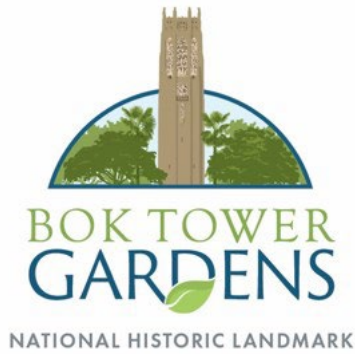
Commercial General Liability

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.

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- ❖ 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

Bodily Injury and Property Damage Combined Single Limit Each Accident	\$1,000,000
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- ❖ Include Waiver of Subrogation in favor of Bok Tower Gardens

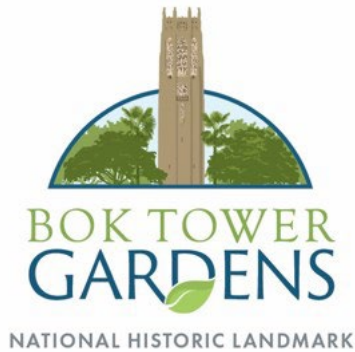
Umbrella or Excess Liability

Each Occurrence and Aggregate	\$1,000,000
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- ❖ 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
- 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 **January 5, 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