



**HOWARD CARLISLE MEMORIAL BAPTIST CHURCH**

**ATTN: REBUILD  
UPS Drop Off Site  
844 N. TYNDALL PARKWAY #316  
PANAMA CITY, FLORIDA 32404**

**REQUEST FOR PROPOSAL**

**DESIGN AND CONSTRUCT SANCTUARY AND OFFICES**

**HURRICANE MICHAEL REBUILD**

**FEMA DR-4399**

**RFP No. 2025-01**

## Table of Contents

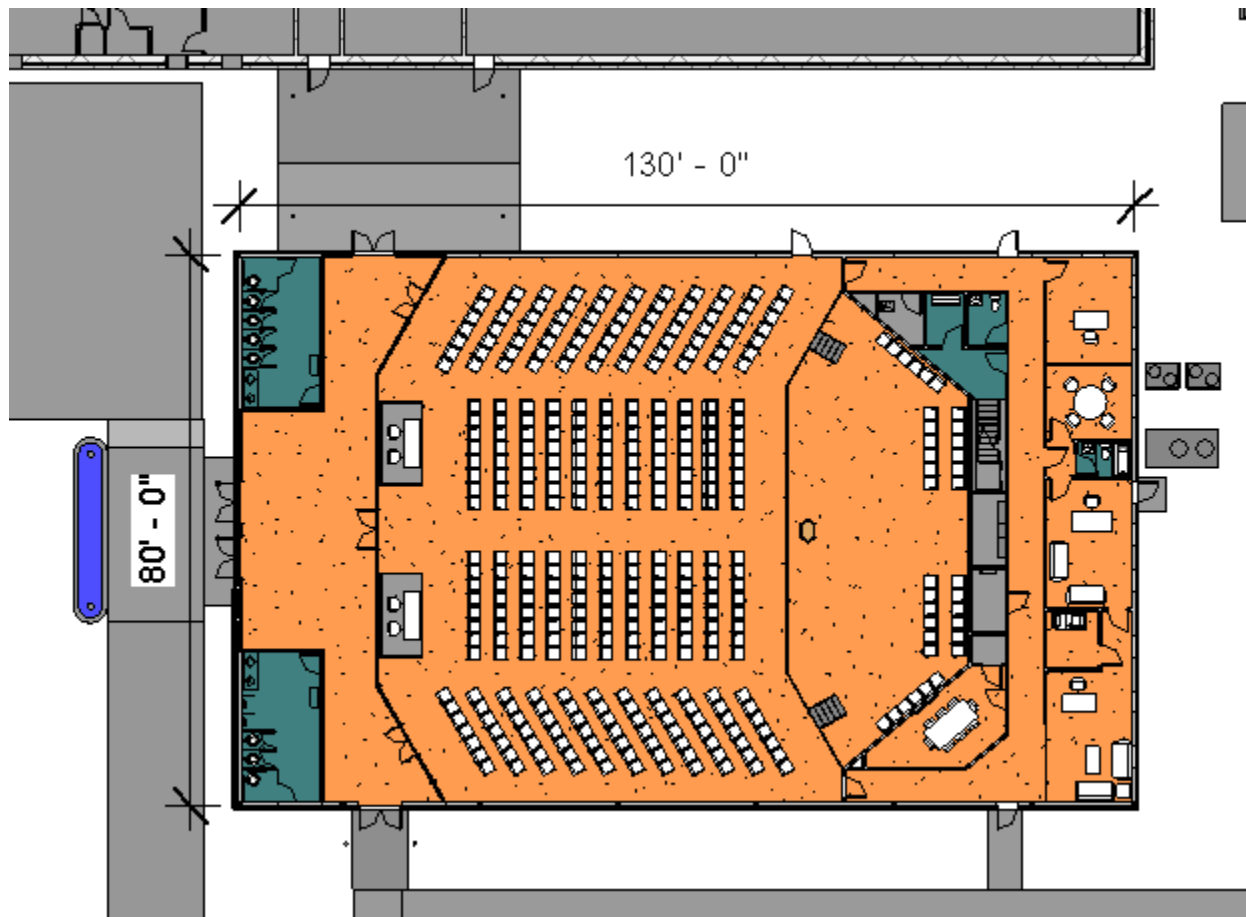
INTRODUCTION.....	3
QUALIFICATION.....	4
PROPOSAL DOCUMENTS.....	4
POINT OF CONTACT.....	5
QUESTIONS.....	5
PROPOSAL FORMS.....	5
BONDS.....	5
MINIMUM ENGINEERING.....	5
MINIMUM PROPOSAL COST BREAK DOWNS.....	5
MATERIAL PURCHASES.....	6
ITEMS NOT TO INCLUDE IN PROPOSAL.....	6
WITHDRAWAL OF PROPOSALS.....	6
CANCELLATION.....	7
BASIS OF AWARD.....	7
RIGHT TO REJECT.....	7
EXECUTION OF AGREEMENT.....	7
LICENSING.....	7
SUBCONTRACTORS.....	7
BID PROTEST.....	8
ANTICIPATED SCHEDULE.....	8
PROPOSAL CHECKLIST.....	9

## INTRODUCTION

The Howard Carlisle Memorial Baptist Church (HCMBC) is seeking Proposals to design and construct a new sanctuary, and office building located at 835 S. Berthe Ave., Panama City, FL to replace a similar facility that was destroyed by Hurricane Michael. The HCMBC Building Committee will manage the project.

If the Proposal is accepted, HCMBC and the winning contractor will enter a Firm, Fixed Price Design-Build contract for the amount stated in the Proposal. The contractor will be responsible for performing any design work necessary to complete the structure for occupancy as well as the construction of the facility.

HCMBC has created a concept set of drawings describing the basic expectations of the Proposal: a finished 130 by 80 by 16-foot metal building. Figure 1 shows the basic floor plan and Figure 2 shows the west elevation of the concept. The Proposal Documents on the website contain the full details of the concept. An Autodesk Revit model and AutoCAD DWGs of the concept are provided as well on the website. The provided proposals may adjust the concept to improve the competitiveness of their proposal as long as the basic aspects of the concept: nominal dimensions, number and type of rooms, orientation to the existing structure, etc. are maintained. All materials must be Commercial or Institutional Grade. If there is concern that a proposed improvement to the concept will not be deemed acceptable, please send a written question by the question period deadline. Answers to questions will be publicly available to all on the website.



*Figure 1: Concept Floor Plan*

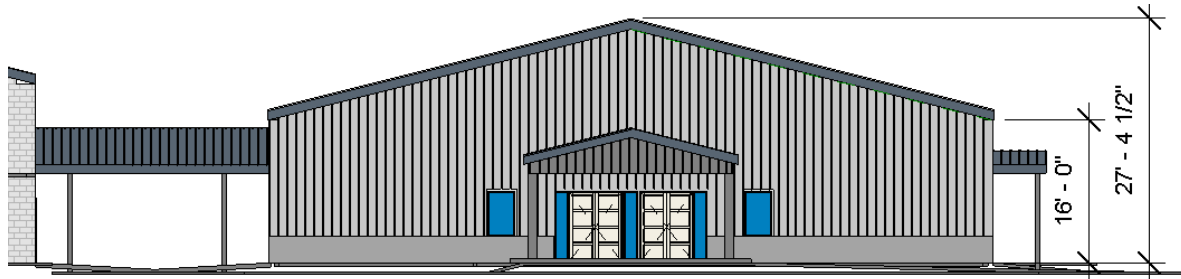


Figure 2: Concept Elevation

HCMBC has confirmed with the City of Callaway that even though this new facility will replace a similar sized facility that existed in 2018, a new Professional Engineer stamped site plan is required to verify that the new construction meets the Callaway Land Development Standards.

The project may be partially reimbursed by the Federal Emergency Management Agency (FEMA) as part of Disaster Recovery from Hurricane Michael FEMA Project No. DR- 4399. Funding for portions of the project may be made possible through this grant and is contingent on strict conformance to the guidelines set forth by the Florida Department of Emergency Management (FDEM) and FEMA. Respondents will comply with the Federal Regulations Contract Requirements shown at Attachment D.

### **QUALIFICATION**

All Contractors shall be Qualified and Florida Licensed contractors. Subcontractors shall be Florida licensed in trades where licenses are required. All subcontractors and bidders shall meet State of Florida insurance requirements.

Bids may be deemed nonresponsive if not accompanied by proof of Florida General Contractor's or Building Contractor's License.

### **BID DEADLINE/DELIVERY**

**SEALED PROPOSALS** for this RFP must be received by the HCMBC Building Committee at their UPS Drop Off Site 844 N. Tyndall Parkway #316, Panama City, FL 32404 by **2:00 pm (CDT) Friday, July 11, 2025**. Proposals will be publicly opened immediately following the deadline. Each proposal shall be valid to HCMBC for a period of ninety (90) days from the deadline.

### **PROPOSAL DOCUMENTS**

HCMBC will provide electronic versions of relevant documents at

[www.carlislebaptist.com/rebuild/](http://www.carlislebaptist.com/rebuild/)

- 00 - Copy of this RFP
- 01 - Required Submission Forms
- A - PDF Concept Drawings with Detailed Proposal Requirements
- B - 2022 Revit Model Files of the Concept
- C - 2018 AutoCAD Files of the Sheets in the Concept Drawing
- D - FEMA PDAT Manual
- E - Soil Boring Report and Logs
- F - Interested Subcontractors
- Questions and Answers from any bidders

### **POINT OF CONTACT**

The HCMBC Building Committee will be the only point of contact for this RFP. Please contact via email Mr. Kevin Wise, Mr. Brian Daniels, and the Church at [kwiser101@gmail.com](mailto:kwiser101@gmail.com), [brian.daniels71@aol.com](mailto:brian.daniels71@aol.com), and [rebuild@carlislebaptist.com](mailto:rebuild@carlislebaptist.com), respectively.

### **QUESTIONS**

Please submit any questions to the Points of Contact by email by 27 June 2025.

### **PROPOSAL FORMS**

To receive consideration, all bids shall be made on the forms provided, properly executed and with all items filled out. Do not change the wording of the Bid Form and do not add words to the wording of the Bid Form. No conditions, limitations or provisions will be attached or added to the Bid Form by the bidder.

Any additional cost breakdown documentation should accompany this form. Documents in Word or Excel format are preferred. As much cost specificity by trade, location, unit price, extension, etc. that is included is greatly appreciated.

No bidder shall be permitted to correct a bid mistake after bid opening that would cause such bidder to have the low bid, except for the correction of errors in extension of unit prices in the bids. Documentation of unit price must be included in submission for potential adjustment consideration. In such cases, the unit price bid shall not be changed and shall prevail.

### **BONDS**

Bonds outlined in Chapter 11 of the 2021 Procurement Disaster Assistance Team Field Manual are required, Attachment D. A Bid Bond, in the amount of 5% of the proposed base bid contract amount, shall accompany each proposal. A scanned copy may be submitted with the e-bid. The successful bidder's security will be retained until the contract has been signed and the bidder has furnished the required Construction Bond. The HCMBC Building Committee reserves the right to retain the security of the next bidder until the selected bidder enters into contract or until 90 days after bid opening, whichever is shorter. All other bid security will be returned as soon as practicable.

The Contract resulting from this Request for Proposal shall require the contractor to purchase and provide payment and performance bonds according to the standard template provided by Chapter 255 of the Florida Statutes. The cost of any such bonds will be borne by the Contractor.

### **MINIMUM ENGINEERING**

Only the minimum architecture and engineering necessary to obtain permits and complete the construction is required for the proposal. It is the responsibility of the contractor to determine the level of engineering required to complete the project.

### **MINIMUM PROPOSAL COST BREAK DOWNS**

The Proposal must include a cost break-out schedule that includes at least the following categories, additional categories may be added to the proposal at the submitter's discretion. The final Fixed Price Proposal amount must sum to the total of the break-out schedule. The proposed amount must include all costs associated with

the task, including material and other indirect expenses. The expectation of the contract will be that invoices will be submitted to HCMBC at 50% and 100% completion of a fixed price task to help ensure timely payments. Tasks do not have to be completed in the table order for payment.

Task	Proposed Amount (\$)
Engineering	
Site Work	
Site Prep Electrical and AV Conduits	
Site Prep Plumbing	
Foundation	
Steel Building	
Decorative Masonry	
Roofing/Waterproofing/Guttering	
Exterior Doors and Windows	
Awnings/Covered Walkways	
Interior Framing and Stage	
Rough In Electrical	
Rough In Mechanical	
Rough in Plumbing	
Fire Suppression	
Insulation	
Sheetrock	
Finish Electrical	
Finish Mechanical	
Finish Plumbing	
Interior Doors	
Flooring	
Finishing/Trim	
Painting	
Finish Grading	
Exterior Paving/Concrete	
(Other)	

### **MATERIAL PURCHASES**

HCMBC will directly pay material suppliers for the purpose of avoiding sales tax, if requested in the proposal. These payments will be deducted from the fixed price task proposed amounts provided by the Contractor in the Proposal.

### **ITEMS NOT TO INCLUDE IN PROPOSAL**

The following items should not be included in the proposal price as they will be completed by others.

1. Furniture shown in concept
2. Audio Visual Equipment and Wiring (AV Conduits identified on the Concept are to be included)
3. Final Landscaping including irrigation
4. Repair/Replacement of existing parking areas

### **WITHDRAWAL OF PROPOSALS**

Any bidder may withdraw his proposal, either personally or by written request, at any time prior to the scheduled time for opening proposals. No bidder may withdraw his proposal for a period of 90 days after the date for opening, and all bids shall be subject to acceptance by the HCMBC Building Committee during this period.

### **CANCELLATION**

The HCMBC Building Committee may cancel this RFP, or reject in whole or in part, when it is in the best interests of HCMBC, as determined by HCMBC. Notice of cancellation shall be posted on the church website. The notice shall identify the solicitation, and, where appropriate, explain that an opportunity will be given to compete on any re-solicitation or any future procurement of similar items.

### **BASIS OF AWARD**

The contract will be awarded to the lowest, responsive, responsible bidder who has proposed the lowest qualified total price and is deemed qualified by the HCMBC Building Committee, subject to the church's right to reject any or all bids and to waive informality and irregularity in the proposals.

### **RIGHT TO REJECT**

The Church reserves the right to:

- a. reject any or all submittals received;
- b. select and award any portion of any or all submittal items;
- c. waive minor informalities and irregularities in the bidder's submittal.

A proposal may be rejected if it is non-responsive or does not conform to the requirements and instructions in this RFP.

### **EXECUTION OF AGREEMENT**

The successful bidder shall, within 10 days after receipt of the Notice of Award and the contract forms or documents, sign and deliver to the Chair of the HCMBC Building Committee all required contract documents in form and substance approved by the Church. The contractor shall also deliver any required bonds and policies of insurance or insurance certificate as required. All bonds and insurance documents shall be approved by the HCMBC Building Committee before the successful bidder may proceed with the work.

The execution of the contract shall be contingent upon the securing of all applicable permits from all the appropriate agencies.

### **LICENSING**

Bidder shall be properly licensed for the appropriate category of work specified.

### **SUBCONTRACTORS**

The successful bidder will be the prime service provider and shall be responsible for all work performed and contract deliverables. Proposed use of subcontractors should be included in the bidder's response. Requests for use of subcontractors received subsequent to the solicitation process are subject to review and approval by HCMBC.

The HCMBC Building Committee reserves the right to request and review information in conjunction with its determination regarding a subcontractor request. All

subcontractors are subject to the same requirements of this solicitation as the successful bidder.

All liabilities for utilizing listed subcontractors fall to the prime service provider. The HCMBC makes no claims or warranties as to their qualifications.

### **BID PROTEST**

A notice of protest must be submitted in writing to the HCMBC Building Committee. If a party intends to initiate such an action, it must electronically notify the Chair of the HCMBC Building Committee no later than one business day after notice of the awarding authority's decision.

### **ANTICIPATED SCHEDULE**

This schedule may be altered solely at the Church's discretion:

RFP Advertisement	Monday, June 16, 2025
Questions Due Date	Friday, June 27, 2025
Proposal Deadline	Friday, July 11, 2025
HCMBC Meeting for recommended award	Thursday, July 17 ,2025



## **PROPOSAL CHECKLIST**

The checklist is provided as a courtesy and may not be all inclusive of items required within this invitation to bids.

Bidders submitting bids may download all documents from the Church's web page:  
[www.carlislebaptist.com/rebuild/](http://www.carlislebaptist.com/rebuild/)

	Proposal Form
	Cost Breakout
	Sub-Contractors
	Addendum Acknowledgement
	Anti-Collusion Clause
	Conflicts of Interest Disclosure
	Identical Tie Bids/Drug Free Workplace
	Certification Regarding Debarment, Suspension, Ineligibility
	Certification Regarding Lobbying
	Bid Bond