



# South Walton County Mosquito Control District

## REQUEST FOR QUALIFICATIONS CONSTRUCTION MANAGEMENT AT RISK SERVICES SOUTH WALTON COUNTY MOSQUITO CONTROL DISTRICT HEADQUARTERS

The South Walton Mosquito Control District (the District) requests Statements of Qualifications (SOQ) pursuant to Florida Statute 287.055 from qualified firms or individuals to provide construction management at risk services to the District to construct its new District Headquarters. SOQs will be received by the District Director at 774 N. County Highway 393, Santa Rosa Beach, FL 32459 until 3:00 PM on September 12, 2023. Complete RFQ documents are available at <http://swcmcd.org>. All formal inquiries must be directed in writing to Cammie Henderson, Office Manager, via email [administration@swcmcd.org](mailto:administration@swcmcd.org).

**DESCRIPTION OF WORK:** Planning, design and construction administration services for construction of the facility which will constitute the District Headquarters located at 774 North County Highway 393, Santa Rosa Beach, FL 32459. Proposed tasks may include facilitating the implementation, with updates, of the District Headquarters Master Plan and site design; design of a new District Headquarters Administration facility; design of auxiliary building(s) to support the District's operations; and associated permitting.

**MANDATORY Pre-submittal meeting** at 9:00 AM on Monday, August 21, 2023, at District Headquarters located at 774 North County Highway 393, Santa Rosa Beach, FL 32459. Point of Contact will be Darrin Dunwald, District Director, at 850-267-2112.

District reserves the right to accept or reject any and all SOQs in whole or in part. The terms of the Complete RFQ documents control over this ad. **The South Walton County Mosquito Control District is an Equal Opportunity Employer.**

## **INSTRUCTIONS FOR SUBMITTING FIRMS**

### **General:**

It is the intention of this Request for Qualifications (RFQ) to secure Construction Management at Risk services for the destruction, demolition and phased construction of new district headquarters (Phase 1) and auxiliary buildings (Phase 2) located on a 10-acre parcel of land on which the current district headquarters and auxiliary facilities are located.

Phase 1: The new headquarters building is estimated to contain approximately 11,000 square feet of floor space for administrative offices, laboratories, and meeting space. DAG is the Architect for the Project, who has created a Master Plan for the campus, and 95% design plans for the new headquarters building.

Phase 2: The Auxiliary Buildings will be designed as follows:

- a. Mechanic/Welding Shop, approximately 4,000 square feet of floor space.
- b. Chemical Storage and Loading facility, approximately 2,600 square feet.
- c. Quonset Hut, approximately 3,600 square feet of floor space for equipment storage, and drainage material with operator's office.
- d. Truck/Vehicle storage, approximately 4,000 square feet of floor space.
- e. Chicken House, approximately 1000 square feet for both pen and storage.

The District reserves the right to not construct, or to delay the construction of, some or all of these auxiliary buildings following the completion of Phase 1 construction.

All District Headquarters campus buildings and facilities shall be constructed and used as essential facilities (Category IV). Site work will include drainage, stormwater, road and sidewalk connections, surface parking, utility services, signage, landscaping and irrigation.

The successful Firm shall implement the work with the following objectives as guides:

1. Maintain or improve, to the maximum extent possible, the quality of operations and services provided by the District throughout the duration of the project(s).
2. Maintain reasonable direct access to adjacent properties or buildings at all times, with the exception in areas of limited access right-of-way where direct access is not permitted.

RFQ documents are on file at the District Headquarters building, 774 North County Highway 393, Santa Rosa Beach, FL 32459. They may be examined at the above address or Complete RFQ documents are available at <http://swcmcd.org/> on or after August 21, 2023.

SOQs shall be submitted in a sealed envelope, plainly marked with Firm's name, address, date, and time of SOQ opening and titled "Construction Management at Risk Services—District Headquarters." All prospective firms are required to visit the site of the proposed work location prior to submitting their SOQ. The purpose of this visit is to acquaint the prospective firm with any and all conditions at the site.

The District reserves the right to accept or reject any and all SOQs in whole or in part, to waive informalities in the RFQ documents, to obtain new SOQs, or to postpone the opening of SOQs, or if unable to negotiate a satisfactory contract to terminate all negotiations under the RFQ and

proceed by whatever appropriate means it may elect. Each Statement of Qualifications shall be valid to the District for a period of ninety (90) days after opening.

Any SOQ may be withdrawn prior to the SOQ opening. Any SOQ received after the time and date specified shall not be considered. No prospective Firm may withdraw a SOQ within 90 days after the actual date of the opening. Should there be reasons why the Firm cannot be selected within the specified period or a contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the District and the prospective Firm.

**Pre-Submittal Meeting:**

The lead contractor in charge of and who will be responsible for the project, as shown in the SOQ, shall attend the Pre-Submittal Meeting. Any prospective firm whose proposed lead contractor of design fails to attend the meeting will be deemed non-responsive and automatically disqualified from further consideration. The purpose of this meeting is to familiarize prospective firms with the project and project site and answer questions.

**Addenda:**

After the pre-submittal meeting, but not before, prospective firms shall direct any questions or SOQ defectives to the Office Manager. All questions and defectives shall be submitted at least seven (7) calendar days prior to the submittal date. If the District believes a response will be helpful, the District will issue a written summary of the question or suggested defect and answers as an addendum to this Request for Qualifications. In the event that any discussions or questions at the pre-submittal meeting require additional clarification the District will issue a written summary of questions and answers as an addendum to this Request for Qualifications. It is the respondent's responsibility to confirm whether any addenda have been published.

**Non-Responsive Firms:**

Firms found to be non-responsive shall not be considered. SOQs may be rejected if found to be in nonconformance with the requirements and instructions herein contained. A SOQ may be found to be non-responsive by reasons, including but not limited to, failure to utilize or complete prescribed forms, incomplete SOQs, indefinite or ambiguous SOQs, failure to meet deadlines and improper and/or undated signatures. Other conditions which may cause rejection of SOQs include evidence of collusion among firms, obvious lack of experience or expertise to perform the required work, submission of more than one SOQ for the same work from an individual, firm or corporation under the same or a different name, the same Firm or Contractor is identified in more than one SOQ, failure to perform or meet financial obligations on previous contracts or employment of unauthorized aliens in violation of Section 274A (e) of the Immigration and Nationalization Act. SOQs will also be rejected if not delivered or received on or before the date and time specified as the due date for submission.

**Statement of Qualification Submittal Requirements:**

Each Firm being considered for this project is required to submit a Statement of Qualifications (SOQ). The SOQ shall include sufficient information to enable the District to evaluate the capability of the design team to provide the desired services. The data shall be significant to the project and discussions of past performances on other projects shall be minimized except as they relate to the proposed work.

All submittals are to be on 8 ½" x 11" paper or if larger documents are required, they are to be folded to 8 ½" x 11" size.

SOQs should be stapled together or bound with comb binding. SOQs submitted in 3 ring binders will not be accepted. Submit eight (8) copies of the SOQ to:

Darrin Dunwald, District Director  
South Walton Mosquito Control District  
774 North County Highway 393  
Santa Rosa Beach, FL 32459

## **PROPOSAL**

### **Basic Information – Tab 01**

Proposers shall include the following information/submittals:

1. Letter of Transmittal: This one-page letter will summarize in a brief and concise manner, the Proposer's positive commitment to perform the work in a professional and timely manner. Additionally, it should include the statement- All **information submitted is certified to be true and accurate.**

The letter must be signed by an official authorized to make such commitments and legally enter a contract with SWCMCD District and must indicate the official's title or authority.

2. Proposer Information: Please complete the **Proposer Information form** included in this RFQ and submit in this section of the Proposal.
3. Acknowledgment of Addenda: Include the acknowledgment page (signed and dated) of all addendums issued by SWCMCD District, if applicable.
4. W-9 Form: Submit a completed W-9 form ([www.irs.gov/pub/irs-pdf/fw9.pdf](http://www.irs.gov/pub/irs-pdf/fw9.pdf)).
5. Drug-Free Workplace: If applicable, provide a statement concerning the Proposer's status as a **Drug Free Workplace** (DFW). In accordance with Florida Statute 287.087, whenever two or more proposals are determined to be equal, a proposal received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.
6. History of Firm: Include a chronological history of your firm. Include items such as:
  - a. Date incorporated
  - b. Date when Project Executive, Project Manager, and Project Superintendent joined the firm
  - c. Dates that the current partners/officials joined the firm
  - d. New satellite office(s) opening dates
  - e. Completion dates of major projects
  - f. Any "firsts" or important events experienced by the firm.
7. Subsidiaries: Name any subsidiary or affiliated companies in which principals have a financial interest.

Explain in detail the Principals' interest in this company and nature of business.

## Minimum Qualifications/ Corporate Information / Licenses – Tab 02

1. Minimum Qualifications / Licensing / Corporate Information: In order to be considered for selection, the Proposer must have a minimum set of qualifications. Complete the **Minimum Qualifications form** included in this RFQ and submit in this section of the Proposal. Please be sure to provide sufficient information and attachments to clearly demonstrate that your firm meet or exceed the minimum qualifications.
2. Provide copies of licenses as follows:
  - If Proposer is a corporation, provide a copy of the certificate from the Secretary of State verifying that the Proposer's corporate status is in good standing.
  - Local business license.
3. Proposals submitted by firms under "joint venture" arrangements or other multi-party agreements must submit a power of attorney delegating authority to one principal with authority to negotiate and execute any/all contract documents and amendments resulting from negotiations/award of this RFQ.

## Work Plan – Tab 03

1. The Project Description and Scope of Work includes information for the services needed by SWCMCD. Describe how your firm will provide the services.
2. Provide a summary of your approach to the project including estimated time schedule. In addition, describe the services that will provide to SWCMCD District in support of the project.
3. Describe strategies, systems, and technology to be utilized to assure work plan compliance.
4. Describe how an occupied building and campus will or will not impact your design and its implementation. Describe how you will accomplish the work plan in an occupied facility. Explain necessary precautions based on prior experiences.
5. In your own words, describe each proposed phase of the project.
6. Describe the services that you will offer and/or provide in support of each phase of this project, including project close-out.
7. Describe system and technology to be utilized and assure work plan is in compliance.

## Workload and Scheduling – Tab 04

1. Schedule and Budget Compliance: Please complete the **Schedule and Budget Compliance form**, Included in this RFQ and submit in this section of the Proposal. Indicate schedule compliance and budget over-runs/savings for each project with similar complexity and type that your firm has completed in the last five years.
2. Describe your workload and availability of personnel to support this project.

### Cost Control – Tab 05

1. Describe cost control methods (software, systems, personnel, etc.) that will be used to ensure the final cost (Guaranteed Maximum Price) will stay within budget.
2. Describe cost control methods that will be used to ensure the final cost and the highest quality of work that will be accomplished within budget.
3. Describe how you will use Value Engineering during this project.
4. Provide examples and describe projects that have utilized the cost control methods describe herein.

### Qualification/Experience of Firm – Tab 06

1. Company Credentials: Provide a brief statement of qualifications that includes the firm's size/staffing. Detail any information that would give the Proposer an advantage in completing this project.
2. Current and Recently Completed Projects: Please provide examples of your projects that are comparable type, size, and complexity and that best illustrate the experience of the firm and the staff being assigned to this project. Include no less than five and no more than ten projects.
3. Photos: Include photos/drawings for each of the projects. Include a before photo (if available), schematic design, and final photo (or a current photo if the project is not yet complete) from the same viewpoint of the schematic design.
4. Applicability: Clearly indicate that the project was awarded to, and performed by, your firm. In addition, please provide final project cost for each example provided.

### Qualification/Experience of Staff – Tab 07

1. Organizational Chart: Provide an organizational chart, as it will relate to this project, indicating key personnel and their relationships.
  - a. Indicate each staff member assignments and responsibilities.
  - b. Include photos of key staff, if possible.
  - c. Indicate which positions are full-time and part-time.
  - d. You may use either 8½" x 11" (letter size) or 11" x 17" paper (folded to fit 8½" x 11") for your organizational chart.
  - e. Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities, and accountability.
2. List of Project Staff: Include a synopsis, in table format, of all personnel who will be assigned to the project. The columns should be titled: Project Position, Employee Name, Current Title, Number of Years with Firm.
3. Principal's Credentials: List experience of each principal within the firm that will be assigned to this project.
  - a. Include current job description, resume, education/District degrees, licenses, and professional certifications.
  - b. Designate number of years with firm and whether all experience is while employed by the Proposer's firm.

4. Project Manager's Credentials: List experience of the project manager within the firm that will be assigned to this project.
  - a. Include current job description, resume, education/District degrees, licenses, and professional certifications.
  - b. Designate number of years with firm and whether all experience is while employed by the Proposer's firm.
  - c. List similar projects as project manager including cost and size of project.
  
5. Project Superintendent's Credentials: List experience of the project superintendent within the firm that will be assigned to this project.
  - a. Include current job description, resume, education/District degrees, licenses, and professional certifications.
  - b. Designate number of years with firm and whether all experience is while employed by the Proposer's firm.
  - c. List similar projects as project manager including cost and size of project.
  
6. Other (Non-Clerical) Personnel: Designate personnel that will be assigned to this project. For each of the personnel (including the Project Executive), provide the following information):
  - a. Name, title, and assignment (position) for this project
  - b. Resume which includes:
    - i. Number of years with this firm
    - ii. Number of years with other firms
    - iii. Experience:
      1. List all projects
      2. List of similar projects
      3. Size of projects (dollar value and square footage/scope)
      4. Specific project involvement
    - iv. Education/degrees earned
    - v. Active registration/certification/licenses
    - vi. Current job description or overview of current position
    - vii. Other experience and qualifications relevant to this project
  
7. Clerical Support Personnel: Provide details on the qualifications of the individuals who will perform the support work on the project.
  - a. List experience of each support person in the firm assigned to this project including current job description, resume, District degrees, and professional certificates/certifications.
  - b. Designate number of years with firm and if all experience occurred while employed by the firm.

Information and Communications – Tab 08

1. Identify meeting schedule(s) that will be used during the term of the contract.
2. Detail the communication systems / software that will be utilized for this project. Describe projects utilizing these systems and software.
3. Describe the functions and capabilities of your computer-based project management / scheduling and information systems that will be utilized for this project. Describe projects utilizing these systems.
4. Indicate if a website will be provided specifically for the project as an informational tool. Describe projects that have utilized the CM-based website.

Resolution of Litigation – Tab 09

1. Summary of Litigation: Provide a summary of any litigation, claim(s), or contract dispute(s) which have been finalized/decided by a Court of Law, which were filed by or against the Proposer in the past five years (complete and submit a **Disputes Disclosure form**, Appendix G).
2. The summary shall include:
  - a. The basis of the lawsuit, litigation, claim, or contract dispute (ex: Breach of Contract),
  - b. A brief description of the case.
  - c. The outcome.
  - d. The monetary amounts involved.
3. The disclosure can be limited to:
  - a. Cases which are related to contractual services provided in the regular course of business.
  - b. The regional/district office that will be supporting this Contract.
4. Guideline: What information to include/exclude.
  - a. In the "Resolution of Litigation" section of your Proposal, include:
    - i. The parties to the lawsuit.
    - ii. The basis of the lawsuit (ex: Breach of Contract, Alleged Surveying Error, Improper Design).
    - iii. The monetary amount claimed/requested.
    - iv. The monetary amount settled/paid.
    - v. Identify if it is a third-party lawsuit.
  - b. Include lawsuits such as:
    - i. Breach of Contract.
    - ii. Deficient services.
    - iii. Oversight in design / design defects.
    - iv. Defects or deficiencies (ex: You are a surveyor, and there was a boundary dispute involving a survey you performed.)
    - v. Errors or omissions.
    - vi. Economic loss due to late completion of your services/delays.
    - vii. Personal injury/death due to negligence regarding your services.
    - viii. Negligence (regarding your services).
    - ix. Negligence in insuring reasonable care during performance of services.
    - x. Negligence in overseeing projects.
    - xi. Negligence in overseeing maintenance of traffic if it is specifically your contractual duty.
    - xii. Accidents due to negligence in your design.
  - c. Exclude lawsuits such as:
    - i. Traffic accidents on or off the project site due to an employee being involved in an accident (as the driver of an involved vehicle).
    - ii. Liens/lawsuits filed by you due to non-payment (by your client) after attempts to collect outstanding accounts receivable have been unsuccessful.
    - iii. Third-party lawsuits/lawsuits where you were dismissed from the case because you were not directly involved in the problem.
    - iv. Landlord/tenant lawsuits.
    - v. Cases where you were granted summary judgment and released from the lawsuit.
    - vi. Improper termination of employment.
  
    - vii. Negligence cases such as a slip-and-fall on your office premises.
5. Pending Litigation: Include any information regarding your firm being involved in any potential or pending litigation.
6. Potential Disputes: List any pending or forthcoming disputes that are known.



7. Liquidated Damages: Indicate whether your firm has ever been assessed liquidated damages or delay damages. Include details.
8. Sanctions: List any regulatory or license agency sanctions.
9. Lost Accounts/Clients: Provide a complete list of all accounts lost (early termination or non-renewal). Include contact names and telephone number, length of service at each account, and reason for loss.  
  
This list can be limited to the regional/district office which will be supporting this contract and may be limited to the past five years.
10. Canceled Accounts: Provide a complete list of all accounts canceled/terminated by the Proposer prior to the expiration date. Include contact name and telephone number, length of service provided, and reason the Proposer chose to cancel the contract. This list can be limited to the regional/district office that will be supporting this contract and may be limited to the past five years.
11. Contract Denial: Indicate if your firm has been denied a contract award by a public entity on which you submitted the low bid. Explain in detail.

#### Location – Tab 10

1. Include a simple/small map that shows your firm's location relative to the project and SWCMCD's main headquarters located in Santa Rosa Beach, FL. Maps are available at [www.mapquest.com](http://www.mapquest.com) or [maps.google.com](http://maps.google.com).
2. Identify the location of the specific office that will have direct responsibility for this project.
  - a. Identify the county where this office is located.
  - b. Include number of miles and drive-time to/from the office and SWCMCD's Campus.

#### References – Continental United States only – Tab 11

1. Provide the following from at least five references. If possible, include reference letters from the Client on each of the three most closely related projects that the firm has completed.
2. Do not include as a reference SWCMCD District staff or District Board members.
3. The Evaluation Team considers both the information provided by the references and the percentage of replies received.

#### Volume of Work Previously Awarded by SWCMCD District

CCNA states SWCMCD District shall consider the volume of work previously awarded to each firm "with the object of effecting on equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firm." In accordance with CCNA, F.S. 287.055,(4)(b) the amount paid to each proposer in the past five years will be evaluated.

Proposers WILL NOT be considered non-responsive for failure to submit any information for this section.

## Accuracy of Proposal Information

Any Proposer which submits in its proposal to SWCMCD District any information which is determined to be substantially inaccurate, misleading, exaggerated, incomplete, false, or incorrect, shall be disqualified from consideration and may be disqualified from applying for other SWCMCD District work for a period of up to three years. All photos, images, schematics, and drawings of buildings, included in the Proposal, must cite the source.

## **EVALUATION CRITERIA**

The Evaluation Team will evaluate the written proposals to determine who to shortlist and interview based upon Proposal Evaluation Criteria set forth in this RFQ. After this evaluation process, those firms presenting the most responsive statements will be shortlisted and may be asked to present a personal interview before the Evaluation Team.

SWCMCD reserves the right to accept or reject any proposal in the best interest of the District.

SWCMCD reserves the right to award the contract to the next most qualified firm if the successful firm does not begin the contractual services within 15 days of signing the contract and/or if an acceptable fee cannot be negotiated.

## **SELECTION PROCESS**

### Short-List

The written Proposals received in response to this Request for Qualifications (RFQ) will be evaluated and ranked by the Evaluation Team, comprised of not less than five voting members in accordance with the process and evaluation criteria and utilizing the attached Ranking Sheet. Various (non-competing) Professional Consultants and representatives from SWCMCD may also be present during this process as non-voting members of the Committee. A ranking shall be established by totaling the sum of the scores given to each Proposer by all voting members of the Evaluation Team. The Committee has the option to select (short-list) and/or award a minimum of two Proposer's who may give a presentation at a later date to the Evaluation Team.

No information will be released by SWCMCD after the due date for submission of the Proposals until the selection of the short-listed firms has been made. All submitting firms will receive notification of the Proposer's selected. The ranking established for short-listing will carry forward to the next portion of the process. In accordance with the CCNA, SWCMCD reserves the right to conduct or not conduct interviews, at its sole discretion.

Non-Responsive proposals will be rejected by the Procurement Services Department and will not be distributed to the Evaluation Team for consideration. Additionally, the Evaluation Team may determine that one or more required submittals/documentation are so inadequate as to be determined to be non-responsive. A proposal may be non-responsive due to:

1. Late submission.
2. Proposer does not meet minimum requirements.
3. Failure to follow the required format listed.
4. Failure to sign the proposal.

5. Failure to acknowledge addenda.
6. Failure to provide required submittals / documentation.

The list of short-listed Proposers will be posted on the District's Webpage.

The short-listed Proposers will be notified, as follows:

1. A letter will be sent to those firms who have been short-listed, notifying them of the place and time of their interview/presentation.
2. Specific questions/clarifications that the E-Team would like for all Proposers to address will be included in this notification.

### Oral Presentation/Interview

Scores from the written evaluation will not be brought forward to the oral presentation / interview. Only preference of position in interview order will be advantaged by short-listed ranking.

Proposers should plan on 45 minutes for introductions and presentations and 15 minutes for questions and discussion. The Evaluation Team would like those individuals who will be directly involved in the project to attend the presentation/interview. It is requested that the Proposers not prepare large presentation boards. PowerPoint presentations or 8 ½" x 11" handouts are permissible. The Evaluation Team will evaluate and rank the Proposer based on the qualification submittals and oral presentations in accordance with the process and evaluation criteria. A ranking shall be established by totaling the sum of the scores given to each Proposer by all voting members of the Evaluation Team for the Oral Presentation/Interview.

The Oral Presentations are exempt from the Sunshine Law, FS 286.011, and therefore, are not open to the public. However, they will be recorded and made available for review.

### Identical or Tie Scores

In the event two or more Proposers are deemed equal during the evaluation process, the following criteria, in order of importance, shall be used to break said tie:

1. Drug Free Workplace certification.
2. Flip of a coin.

### Evaluation Criteria Rating Sheets

The Selection Committee will evaluate the Proposals received in response to this Request for Qualifications (RFQ) based on the Evaluation Criteria included in this document. The Evaluation Team will utilize the attached Evaluation Rating Sheets for both the Short Listing and Oral Presentation/Interview portions of the process.

### Recommendation

The Evaluation Team will recommend to the District Director and, upon his approval, then to the District Board of Commissioners that an Agreement for Construction Management at Risk Services be negotiated with a minimum of two Proposers with the highest total points (the sum of the scores

given to each firm by all voting members of the Selection Committee) in accordance with CCNA provisions.

The recommendation for ranking that moves to the District Board will be posted for review by interested parties on the District's website prior to action by the District Board for final acceptance of ranking.

#### Negotiation and Award

SWCMCD anticipates award to the highest ranked Proposer, judged by SWCMCD to be the most advantageous. Final approval of the ranking of Proposer(s) shall be by SWCMCD's District Board at a regularly scheduled public meeting.

The RFQ and ranking process does not constitute an offer, agreement, or a contract with the Proposer. Once the ranking is approved, negotiations will commence with the top-ranked firm. Failure to complete negotiations with the firm ranked first will result in negotiations with the firm ranked second, and so on.

The Contract will become binding upon execution by the appropriate officers of each party. The process will be in accordance with FS 287.055, the Consultants' Competitive Negotiation Act (CCNA).

## SELECTION CRITERIA RATING SHEET

<b>Name of Firm:</b>		
<b>Date:</b>	<b>Start Time:</b>	<b>End Time:</b>
<b>Printed Name &amp; Signature of Scorer</b>		

Tab	Factor	Awarded Points	Max Points
<b>3</b>	<b>Work Plan</b> a. Program & Schematics review for constructability and cost b. Design Development c. Construction Drawings/ Specifications d. Contract Administration and Close-out e. Construction experience on operational government campus		<b>20</b>
<b>4</b>	<b>Workload and Scheduling</b> a. History of schedule and budget compliance		<b>15</b>
<b>5</b>	<b>Cost Control</b> a. Cost control methods b. Use of value engineering		<b>10</b>
<b>6</b>	<b>Experience of Firm</b> a. Company credentials b. Completed projects of similar scope		<b>20</b>
<b>7</b>	<b>Experience of Project Personnel</b> a. Organizational chart for personnel assigned to this project b. List of project staff c. Project Executive, Project Manager, and Project Superintendents' credentials d. Credentials of the project management team (clerical and non-clerical) assigned to this project e. Experience of the project management team (clerical and non-clerical) assigned to this project		<b>20</b>
<b>8</b>	<b>Information and Communications</b> a. Regularly scheduled meetings b. Computer-based communications systems c. Computer-based management systems d. Project website		<b>10</b>
<b>9</b>	<b>Litigation and Disputes</b> a. Summary of litigation b. Equitable resolution		<b>5</b>

## PROCUREMENT AND SELECTION TIMELINE

<b>Advertisement/RFQ Released</b>	<b>August 9, 2023</b>
<b>Pre-proposal Conference</b>	<b>9:00 a.m.; August 21, 2023 District Headquarters, 9:00 a.m. to 11:00 a.m.</b>
<b>Cut-Off for Questions</b>	<b>August 25, 2023</b>
<b>Posting of Final Addendum</b>	<b>4:00 p.m.; September 7, 2023</b>
<b>Proposals Due</b>	<b>3:00 p.m.; September 12, 2023 District Headquarters</b>
<b>Proposal Opening</b>	<b>Immediately Following Proposals Submittal Deadline District Headquarters</b>
<b>Written Qualification Review Meeting/Shortlist by Evaluation Team</b>	<b>September 15, 2023 District Headquarters</b>
<b>Reference Checks Conducted</b>	<b>Week of September 18, 2023</b>
<b>Oral Presentation / Interviews</b>	<b>September 18, 2023</b>
<b>Recommendation to District Board of Commissioners of Contract Award</b>	<b>September 21, 2023</b>

## PROPOSER INFORMATION

<b>Proposer (Company) Name:</b>	<b>Formerly:</b>
<b>Mailing Address:</b>	<b>Street Address:</b>
<b>City, State, Zip:</b>	<b>City, State, Zip:</b>
<b>Type of Entity: (<i>check one</i>)</b> <input type="checkbox"/> <b>Corporation</b> <input type="checkbox"/> <b>Partnership</b> <input type="checkbox"/> <b>Proprietorship</b> <input type="checkbox"/> <b>Joint Venture</b>	
<b>Contact Person:</b>	<b>Title:</b>
<b>Email Address:</b>	<b>Website Address:</b>
<b>Telephone Number:</b>	<b>Toll-Free Phone Number:</b>
<b>Fax Number:</b>	<b>Cell Phone Number:</b>
<b>Federal Employer Identification Number (FEIN):</b>	<b>SSN (if Sole-Proprietorship or Partnership):</b>  <i>Only required if FEIN is not provided</i>
<b>Incorporated in the State of:</b> _____ <b>Year:</b> _____	
<b>General Contractor License #:</b>	
<b>Available Bonding Capacity: \$</b> _____ <b>Aggregate: \$</b> _____ <b>Single Project Limit: \$</b> _____	
<b>Surety Company:</b> _____ <b>A.M. Best Rating:</b> _____	

## MINIMUM QUALIFICATIONS FORM

The Submitting Firm shall meet the following minimum experience qualifications:

- a. Must have a minimum of ten years' experience as a General Contractor and in the delivery of projects as a Construction Manager at Risk.
- b. Currently licensed as a General Contractor in Florida.
- c. Staff assigned to the project should have experience on government building projects.

a. Year Licensed as a General Contractor:	years (attach a copy)
b. Number of years of experience delivering projects as Construction Manager at Risk:	#
c. Do you have a verifiable and available bonding capacity equal to or greater than the proposed construction value? (attach a copy)	Yes / No
d. How many similar government building projects have you successfully completed in the last five years? (Include at least two in the reference form)	#
<p><b>Please provide sufficient information (attachments) to clearly show that you meet or exceed the Minimum Qualifications.</b></p>	





## DISPUTE AND DISCLOSURE FORM

Answer the following questions by placing an "□" or check "☐" in the box after "YES" or "NO". If you answer "YES", please explain via attachment.

Disclosure can be limited to the regional/district office which will be supporting this Contract.

YES <input type="checkbox"/> NO <input type="checkbox"/>	Has your firm, or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulation or any other regulatory agency or professional association within the last five years?
YES <input type="checkbox"/> NO <input type="checkbox"/>	Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five years?  If yes, indicate company name, contact name, and telephone number, length of service provided, and reason for early cancellation/termination of contract.
YES <input type="checkbox"/> NO <input type="checkbox"/>	Has your firm had filed against it or filed any requests for equitable adjustment, contract claims or litigation in the past five years that is related to the services your firm provides in the regular course of business?  If yes, state the nature of the request for equitable adjustment, contract claim or litigation, a brief description of the case, the outcome or status of suit and the monetary amounts involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this procurement.

Authorized Signature (Officer) \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

## REFERENCES

<b>Proposer:</b>			
<b>Client Name / Address</b>	<b>Contact Person</b>	<b>Telephone and Email</b>	
	<b>Name:</b>	<b>Phone:</b>	
		<b>Email:</b>	
	<b>Name:</b>	<b>Phone:</b>	
		<b>Email:</b>	
	<b>Name:</b>	<b>Phone:</b>	
		<b>Email:</b>	
	<b>Name:</b>	<b>Phone:</b>	
		<b>Email:</b>	
	<b>Name:</b>	<b>Phone:</b>	
		<b>Email:</b>	
	<b>Name:</b>	<b>Phone:</b>	
		<b>Email:</b>	

**PUR7068 - Public Entity Crime Form**

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SWORN STATEMENT PURSUANT TO  
SECTION 287.133(3)(a), FLORIDA STATUTES,  
PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to

\_\_\_\_\_

by \_\_\_\_\_

for \_\_\_\_\_

whose business address is

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ and (if applicable) its Federal  
Employer Identification Number (FEIN) is \_\_\_\_\_

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

\_\_\_\_\_

2. I understand that a “public entity crime” as defined in Paragraph 287.133 (1)(g), Florida Status, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. In understand that “convicted” or “conviction” as defined in Paragraph 287.133 (1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without and adjudication of guilt, in any federal or state trial court of record relating to

charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  - a. A predecessor or successor of a person convicted of a public entity crime; or
  - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
  
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter in to a binding contract and which bids or applied to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
  
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [indicate which statement applies.]

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Office of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vender list. [attach a copy of the final order]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THE PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

\_\_\_\_\_

Signature

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_

Notary Public

Personally known \_\_\_\_\_ OR produced identification \_\_\_\_\_

Notary Public- State of \_\_\_\_\_

My commission expires \_\_\_\_\_

\_\_\_\_\_  
[printed, typed or stamped commissioned  
name of notary public]

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**End of PUR 7068**  
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**DRUG FREE WORKPLACE**  
**§ 287.087, Florida Statutes**

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals; which are equal with respect to price, quality, and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process.

Established procedures for processing tie proposals will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employees will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by an employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Vendor's Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**WOMAN-, MINORITY-, VETERAN-OWNED BUSINESS STATEMENT**



**APPENDIX**  
**SCOPE OF WORK**

**1. General.**

- a) Work will consist of trades necessary to complete work as detailed in the construction documents, specifications and/or as directed by the SWCMCD representative.
- b) All work must comply with current codes in effect at the time of work and with all OSHA requirements. Appropriate safety and security of the construction site and related area, including staging area(s) and roadways(s) is required.
- c) Provide and require visible badging (with picture) and identification to staff and subcontractor personnel, worn at all times while on SWCMCD property.
- d) Construction Manager (CM) to provide personnel, United States citizens or lawfully authorized to work in the U.S.A.
- f) The proposed construction site will be on the same campus as the current district headquarters, from which SWCMCD intends to continue to carry out its operations and services. All construction schedules, means, and methods employed for this project must take into account close coordination and safety of the current property use and its occupants at all times. SWCMCD Representative must approve safety plans.
- g) Coordinate Construction Team consisting of: Architect/Engineer Team, Construction Manager, SWCMCD representative and others as assigned.

**2. Preconstruction and Design.**

- a) Work with the assigned Architect/Engineer Team, schedule and attend meetings with SWCMCD representative.
- b) Provide recommendations regarding construction feasibility, labor availability, material usage, time requirements, and probable completion date based on project plans.
- c) Prepare cost estimates for alternative designs and material recommendations to improve project budget and its management.
- d) Update cost estimates as needed for project approval.
- e) Coordinate and prepare project schedule for the Construction Team.
- f) As design progresses, update schedules, activity sequences, and duration milestones dates.
- g) Prepare long lead-time item list, provide samples and submittals, recommending approval to Architect and SWCMCD representative.
- h) Prepare Guaranteed Maximum Price (GMP) and/or fixed cost proposals to include any construction, material, labor, self-performed work, and management cost detailing each area of the proposal.
- i) Provide Value Engineering Services and provide recommendations to assure compliance with GMP.

- j) Prepare all submittals on the website and provide sufficient hardcopies as directed by the SWCMCD representative.
  - k) Prepare laydown area and material routing plans assuring safety of building occupants and safe keeping of District property.
3. **Construction Phase.**
- a) Lead must be responsible for the Construction team.
  - b) Schedule and plan construction meetings with Architect/Engineer Team, subcontractors, and SWCMCD representative.
  - c) Compile bid specifications and packages, utilizing recognized SWCMCD purchasing manual bid procedures, obtaining bids for any and all construction, subcontractors, material suppliers, including direct material purchase of owner furnished materials.
  - d) Plan and recommend timing for the release of drawings and specifications (if required) to enable phasing of construction project.
  - e) Prepare all submittals on the website and provide sufficient hardcopies as directed by the SWCMCD representative.
  - f) Make recommendation(s) and take appropriate action(s) to maintain project budget.
  - g) Contract with and coordinate appropriate subcontractors to complete project in timely manner acceptable to the SWCMCD Representative.
  - h) Assure all work is installed in a workmanlike manner.
  - i) Provide materials to job site in a timely manner and assure their safekeeping to meet the terms of the contract and adhere to project scheduling.
  - j) Provide sufficient number of bi-monthly reports (as required by the SWCMCD representative) to the Architect and the SWCMCD representative as to the progress of the project, detailing daily logs, weather, subcontractors' progress, work problems, job progress, look ahead, and photographs.
  - k) Develop, implement cost controls, and provide financial accounting services for documentation of project.
  - l) Prepare the necessary forms and documents with all agencies (if required) to enable the orderly flow of work.
  - m) Assemble and deliver sufficient hardcopies of closeout documents and parts and operational manuals in coordination with Architect/Engineer Team.
  - n) Coordinate completion of As-Built documents with Architect/Engineer Team.
  - o) Participate with Architect/Engineer Team and SWCMCD representative in the warranty inspection and corrective action plan.
  - p) Coordinate completion of punch-list items with Architect/Engineer Team and SWCMCD representative.
  - q) Provide written warranty for all workmanship and material for two years following substantial completion regardless of when the equipment was started and/or commissioned.