



Request for Qualifications RFQ #14-15  
Construction Management at Risk Services  
Central Utility Plant – Remodel  
Winter Haven Campus

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Submit Qualifications to:  <b>Polk State College</b> <b>999 Avenue H, Northeast</b> <b>Winter Haven, Florida 33881- 4299</b>  <b>Attn: Purchasing Department</b> <b>Room WAD-139</b>		<h1 style="text-align: center;">Request for Qualifications</h1>	
Contact: <b>Philip Charneskie, C.P.M.</b> <b>Director of Purchasing</b>  Phone: <b>863-297-1083</b> Fax: <b>863-297-1085</b> Email: <b>purchasing@polk.edu</b>		RFQ #:  <h2 style="text-align: center;">14-15</h2>	
Pre-Proposal Conference Date: <b>August 5, 2014 at 3:30 p.m.</b>		RFQ Title: <b>Construction Management at Risk Services, Central Utility Plant - Remodel</b>	
Pre-Proposal Conference Location: <b>Winter Haven Campus Room - WLR 104 Learning Resource Building</b>			
Dedicated Webpage for this procurement: <a href="http://www.polk.edu/businessandcommunity/purchasing/rfp/Pages/14-15.aspx">http://www.polk.edu/businessandcommunity/purchasing/rfp/Pages/14-15.aspx</a>			
Proposal Due Date & Time: <b>August 22, 2014 at 4 p.m. EST</b>		Issue Date: <b>July 26, 2014</b>	
Location of Public Receipt Acknowledgement: <b>Winter Have Campus – Room WAD-236</b>			
<b>Solicitation Intent / Objective:</b> <ol style="list-style-type: none"> <li>1. The intent of this Request for Qualifications (RFQ) is to select a qualified CM firm to provide quality services to support Polk State College.</li> <li>2. The water cooled chillers and associated equipment that serve the campus-wide community are located in the chiller plant, adjacent the Multi-Service Building constructed in 1964. The existing chillers and related equipment have exceeded their useful life as recommended by ASHREA (American Society of Heating, Refrigeration and Air-Conditioning CMs) and are inefficient as compared to newer technology. Additionally, the existing chillers use a total of 648 pounds of R-11 refrigerant, which due to environmental concerns is no longer acceptable in new equipment.</li> <li>3. Following the analysis of the existing campus and master planning, it was determined that a 1,200 ton chiller would serve the college needs, as well as accommodate some future buildings. To estimate the total requirements of the project, various schemes were reviewed for scalability and the most economical solution based on a 25-year Life Cycle Cost Analysis.</li> <li>4. This project will replace the three (3) chillers, pumps, cooling towers associated above ground piping, and controls with multiple chiller, and variable flow chilled water pumps. Additionally, this project includes the necessary mechanical and electrical work to accomplish the improvements. Minimal impact on parking will be allowed.</li> <li>5. College will provide a temporary chiller and generator system to supply chilled water and assure a fully operational campus. CM to coordinate physical location to avoid conflicts with remodel efforts.</li> <li>6. RFQ #14-16 is the companion RFQ for this project.</li> </ol>			

# Scope of Work

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## 1. General

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- a. Work will consist of trades necessary to complete work as detailed in the construction documents, specifications as directed by the Polk State Project Manager. One or more of services below may be required and will be directed by the prospect manager.
- 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 roadway(s) is required, and will be provided by the CM at no additional cost to Polk State.
- c. Provide picture identification to staff and sub-contractor personnel.
- d. CM to provide personnel who are United State citizens or lawfully authorized to work in the U.S.A.
- e. Coordinate Construction Team consisting of: Engineer, Polk State Project Manager, and other as assigned.
- f. Actively participate in Polk State College's Direct Material Purchase Program.
- g. Provide site supervision at all time during the construction, coordinate location of temporary chiller and generator system.
- h. Coordinate with Project Manager and the Engineers the "harvesting of value" from existing equipment wherever possible.

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## 2. Service

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- a. Work with the assigned Engineer schedule and attend meetings with Polk State Project Manager.
- b. Provide recommendations regarding construction feasibility, labor availability, material usage, time requirements and update 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 directed by Project Manager.
- e. Coordinate and prepare construction 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 Engineer and Polk State Project Manager.
- h. Prepare Guaranteed Maximum Price (GMP) to include any construction, material, labor, self-performed work and management cost, detailing each area of the proposal.
- i. Provide Value Engineering Services and make recommendations to assure compliance with GMP.
- j. Prepare all submittals on the website ([www.polk.edu/purchasing](http://www.polk.edu/purchasing)) and provide sufficient hardcopies as directed by the project manager.
- k. Lead the Construction Team.
- l. Schedule and plan construction meetings (determined after award of contract), take and issue meeting minutes and attendance sheets with Engineer, sub-contractor, and Polk State Project Manager. Provide copy to Purchasing.

- m. Compile bid specifications and packages, utilizing recognized Florida College System/Polk State bid procedures, obtaining bids for any and all construction, sub-contractor, material suppliers, including direct material purchase of owner furnished materials. Provide copy to Purchasing. Any and all self-performed work must be accompanied by appropriate multiple bids and justification for self-performance if a lower bid is received.
- n. Recommend timing for the release of drawings and specifications to enable phasing of construction project.
- o. Prepare all submittals on the website and provide sufficient hardcopies as directed by the project manager.
- p. Make recommendation(s) and take appropriate action(s) to maintain project budget.
- q. Contract with, and coordinate appropriate sub-contractor(s) to complete project consistent with approved upon schedule acceptable to Polk State Project Manager. Provide copy of subcontract to Purchasing.
- r. Assure all work is installed in a workmanlike manner.
- s. Provide materials to job site in a timely manner and assure their safe keeping, meeting the terms of the contract, adhering to project scheduling, and direct material purchase program.
- t. Provide sufficient copies of the monthly reports (as required by the Project Manager) to the Engineer and the project manager as to the progress of each project, detailing daily logs, weather, sub-contractor' progress, work problems, job progress, look ahead and photographs. Provide copy to Purchasing.
- u. Develop, implement cost controls, and provide financial accounting services for documentation of project.
- v. Prepare the necessary forms and documents with all agencies (as required) to enable the orderly flow of work.
- w. Update and maintain project check-list.
- x. Compile and maintain project manual and checklists consisting of, but not limited to; sub-contractors tabulations, alternative measures, certificates & waivers of lien, etc. as directed by the Polk State Project Manager. Provide copy to Purchasing.
- y. Coordinate with Project Manager the removal of storage tanks, cooling towers and motor pumps that may provide disposal value to the college.

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### 3. Close-Out Phase

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- a. Assemble and deliver sufficient hardcopies and electronic copies on CD of closeout documents, parts and operational manuals, and repair and parts manuals, in coordination with Engineer.
- b. Coordinate completion of As-Built documents with Engineer.
- c. Coordinate completion of Punch-list items with Engineer.
- d. Warrantee all workmanship and material for one (1) year following substantial completion **regardless when the equipment was started and/or commissioned.**
- e. Coordinate with College's Facilities department Project Manager for all requested and required equipment documentation.
- f. Ensure coordination and implementation of equipment training for Polk State Facilities staffs.
- g. Provide CD of all project photos.

# General Conditions, Instructions & Information for Proposers

## 1. Definitions:

- **CCNA:** Florida Statute 287.055 which prescribes the process to be utilized when public entities procure services performed by an architect, professional CM, landscape architect, or registered surveyor and mapper.
- **Construction Manager: (CM)** Construction Manager at Risk
- **Engineer:** Architect/CM assigned to project.
- **Evaluation Team:** Comprised of Polk State staff established to review the Proposals submitted in response to this RFQ, score the Proposals in accordance with the criteria, and make a recommendation for award. The Purchasing Department serves as the non-voting Chairman of the team.
- **Polk State:** Polk State College
- **Project Manager:** College Project Manager
- **Proposer:** Firm submitting their credentials in response to this RFQ.
- **RFQ:** Request for Qualifications. A formal request soliciting professional credentials from qualified firms. Includes specifications or Scope of Work and all contractual terms and conditions.
- **Submittal:** Credentials prepared and delivered in response to an RFQ.

## 2. Contact: Any questions, recommended changes to the RFQ documents, or other matters regarding this RFQ must be directed to the Director of Purchasing.

All prospective proposers are hereby instructed not to contact any member of the District Board of Trustees or Polk State College (Polk State) Staff member other than the Purchasing Director regarding this RFQ or their proposal **prior to approval of award by the District Board of Trustees**. Any such contact shall be cause for disqualification. **Exception:** Contact may be made during the Pre-Proposal Conference and Oral Presentations.

## 3. Inquiries: All Proposers shall carefully examine the RFQ documents. Any ambiguities or inconsistencies shall be brought to the attention of Polk State in writing prior to the due date; failure to do so, on the part of the Proposer, will constitute an acceptance by the Proposer of any subsequent decision. Any questions concerning the intent, meaning and interpretations of the RFQ documents shall be requested in writing, and received by Polk

State's Director of Purchasing by **12:00 noon on August 12, 2014.**

All questions must be emailed to [pcharneskie@polk.edu](mailto:pcharneskie@polk.edu), using the subject line RFQ #14-15 Questions.

Polk State will provide written answers to the questions in the form of written addendum. Polk State will not be responsible for any oral instructions made by any employee(s) of Polk State in regard to this RFQ.

## 4. Due Date/Time: The Proposer may submit the proposal in person or by mail/courier service.

A list of Proposals received will be available on the dedicated webpage at <http://www.polk.edu/businessandcommunity/purchasing/rfps/Pages/14-15.aspx>. Additionally, telephone confirmation receipt of the Proposal may be made by calling Polk State's Purchasing Department.

## 5. Late Submittals: The time and date will be scrupulously observed. **Proposals received after the specified time and date shall be returned unopened.** The time clock located at the Purchasing Department shall serve as the official authority to determine lateness of any Proposal.

## 6. Registration: Proposers who obtain RFQ documents from other sources or directly from the website must officially register with Polk State's Purchasing Department in order to be placed on the mailing list for any forthcoming addenda or official communications.

Polk State shall not be responsible for providing addendum to Proposers who receive RFQ documents from other sources.

Failure to register as a prospective Proposer may cause your Proposal to be rejected as non-responsive if your Proposal does not include an addendum acknowledgement for the most current addendum.

## 7. No Proposal: If not submitting a Proposal, respond by returning only the Statement of No Proposal and give the reason in the space provided. Failure to submit either a Proposal or a Statement of No

Proposal shall be cause for removal of the Proposer from the mailing list. The form may be faxed to 863-297-1085, E-Mailed to [RFQ14-15@polk.edu](mailto:RFQ14-15@polk.edu) or sent via regular mail.

8. **Public Opening:** Proposals shall be received at the Purchasing Department at the above referenced address by the specified time and date. As soon as possible thereafter the names of the Proposers shall be read off at the specified location. Persons with disabilities needing assistance to participate in the Public Opening should call the contact person at least 48 hours in advance of the Public Opening.

A list of Proposers will be posted in the Purchasing Department and on its website (see **page 1** for Internet address).

9. **Delays:** Polk State, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of Polk State to do so. Polk State will notify Proposers of all changes in scheduled due dates by written addendum.
10. **Proposal Withdrawal:** Proposers may withdraw their proposals by notifying Polk State in writing at any time **prior** to the time set for the deadline. Proposers may withdraw their proposals in person or through an authorized Project Manager. Proposers and authorized Project Managers must disclose their identity (company business card and driver's license) and provide a signed receipt for the proposal. Once opened, proposals become the property of Polk State and will not be returned to the Proposers.
11. **Additional Information:** No additional information may be submitted, or follow-up performed by any Proposer after the stated due date outside of a formal presentation to the Evaluation Team, unless specifically requested by Polk State.
12. **Clarifications:** Polk State reserves the right to request clarification of information submitted, and to request additional information of one or more Proposers, if needed.
13. **Addendum:** Should any revisions/clarifications/supplemental instructions be needed, Polk State will issue a written addendum to all Proposers who received an RFQ package from Polk State's Purchasing Department.

Proposer shall sign, date, and return the **acknowledgement page** of the latest/final addendum with their Proposal. Previous addenda

will be deemed received. It is the Proposer's responsibility to contact Polk State's contact person in the event that a previous addendum is not received.

All Proposers should **check the website** at least **seven (7) calendar days** before the date fixed for receiving the proposals to ascertain whether any addendum have been issued.

14. **Proposal Preparation Costs:** Neither Polk State nor its Project Managers shall be liable for any expenses incurred in connection with preparation of a Proposal. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the Proposer's ability to meet the requirements of the RFQ.
15. **Accuracy of Proposal Information:** Any Proposer which submits in its proposal to Polk State 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 Polk State work for a period of up to three (3) years.
16. **News Releases:** The Proposer shall obtain the prior approval of Polk State for any news releases or other publicity pertaining to this RFQ or the service, study or project to which it relates.
17. **Termination:** If the awarded contract is terminated or cancelled within the first year of the contract period, Polk State may elect to negotiate & award the contract to the next ranked Proposer or to issue a new RFQ, whichever is determined to be in the best interest of Polk State.
18. **Acceptance / Rejection:** Polk State reserves the right to reject all proposals, to waive any informalities and technicalities, and to solicit and re-advertise for new proposals, or to abandon the project in its entirety. Polk State reserves the right to make the award to that Proposer who, in the opinion of Polk State, will be in the best interest of and/or the most advantageous to Polk State.

Polk State reserves the right to reject the proposal of any vendor who has previously failed in the proper performance of an award or to deliver on time contracts, or who, in Polk State's opinion, is not in a position to perform properly under this award. Polk State reserves the right to inspect all facilities of Proposers in order to make a determination as to the foregoing.

**19. Conflict of Interest:** All Proposers must disclose with the Proposal the name of any officer, director, or agent who is also an employee of Polk State. All Proposers must disclose the name of any Polk State employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Proposer's firm.

**20. Affirmation:** By submission of a proposal, Proposer affirms that his/her proposal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment or services, and is all respects fair and without collusion or fraud. Proposer agrees to abide by all conditions of this RFQ and the resulting contract.

**21. EEO Statement:** Polk State is committed to assuring equal opportunity in the award of contracts, and therefore, complies with all laws prohibiting discrimination on the basis of race, color, religion, disability, national origin or gender.

**22. Compliance with Laws:** No laws, rules, regulations or statutes, etc. may, or will, or are intended to be, superseded by any verbiage herein.

**23. Familiarity with Laws:** All Proposers are required to comply with all Federal, State, and Local laws, codes, rules and regulations controlling the action or operation of this RFQ.

Relevant laws may include, but are not limited to:

1. The Americans with Disabilities Act of 1990
2. OSHA regulations
3. All Civil Rights legislation.
4. Office of Education 6A-14
5. State Requirements for Educational Facilities (SREF)
6. Florida Statute 1013 (K-20 Education Code – Educational Facilities)
7. Florida Building Code

**24. Public Entity Crimes:** In accordance with Florida Statute 287.133, no award will be made to any person or affiliate identified on the Department of Management Services' "Convicted Vendor List".

This list is defined as consisting of persons and affiliates who are disqualified from public contracting and the purchasing process because they have been found guilty of a public entity crime.

No public entity shall award any contract to, or transact any business in excess of the threshold amount provided in Section 287.017 Florida Statutes for Category Two (currently \$35,000<sup>00</sup>) with any person or affiliate on the "Convicted Vendor List" for a period of thirty-six (36) months from the date that person or affiliate was placed on the "Convicted Vendor List" unless that person or affiliate has been removed from the list. By signing and submitting the RFQ forms, Proposer attests that they have not been placed on the "Convicted Vendor List".

**25. Public Records:** Upon award recommendation or 10 calendar days after opening, whichever occurs first, proposals become "public records" and shall be subject to public disclosure consistent with Chapter 119.07(3)(m) and 119.071(1)(b), Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the RFQ, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary.

Proposals may be reviewed at the Purchasing office.

**26. W-9 Form:** The Construction Manager must submit a completed W-9 form (available at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>) to the Purchasing Department prior to execution of a contract, unless said form is already on file with Polk State.

**27. Precedence:** Any and all verbiage hereafter which varies from these Guidelines shall have precedence.

# General Information

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## 1. Pre-Proposal Conference

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- a. A **mandatory** Pre-Proposal Conference will be held at the address, date and time as specified on Page 1, open to all interested parties, at which time Polk State Staff will be present to answer questions and explain the intent of the RFQ Documents.
- b. At this meeting, any suggested modifications may be presented in writing to, or discussed with Polk State's Project Manager(s) as a possible addendum to the RFQ.
  - 1) **Your Project Manager should request clarification of any inaccuracies, inconsistencies, discrepancies, unclear items, or issues with the RFQ document at this meeting.**
  - 2) **If problems with the RFQ document are realized after the Pre-Proposal Conference, they must be brought to the attention of the Director of Purchasing prior to the submission date.**
- c. Any conclusions reached at this conference which amend the RFQ Documents will be issued in the form of an Addendum.
  - a. Attendance is mandatory.
  - b. Your Project Manager who attends this meeting should have read the entire RFQ document prior to this meeting.
  - f. ***Reminder:*** Please note that although the location of the Pre-Proposal Conference is in Room WLR - 104, **Proposals should not be submitted to this location.** Your Proposal must be submitted to Polk State's Purchasing Department in WAD-139.
  - g. We suggest that you park in the north parking lot.

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## 2. Gifts are Prohibited

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- a. Polk State's District Board of Trustees Rule 3.32 states the following, in part:
  - 1) Polk State employees may not accept or solicit any gift [see F.S. 112.312(12)(a) and F.S. 112.312(12)(b)] of any kind (except as otherwise provided within this rule) from any person or entity (a prohibited source) who:
    - 1) is seeking official action by the employee or Polk State
    - 2) does business or seeks to do business with Polk State
  - 2) Please govern yourselves accordingly.

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## 3. Exclusive Rights:

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The contract will **not** grant exclusive rights to all construction management service requirements of Polk State.

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## 4. Form of Contract

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Master Agreement Contract will be negotiated following recommendation approval by the College President and District Board of Trustees

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**5. Licenses / Permits**

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It shall be the responsibility of Construction Manager to obtain, at no additional cost to Polk State, any and all licenses and permits required to complete the contractual services. These licenses and permits shall be readily available for review by Polk State's Director of Purchasing or his/her designee.

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**6. Acknowledgement**

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By submitting a proposal, the Proposer acknowledges that he/she has read this RFQ, understands it, and agrees to be bound by its terms and conditions.

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**7. Time Period for Acceptance**

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All proposals received shall remain firm for a period of one hundred twenty (120) calendar days, after the date specified for receipt of proposals.

# Tentative Procurement Schedule

1. The tentative schedule for this RFQ is as follows:

<b>Date</b>	<b>Item, Location &amp; Time</b>
July 26, 2014	RFQ Advertised and Released (distributed)
August 5, 2014	Pre-Proposal Conference <i>Room WLR - 104 at 3:30 p.m. EST</i>
August 12, 2014	Cut-off for Proposer's questions
August 22, 2014	Proposals Due <i>Deliver to the Purchasing Department Room WAD -139 by 4 p.m. EST Formal acknowledgement in Room WAD-236 immediately thereafter</i>
September 4, 2014	Evaluation Team Meets and Short-lists <i>Room WMS - 124 at 1:00 p.m. EST</i>
September 5, 2014	Reference check and site visits begin
September 26, 2014	Oral Presentations & recommendation of award determined <i>Room WMS - 124, entire day is scheduled</i>
October 2014	Board Approval <i>4:00 p.m. EST Location will be posted on dedicated webpage.</i>

2. The above tentative schedule is subject to change. All changes will be posted on the website at:

<http://www.polk.edu/purchasing/bids-rfps/14-15-cm-risk-ips/>

3. College Calendar:

Polk State's College Calendar is available on-line at:

<http://www.polk.edu/academics/academic-calendars/>

# Insurance Requirements

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## 1. Applicability

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- a. Only the awarded firm must comply with the following insurance requirements.
- b. Please **Do NOT include a certificate of insurance with your Proposal**.
- c. The awarded firm will be required to provide a certificate of insurance at time of contract execution.

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## 2. Requirements

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During the performance of the services under this Contract, CM@Risk shall maintain the following insurance policies reflecting at least the minimum amounts and conditions as follows:

Insurance Limit Requirements	
Type of Insurance	Minimum Limits of Liability
<b>General Liability:</b> Comprehensive Commercial General Liability including Products Liability	\$1,000,000 each occurrence \$1,000,000 Personal & Adv. Injury \$2,000,000 General Aggregate \$1,000,000 Products \$2,000,000 Products Aggregate
<b>Automobile Liability:</b> owned, non-owned and hired automobiles	\$1,000,000 per occurrence \$1,000,000 combined single limit each accident
Waiver of Subrogation Endorsement	Show Polk State in Schedule
Excess Liability or Umbrella	\$5,000,000 each occurrence
Crime or Faithful Performance	\$100,000 Employee Theft or Loss \$100,000 Depositors Forgery or Alt \$100,000 Computer and Funds Transfer
Worker's Compensation	Statutory
Employers Liability	\$500,000 each accident \$500,000 each employee - disease \$500,000 policy limit – disease
Builders Risk	Contract Dollar Amount

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## 3. Conditions

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- a. Policies must be written by an insurance company authorized to do business in Florida.
- b. Policies other than Worker's Compensation shall be issued only by companies authorized by the Department of Insurance of the State of Florida to conduct business in the State of Florida and which maintain a Rating of "A-" or better and a Financial Size Category of "VI" or better according to the A.M. Best Company.
  - 1) Ratings may be verified by Polk State at <http://www.ambest.com/>.
- c. Policies for Worker's Compensation may be issued by companies authorized as a group self-insurer by Florida Statute 440.57.

- d. CM@Risk shall furnish Polk State with **certificates of insurance** which shall include a provision that policy cancellation, non-renewal or reduction of coverage will not be effective until at least **thirty (30) days** written notice has been endeavored to be made to Polk State.
- e. CM@Risk shall include Polk State as an **additional insured** on the General Liability and Automobile Liability insurance policy required by the Contract. All of CM@Risk's sub-consultants shall be required to include Polk State and CM@Risk as **additional insured** on their General Liability insurance policies.
- f. All policies shall be in **Occurrence** form only. "Claims made" insurance policies are **not** acceptable, unless there is an extended claims reporting period of five (5) years.
- g. Defense must be in addition to the limits of liability.

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#### **4. Insurance Approved by Polk State**

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The CM@Risk shall not commence work under this Contract until all insurance required as stated herein has been obtained and such insurance has been approved by Polk State.

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#### **5. Self-Insured**

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In the event the Proposer is a self-insured organization, different insurance requirements may apply.

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#### **6. Misrepresentation**

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Misrepresentation of any material fact, whether intentional or not, regarding the CM@Risk's insurance coverage, policies or capabilities may be grounds for rejection of the Proposal and rescission of any ensuing contract.

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#### **7. ACORD Sample as Reference**

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- a. A sample ACORD Certificate of Liability Insurance is available on the dedicated website as a reference. The verbiage and alterations which will be required to be made to the form are shown for your information.
- b. To expedite the provision of proof of insurance to Polk State, CM@Risk is encouraged to forward the sample form to their insurance companies.

# Website

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## **1. Polk State Purchasing Department's Website**

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The Purchasing Department's website can be found at:

**[www.polk.edu/purchasing/](http://www.polk.edu/purchasing/)**

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## **2. RFQ #14-15 Dedicated Webpage**

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- a. The project specific dedicated webpage(s) for use during the procurement process is located at:

<http://www.polk.edu/purchasing/bids-rfps/14-15-cm-risk-ips/>

- b. The following documents and information will be posted at the dedicated webpage:

- 1) RFQ documents
- 2) Addenda
- 3) Submittal forms (in MS Word format)
- 4) Proposal Tabulation
- 5) Recommendation for Award
- 6) Award
- 7) and other information related to this RFQ

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## **3. Directions to Campus Locations**

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Maps and directions to Polk State's campuses, and floor plans are available at the website at:

<http://www.polk.edu/locations/>

# Instructions for Preparing Proposals

All Proposals are subject to Florida Statute 119.07: Public Records

## A. Forms

For ease in preparation of your Proposal, forms are available in Microsoft Word format at:

<http://www.polk.edu/purchasing/bids-rfps/14-15-cm-risk-ips/>

## B. Proposal Format

### 1. Polk State College Logo -- Trademarked

- a. Polk State College's logos are trademarked, and will NOT be provided to you for use in preparation of your Proposal.
- b. Do NOT download the college logo to include in your Proposal.

### 2. Proposal Preparation

- a. To ensure that all Proposals are fairly evaluated, scored and ranked, it is very important that the Proposals are prepared according to the prescribed format. Failure to follow this requirement may result in the disqualification of your Proposal.

### 3. For ease of evaluation:

- a. It is recommended that a **3-ring binder** be used (not GBC or spiral binding).
- b. Include your company name and/or logo on the cover and spine.
- c. The proposal should be submitted on 8½" x 11" paper.
  - 1) You may utilize 11" x 17" foldouts for schedules, organizational charts, etc.
- d. We request (not require) that you limit your Proposal to 100 pages or less.
- e. Portrait orientation
- f. The sections should be separated by using divider tabs for easy reference (see below).
  - ✓ The tabs should be pre-numbered and/or include the section title.
- g. Ensure all information is typewritten (via word processor, as appropriate)
  - a) Use either Arial or Calibri fonts.
  - b) Colored fonts and highlighting may be used.
- h. Duplex (2-sided) the pages to the fullest extent possible.

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#### 4. Format

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- a. Submit **seven (7) electronic copies** of your Proposal:
  - 1) May be submitted on either flash drives or CDs/DVDs.
  - 2) The electronic version should be submitted as one document. Do not separate by sections.
  - 3) The documents may be PDF format only.
- b. Additionally, submit **seven (7) complete sets (hard-copies** in binders) of your Proposal as follows:
  - 1) One (1) original. Please identify the original by using a post-it on the cover labeled "original".
  - 2) Six (6) hard-copies. Please identify the copies by using post-its on the cover labeled "copy".
  - 3) We highly recommend you consider duplexing (2-side) the hard-copy pages.
- c. This quantity is required so that a full and complete copy of your Proposal can be provided to each member of the Evaluation Team.
- d. Each of the binders and electronic copies must be complete, with all supporting documentation.
- e. Place the books and electronic media in a sealed box, and deliver to Polk State's Purchasing boldly marked as follows:

<p><b><i>Company Name</i></b> <b><i>Return Address</i></b> <b>RFQ #14-15 CM Services for Central Utility Plant</b> <b>Due: August 22, 2014 at 4:00 p.m.</b></p>
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- f. The hard-copy Proposal should be divided by tabs into eleven (11) sections, which shall be numbered or named:
  - 1. Basic Information
  - 2. Minimum Qualifications / Corporate Information / Licenses
  - 3. Resolution
  - 4. Work Plan
  - 5. Scheduling & Workload
  - 6. Cost Control
  - 7. Experience of Firm
  - 8. Experience of Project Personnel
  - 9. Information and Communications
  - 10. Location
  - 11. References

## C. Proposal Submittal

### 1. Basic Information

Proposers shall include the following information/submittals:

- a. **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 state that all information submitted is certified to be true and accurate. The letter must be signed by an official authorized to make such commitments and enter into a contract with Polk State. The letter must indicate the official's title or authority.
- b. **Proposer Information:** Complete the "Proposer Information" form, which includes:
  - 1) **Proposer:** Company/firm name and addresses (street address and mailing address)
  - 2) **Contact Person:** Main contact person who should be contacted regarding your proposal, and whom to notify as to short-listing, oral presentations, and recommendation of award.
  - 3) **Internet Contact:** Include Contact Person's EMail address, and the firm's website address (if applicable).
  - 4) **State:** (ex: *Florida or Alaska*) where incorporated.
  - 5) **FEIN:** Provide the **Federal Employer Identification Number** of the Proposer
  - 6) **SSN:** In the case of a sole proprietorship or partnership, provide Social Security numbers for all owners/partners **only if the FEIN is not provided**.
  - 7) **Telephone Number:** Direct phone number of the Contact Person. Include extension number.
  - 8) **Toll Free:** Direct toll-free phone number of the Contact Person, if applicable
  - 9) **Fax Number:** Direct fax number of the Contact Person
  - 10) **Type of Business:** Identify the type of business entity involved (e.g.; corporation, sole proprietorship, partnership, joint venture, etc.).
- c. **Acknowledgment of Addenda:** Include the acknowledgement page (signed and dated) of the last/final **addendum** issued by Polk State, if applicable.
- d. **Drug-Free Workplace:** If applicable, provide a statement concerning the Proposer's status as a Drug-Free Work Place [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.
- e. **History of Firm:** Include a chronological history of your firm. Include items such as:
  - 1) Date incorporated,
  - 2) Date when Project Superintendent joined the firm,
  - 3) Dates that the current partners/officials joined the firm,
  - 4) New satellite office(s) opening dates,
  - 5) Completion dates of major projects, and

- 6) Any “firsts” or important events experienced by the firm.
- f. **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.

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## 2. Minimum Qualifications

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- a. In order to be considered for selection, the Submitting Firm must have the minimum qualifications:
- 1) Currently hold a **valid general contractor’s license** that authorizes the Submitting Firm to supervise the work within the scope of the construction project. Submitting Firm may not “work off of” another company’s license.
    - a. **Provide** a copy of your current valid Florida general contractor’s license.
    - b. Include this documentation in **Section 2** of your Submittal.
  - 2) Submitting Firm must have the **financial resources and bonding capacity** to start-up and follow-through on projects and to respond to damages in cause of default as shown by written verification of available bonding capacity equal to or exceeding **\$1,000,000**.
    - a. **Provide written verification** of our available bonding capacity from a licensed Surety company who is qualified to do business within the State of Florida, and is rated excellent (“A-“ or better in the current A.M. Best Guide)
    - b. Include this documentation in **Section 2** of your Submittal.
  - 3) Provide evidence of experience with construction techniques, trade standards, quality workmanship, project scheduling, cost control, management of projects, and building codes for similar or less cost or scope projects or scope projects by the successful completion within the past five (5) years of at least two (2) other projects of similar size.
    - a. List the two (2) similar projects in **Section 2**, and
    - b. Include the back-up documentation of the two (2) similar projects in **Section 7 and 8** of your Submittal.
  - 4) Provide evidence of satisfactory resolution of **claims** filed by or against the Submitting Firm asserted on projects of the same or similar size within the last five (5) years. Any claim shall be deemed to be been satisfactorily resolved if final judgment is rendered in favor of the Submitting Firm or any final judgment rendered against the Submitting Firm satisfied within ninety (90) days of the date the judgment became final.
    - a. **Complete the Disputes Disclosure Form and include in Section 2 of your Submittal, and**
    - b. Provide pertinent documentation and explanations in **Section 3** of your Submittal.
- b. Submitting Firm shall provide sufficient information (attachments) in **Section 2, 3, 7, and 8** of their Submittal to clearly show that they met the minimum requirements.
- c. Submittals from 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 an execute any/all contract documents and amendments resulting from negotiations/award of this RFQ.

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### 3. Resolution of Litigation and Disputes

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- a. **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 Submitting Firm in the past five (5) years (complete and submit a **Disputes Disclosure Form**).
- b. The summary shall include:
  - 1) The basis of the lawsuit, litigation, claim, or contract dispute (ex: Breach of Contract)
  - 2) A brief description of the case
  - 3) The outcome
  - 4) The monetary amounts involved.
- c. The disclosure can be limited to:
  - 1) Cases which are related to contractual services provided in the regular course of business.
  - 2) The regional/district office that will be supporting this Contract.

**d. Guideline: What information to include/ exclude.**

In the "Resolution of Litigation" section of your submittal, include:

- 1) The parties to the lawsuit.
- 2) The basis of the lawsuit (ex: Breach of Contract, Alleged Surveying Error, Improper Design).
- 3) The monetary amount claimed /requested.
- 4) The monetary amount settled/ paid.
- 5) Identify if it is a third party lawsuit.

**Include lawsuits such as:**

- 1) Breach of Contract.
- 2) Deficient services.
- 3) Oversight in design/ design defects.
- 4) Defects or deficiencies (ex: You are a Surveyor, and there was a boundary dispute involving a survey you performed.)
- 5) Errors or omissions.
- 6) Economic loss due to late completion of your services/ delays.
- 7) Personal injury/ death due to negligence regarding to your services.
- 8) Negligence (regarding your services).
- 9) Negligence in insuring reasonable care during performance of services.
- 10) Negligence in overseeing projects.
- 11) Negligence in overseeing maintenance of traffic, if it is specifically your contractual duty.
- 12) Traffic accidents due to negligence in your design.

**Exclude lawsuits such as:**

- 1) Traffic accidents on or off the project site due to employee being involved in an accident (as the driver of an involved vehicle).
- 2) Liens/ lawsuits filed due to non-payment (by your client)/ Attempts to collect outstanding account receivable.
- 3) Third party Lawsuits/ Lawsuits where you were dismissed from the case because you were not directly involved in the problem.
- 4) Landlord/ tenant lawsuits.
- 5) Cases where you were granted summary judgment and released from the lawsuit.

- 6) Improper termination of employment.
  - 7) Negligence cases such as a slip-and-fall on your office premises.
- e. **Pending Litigation:** Include any information regarding your firm being involved in any potential or pending litigation.
  - f. **Potential Disputes:** List any pending or forthcoming disputes that are known.
  - g. **Liquidated Damages:** indicate whether your firm has ever been assessed **liquidated damages** or delay damages. Include details.
  - h. **Sanctions:** List any regulatory or license agency sanctions.
  - i. **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 (5) years.
  - j. **Canceled Accounts:** Provide a complete list of all accounts canceled/ terminated **by the Submitting Firm** prior to the expiration date. Include contact name and telephone number, length of service provided, and reason the Submitting Firm 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 (5) years.
  - k. **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.

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#### 4. Work Plan

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- a. The Project Description is provided on **page 3**. The Scope of Work for the CM@Risk is provided on **pages 4-5**, and describes the basic services needed in support of the project.
  - 1) In your own words, describe each phase of the project.
  - 2) Describe the services that you will offer/ provide in support of each phase of this project, including project close-out.
  - 3) Describe your approach to construction as well as challenges/solutions of project on an occupied and fully operational site.
  - 4) Lessons learned from past similar projects.

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#### 5. Workload and Scheduling

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- a. **Schedule and Budget Compliance:** Complete the *Schedule and Budget Compliance* form indicating schedule compliance and budget over-runs/savings for similar projects which were completed in the last five (5) years.
- b. **Workload/Current Projects:**
  - 1) List all "in progress" projects currently under contract that will affect the near-future (12 months) availability of project staff.
    - a) Include staff commitment chart for pre-construction and construction phases.
    - b) Indicate percentage of time to be dedicated to this project.
- c. **Availability:** Use graphs and charts to graphically show project staff workload and staff availability for the upcoming 12 months.

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## 6. Cost Control

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- a. Describe cost control methods that will be used to ensure the final cost will stay within budget.
- b. Describe how you will use Value Engineering during his project.
- c. Describe previous projects that utilized these methods.

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## 7. Experience of Firm (and sub-consultants)

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- a. **Company Credentials:** Provide a brief statement of qualifications that includes the firm's size/staffing. Detail any information that would give the Submitting Firm an advantage in completing this project.
- b. **Recently Completed Projects:** Complete the form for each of your recently completed projects, of similar or same type, that best illustrate the experience of the Firm and the current staff being assigned to this project. Include no less than five (5), nor more than fifteen (15) projects
  - 1) Additionally, include photos/ drawings for each of the projects on the facing page. Include "before" photo (if available), schematic design, and final photo from the same vantage-point of the "before" photo, if possible. If a final photo is not available, a current photo of the structure should be included.
  - 2) This section should be duplexed, with the project information on the left side and the photos on the right side when the 3-ring binder is open.

Current or Completed Projects	
<input checked="" type="checkbox"/>	Current Project /Scheduled Completion Date: <u>April 3, 2012</u>
<input type="checkbox"/>	Completed on _____
<input checked="" type="checkbox"/>	Experience of the <b>Proposer</b> or
<input type="checkbox"/>	Experience of <b>Individual</b> : _____
While working at _____ (individual's former employer)	

- c. **Applicability:** Clearly indicate if the project is included because a staff member performed the work while employed at another firm.
- d. **Consultants:** Include your consultants' qualifications/information, if none are planned state "none" on form.

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## 8. Experience of Project Personnel:

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- a. **Organizational Chart:** Provide an organizational chart, as it will relate to this project, indicating key personnel and their relationships.
  - 1) Indicate each staff members and sub-consultants' assignments and responsibilities.
    - a) Include photos of key staff, if possible.
  - 2) Indicate which positions are full-time and part-time.
  - 3) You may use either 8½" x 11" (letter size) or 11" x 17" paper (fold to fit 8½" x 11") for your organizational chart.
  - 4) Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities, and accountability.
- b. **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.



- c. **Principle's Credentials:** List experience of each principle within the firm that will be assigned to this project.
  - 1) Include current job description, resume, education/college degrees, licenses, and professional certifications.
  - 2) Designate number of years with firm and whether all experience is while employed by the Proposer's firm.
- d. **Project Manager:** Complete and submit the form.
- e. **Project Superintendent:** Complete and submit the form.
- f. **Professional Personnel:** Designate persons that will be assigned to this project. For each of the professional personnel provide the following information:
  - 1) Name, title and assignment (position) for this project
  - 2) Resume which includes:
    - a) Number of years with this firm
    - b) Number of years with other firms
    - c) Experience:
      - 1) List all projects
      - 2) List of similar projects
      - 3) Size of projects (dollar value and square footage/scope)
      - 4) Specific project involvement
    - d) Education / Degrees earned
    - e) Active registration/certification/licenses
    - f) Current job description
    - g) Other experience and qualifications which are relevant to this project
- g. **Support Personnel:** Provide details on the qualifications of the individuals who will perform the support (non-clerical) work on the project.
  - 1) List experience of each support person in the firm assigned to this project including current job description, resume, college degrees, and professional certificates/certifications.
  - 2) Designate number of years with firm and if all experience is while employed by the firm.

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## 9. Information and Communications

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- a. Identify meeting schedule(s) that will be used during the term of the contract.
- b. Detail the communication systems/software.
- c. Describe the functions and capabilities of your computer based project management/scheduling and information systems that will be used for this project.
- d. Indicate if an Internet based website will be provided specifically for the project, as an informational tool.

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## 10. Location

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- a. Include a simple/small map that shows your firm's location relative to the project and Polk State's Winter Haven campus. Maps are available at [www.mapquest.com](http://www.mapquest.com) or [www.mapsonus.com](http://www.mapsonus.com).

- b. Identify the location of the specific office that will have direct responsibility for this project.
  - 1) Provide the street address.
  - 2) Include **number of miles and drive-time** to/from the project site and Polk State's Winter Haven campus.
- c. Points will be awarded based on the specific office having direct responsibility for this project:
  - 5 points if within Polk County
  - 3 points if in a bordering county
    - 1) Hardee County
    - 2) Highlands County
    - 3) Hillsborough County
    - 4) Lake County
    - 5) Osceola County
    - 6) Pasco County
    - 7) Sumter County
  - 1 point for all others
- d. This information is requested per § **287.055 (4) (b)**.

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## 11. References

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- a.
  - 1) Company name
  - 2) Address
  - 3) Contact Person
  - 4) **EEmail address** (Required – *References submitted without EMail addresses will be disregarded*)
  - 5) Phone number
  - 6) Toll-free number
  - 7) Fax number
  - 8) Educational References (college and/or university)
  - 9) Non-Educational References
- b. If possible, include reference letters from the Client on each of the five (5) most closely related projects that the firm has completed. Be sure to use projects that have the same personnel involved that will be assigned to this project.

- c. You may provide supplementary letters of reference.
- d. Do not include as a reference:
  - 1) References which are located in foreign countries
  - 2) Polk State staff or District Board of Trustees (DBOT) members.
- e. The evaluation team considers both the information provided by the references, and the percentages of replies received.

**NOTE: All proposals are subject to the Florida Public Records Act, F.S. 119.**

## **D. Volume of Work Previously Awarded by Polk State**

### **1. CCNA**

- a. To determine the scores for Volume of Work, in accordance with the CCNA (§287.055), the amount paid to each Proposer in the past 5 years will be evaluated, “with the object of effecting an equitable distribution of contracts among qualified firms”.
- b. Proposers are not required to submit any information for this section.

### **2. Evaluation**

- a. Provide a listing of work previously awarded to your firm directly by Polk State, or as a sub-contractor in the past **5 years**.
- b. The total dollar value of the work performed for Polk State in the past will be evaluated by using a mathematical calculation, related to the dollar value earned by other Proposers, to determine the appropriate score.
  - 1) Submitting firms who have not yet performed work for Polk State will receive “full marks” of 5 points.
  - 2) Submitting firms who have performed work for Polk State will be scored accordingly, and will receive scores lower than 5 points. See the mathematical equation below.
  - 3) The Submitting Firm which performed the most work for Polk State will receive a score of 0 points.
  - 4) The weighted score will be rounded to the nearest tenth (1/10) of a point.
    - a. Scores with a decimal of .x4 or less will be rounded down.
    - b. Scores with a decimal of .x5 or more will be rounded up.
  - 5) The score for Vendor B would be 3.1, and the score for Vendor C would be 4.2.

# Evaluation of Proposals

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## 1. Evaluation Method

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- a. Polk State will appoint an Evaluation Team consisting of members of its staff to evaluate proposals, and to recommend rankings of the submittal.
  - 1) The recommendation shall be submitted to Polk State's President for her consideration.
  - 2) The District Board of Trustees shall make the final determination of ranking during a regularly scheduled meeting.
- b. Polk State shall be the sole judge of its own best interests, the proposals, and approval of the resulting contract. Polk State's decisions will be final.
- c. The ETeam will meet and score the Proposals in accordance with the criteria and their weights, with a point structure of:
  - 0 = No information provided / mathematical calculation
  - 1 = Poor
  - 2 = Below Average
  - 3 = Average
  - 4 = Above Average
  - 5 = Excellent
- d. The process will be in accordance with FS 287.055, the Consultants' Competitive Negotiation Act (CCNA, FS 287.055).

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## 2. Non-Responsive Proposals

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- a. Non-responsive proposals will be rejected by the Purchasing 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. Non-responsive proposals may include, but are not limited to the following:
  - 1) Late submission.
  - 2) Proposer does not meet minimum requirements.
  - 3) Failure to follow the required format as listed in section B(4).
  - 4) Failure to sign the proposal.
  - 5) Failure to acknowledge addenda (unless all changes are not materiel, ex: extending the due date).
  - 6) Failure to provide required submittals / documentation.
- b. The Evaluation Team will evaluate all responsive written proposals to determine which proposals best meet the needs of Polk State based on the Evaluation Criteria.

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## 3. Evaluation Criteria

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- a. The Evaluation team may choose to use consensus scoring in the initial review/evaluation of the written proposals in order to develop a smaller number of proposals to be afforded extensive individual and collective review.

- b. The Evaluation Team shall then utilize the Evaluation Form included to rate/evaluate each of the remaining proposals.
- c. The criteria and weights shall be utilized in the evaluation of the written proposals and oral presentations.

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#### **4. Evaluation of Written Proposals / Short-Listing**

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- a. Upon completion of the evaluation of all written proposals, the Evaluation Committee shall short-list the Proposers to no less than three (3) firms to give an oral presentation.
- b. Only those firms with the highest scores rated in accordance with the above criteria and their weights will be invited to give oral presentations.
- c. The list of short-listed Proposers will be posted on the dedicated Webpage.

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#### **5. Notification of Short-Listing**

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- a. 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) In the event that there are any specific questions/clarifications that the Evaluation Team would like for all of the Proposers to address/make, they will be included in this notification.
  - 3) Should the Evaluation Criteria for the Oral Presentations be changed, the revisions will be included in the letter.

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#### **6. Reference Check**

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- a. The evaluation criteria for the Oral Presentations will include References, and may involve on-site visits to Proposer's place of business or clients by members of the Evaluation Team.
- b. The Purchasing Department shall perform a written reference check.
  - 1) A 1-page reference questionnaire will be **EMailed** to each of the references listed in the Proposal.
  - 2) Each of your references should be aware that they may be contacted as per the schedule, and should be ready, willing and able to respond in a timely manner.
  - 3) A written tabulation of the responses will be provided to the Evaluation Team, therefore, this criteria need not be covered in your oral presentation.

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#### **7. Site Visits**

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- a. Members of the Evaluation Team may visit a service site or client of the short-listed Proposers. Proposers may be given at least 24 hours' notice of any site visits planned by Polk State.
- b. The tentative schedule dates for these visits is included in the Tentative Procurement Schedule.

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#### **8. Oral Presentations**

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- a. Short-listed firms will be invited to give an oral presentation. These presentations shall provide an opportunity for the Proposer to clarify their qualifications, approach to the project, and ability to furnish the required services.
- b. The process may involve on-site visits to Proposer's or their clients' place of business.

- c. Firms responding to this RFQ must be available for presentations/interviews.
- d. Should there be any changes to the time or location, they will be posted on the website at:  
  
<http://www.polk.edu/purchasing/bids-rfps/14-15-cm-risk-ips/>
- e. The criteria for evaluating the oral presentation are subject to change. In the event that the criteria are revised, the short-listed Proposers will be advised of the changes. The final scoring will be wholly based on these criteria. Scores from the initial evaluation will not be “brought forward”.
- f. The oral presentation time shall be limited to one (1) hour. Forty-five (45) minutes shall be allotted to the presentation with the remaining time for questions and answers with your project team.
- g. It is highly recommended that your project team (Project Manager and other key employees who will be assigned to this project) should give the presentation.
- h. As part of your presentation, be prepared to discuss the services that you will provide, with an emphasis on **services to be provided on this project**. Additionally, discuss your firm’s **ability to complete this project on time and within budgetary constraints**.
- i. Written handouts and/or “leave-behinds”, such as brochures and PowerPoint hand-outs (recommend 3 slides per-page) are permitted. You should bring 6 hard-copies for the evaluation team.
- j. If you use PowerPoint as a part of your presentation, both a hard-copy and an electronic copy of the presentation **must be provided to the Evaluation Team Chairman upon your arrival**.
- k. Gifts, including food products, for the Evaluation Team are **expressly prohibited**. Please govern yourself accordingly.
  - 1) Please refer to **General Information Section 3** regarding Gifts.
- l. You may bring your presentation on a flash-drive. Polk State will provide a computer with MS Word, remote, and screen. Short-listed firms should consider bringing their own equipment (as a back-up precaution) to use for PowerPoint (or other) presentations, in case of software/hardware incompatibility. If your presentation requires specialized software, a laptop with that software loaded must be provided by the short-listed firm.
- m. The Oral Presentations are subject to the “Sunshine Law”, FS 286.011, and therefore, are open to the public and will be audio-taped and/or video-taped.

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## 9. Identical or Tie Scores:

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- a. In the event two (2) 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 Work Place,
  - 2) Proposer’s place of business is within Polk County, (office with direct responsibility for the contract).
  - 3) Proposer’s place of business is within the State of Florida, (office with direct responsibility for the contract).
  - 4) Flip coin (office with direct responsibility for the contract).

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## 10. Approval by Polk State’s President

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Following oral presentations, the ETeam shall rank the short-listed firms in accordance with weighted criteria as indicated within the RFQ and shall recommend a suggested ranking for approval/disapproval to Polk State’s President.

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**11. Posting of Recommendation**

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- a. The President's recommendation for ranking will be posted for review by interested parties at the Purchasing Department, and at the dedicated webpage prior to submission to the District Board of Trustees (DBOT) for final acceptance of ranking
- b. The recommendation will remain posted to the dedicated webpage and the ITB/RFQ bulletin board in the Purchasing Department for a period of at least three (3) working days.

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**12. Protests**

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Failure to file a protest within 72 hours of posting of the recommendation for award shall constitute a waiver of proceedings.

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**13. Negotiation and Award**

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- a. Polk State anticipates award to the highest ranked Proposer, judged by Polk State to be the most advantageous. Final approval of the ranking of Proposer(s) shall be by Polk State's District Board of Trustees at a regularly scheduled public meeting.
- b. 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. If successful, Polk State will award and enter into a contract with that firm. Failure to negotiate with the ranked firm, will result in a negotiation with subsequent ranked firm, and so on.
- c. The Contract will become binding upon approval by the appropriate level of authority within Polk State, and executed by the parties.
- d. The process will be in accordance with FS 287.055, the Consultants' Competitive Negotiation Act (CCNA).

<b>Evaluation Criteria for Written Proposals</b>	
<b>Criteria for Evaluating Written Proposals</b>	<b>Weight</b>
<b>Resolution of Litigation and Disputes</b> 1. Equitable Resolution	<b>5%</b>
<b>Work Plan</b> 1. Use of BIM	<b>20%</b>
<b>Workload and Scheduling</b> 1. History of schedule and budget compliance 2. Current Workload	<b>5%</b>
<b>Cost Control</b> 1. Cost Control Methods 2. Use of Value Engineering	<b>5%</b>
<b>Experience of Firm</b> 1. Company Credentials 2. Completed Projects 3. Sub-Contractors emphasizing similar scope of services	<b>20%</b>
<b>Experience of Project Personnel</b> 1. Organizational Chart for personnel assigned to this project 2. List of Project Staff 3. Principle's Credentials 4. Credentials of the Project Manager's assigned to this project 5. Professional Personnel Credentials for personnel assigned to this project 6. Support (non-clerical) Personnel's Credentials for personnel assigned to this project	<b>25%</b>
<b>Information and Communications</b> 1. Regularly scheduled meetings 2. Computer-based communications systems 3. Computer-based management systems 4. Website	<b>10%</b>
<b>Location</b> 1. Geographic location of office that will have direct responsibility for this project 2. Points will be awarded based on the office having direct responsibility for this contract.	<b>5%</b>
<b>Volume of Work Previously Awarded</b> 1. Dollar value of work previously awarded by Polk State. 2. Points will be awarded based on a mathematical equation (using Excel).	<b>5%</b>

<b>Evaluation Criteria for Oral Presentations</b>	
<b>Criteria</b>	<b>Weight</b>
<b>Proposed Project Staff and Functions:</b> <ol style="list-style-type: none"> <li>1. Identify the following key positions identify the actual staff members and sub-contractors to be assigned to those positions for this project: <ul style="list-style-type: none"> <li>• Principal or Project Executive</li> <li>• Project Manager</li> <li>• Support Staff</li> <li>• Sub-contractors</li> </ul> </li> <li>2. Describe their individual abilities, experiences and credentials.</li> <li>3. Define their proposed duties, function, and responsibilities on this project.</li> <li>4. Show and explain the inter-relationship of all parties. Indicate the number of projects CM@Risk team has worked together on.</li> </ol>	<b>20%</b>
<b>Knowledge of the Site &amp; Local Conditions</b> <ol style="list-style-type: none"> <li>1. Demonstrate knowledge of the project site, local codes and ordinances.</li> <li>2. Challenges/solutions of project on an occupied and fully operational site</li> <li>3. Lessons learned from past similar projects</li> </ol>	<b>20%</b>
<b>Cost Control / Value CMing:</b> <ol style="list-style-type: none"> <li>1. Demonstrate knowledge and experience in the evaluation of building systems, construction techniques, and the recommendations of materials to create an optimum value in meeting the design requirements.</li> </ol>	<b>20%</b>
<b>Scheduling the Project:</b> <ol style="list-style-type: none"> <li>1. Explain your scheduling methodology for effectively managing and executing the design and drawing phase of the project.</li> <li>2. Describe procedures for validating your proposed schedule.</li> <li>3. Discuss how you designed and managed a similar project, with emphasis on a single facility with multi-phase construction.</li> <li>4. Identify past scheduling challenges and how they were overcome.</li> </ol>	<b>15%</b>
<b>Project Plan:</b> <ol style="list-style-type: none"> <li>1. Describe your plan for performing this project. Include managing RFI, change orders, sub-contractors and manage material.</li> <li>2. Describe how your firm will deliver quality workmanship in an effective and timely manner.</li> <li>3. Describe the services that will be utilized to Polk State during the course of the contract.</li> </ol>	<b>20%</b>
<b>References</b> <ol style="list-style-type: none"> <li>1. Tabulated results of written reference check performed by Polk State's Purchasing Department.</li> <li>2. Letters of Reference included in written submittal.</li> <li>3. Site Visits</li> </ol>	<b>5%</b>

**The above criteria and weights are subject to change – Section 8e.**

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**Electronic copies of the above forms are available at:**

<http://www.polk.edu/purchasing/bids-rfps/14-15-cm-risk-ips/>

***in Microsoft Word format***

# Proposer Information

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

*This form must be completed and returned with your Proposal to fulfill the requirements of Section 1b*

# Drug-Free Work Place Form

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

\_\_\_\_\_ does:  
(Name of Business)

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 proposed 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 employee 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 any 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.

**x**

\_\_\_\_\_  
Submitting Firm's Signature

\_\_\_\_\_  
Date

Use this form regarding Section 1e  
*This form (if applicable) must be completed and returned with your Proposal*

# Disputes Disclosure Summary of Litigation

**Answer the following questions by placing an "X" or check "✓" in the box (☒ or ☑) 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.

<b>YES</b> <input style="width: 30px; height: 20px;" type="checkbox"/> <b>NO</b> <input style="width: 30px; height: 20px;" type="checkbox"/>	<p>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 (5) years?</p>
<b>YES</b> <input style="width: 30px; height: 20px;" type="checkbox"/> <b>NO</b> <input style="width: 30px; height: 20px;" type="checkbox"/>	<p>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 (5) years?</p> <p style="margin-left: 40px;">If yes, indicate company name, contact name and telephone number, length of service provided, and reason for early cancellation/termination of contract.</p>
<b>YES</b> <input style="width: 30px; height: 20px;" type="checkbox"/> <b>NO</b> <input style="width: 30px; height: 20px;" type="checkbox"/>	<p>Has your firm had filed against it or filed any requests for equitable adjustment, contract claims or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?</p> <p style="margin-left: 40px;">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.</p>

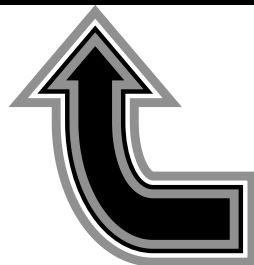
By submission of this form, Proposer certifies that all statements made are true, and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this procurement.

*Complete & include this form with your Proposal to fulfill the requirements of Section 3*

# Schedule and Budget Compliance

## Synopsis of Projects Completed in the Last 5 Years

<b>Project Name</b>	<b>*Schedule Compliance</b>	<b>Project Budget</b>	<b>Final Cost</b>	<b>Under or Over \$</b>
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
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		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$



\* In this column, indicate either:  
 1 = Completed ahead of schedule  
 2 = Completed on schedule  
 3 = Late Completion

*This form (or an alternate form as determined by the Proposer – ensure all requested information is included) must be completed and included with your Proposal to fulfill the requirements of Section 5a.*

# Project In-Progress or Completed

☐

Current Project /Scheduled Completion Date: \_\_\_\_\_

☐

Completed on \_\_\_\_\_

☐

Experience of the **Proposer** or ☐ Experience of **Individual**: \_\_\_\_\_

☐

While working at \_\_\_\_\_ (individual's former employer)

Project Name:

Type of Project:

**Insert Photo**

Project Scope or Summary of Work:

Client:

Address:

City, State, Zip:

Contact Person:

E-Mail:

Phone: ( )

Fax: ( )

Project Budget (building & site): Original: \$ \_\_\_\_\_

Current/Final: \$ \_\_\_\_\_ Over/Under Budget: \$ \_\_\_\_\_

Explain differences in contract original/final amounts:

Management techniques used to prevent budget overages:

Original Project Completion Date:

Revised to:

Actual Completion Date:

Explain Differences:

Project Manager:

Attach a list/schedule of all members of the project team for this referenced project who will also be assigned to this contract, and their roles.

***This form will fulfill the requirements of Sections 5& 7.***

***Include in Sections 4 and 6 of your Proposal***

# Project Photos

**Insert “Before” Photo or Schematic Design of Project**

**Final photo of completed project (from same viewpoint of above, if possible)**

*This form will fulfill the requirements of Sections 5 & 7.  
Include in Sections 4 and 6 of your Proposal*

# Project Superintendent

**Project Manager/Superintendent's name:**

Include up to five (5) similar projects in which the proposed Superintendent has served in the capacity of Superintendent during the past ten (10) years.

**Project Name:**

**Company/Owner:**

**Completion Date:**

**Address:**

**Contact Person:**

**Phone Number:**

**EMail:**

**Summary of Work:**

**Project Name:**

**Company/Owner:**

**Completion Date:**

**Address:**

**Contact Person:**

**Phone Number:**

**EMail:**

**Summary of Work:**

**Project Name:**

**Company/Owner:**

**Completion Date:**

**Address:**

**Contact Person:**

**Phone Number:**

**EMail:**

**Summary of Work:**

**Project Name:**

**Company/Owner:**

**Completion Date:**

**Address:**

**Contact Person:**

**Phone Number:**

**EMail:**

**Summary of Work:**

*This must be completed and included with your Proposal to fulfill the requirements of Section 8d & e.*

<b>Bidder:</b>			
<b>References</b>			
<b>Educational Client Name / Address</b>	<b>Contact Person</b>	<b>Telephone &amp; Fax Number</b>	
	Name:	Phone:	
	E-Mail:	Toll Free:	
		Fax:	
	Name:	Phone:	
	E-Mail:	Toll Free:	
		Fax:	
	Name:	Phone:	
	E-Mail:	Toll Free:	
		Fax:	
	Name:	Phone:	
	E-Mail:	Toll Free:	
		Fax:	

<b>Non-Educational Client Name / Address</b>	<b>Contact Person</b>	<b>Telephone &amp; Fax Number</b>	
	Name:	Phone:	
	E-Mail:	Toll Free:	
		Fax:	
	Name:	Phone:	
	E-Mail:	Toll Free:	
		Fax:	
	Name:	Phone:	
	E-Mail:	Toll Free:	
		Fax:	
	Name:	Phone:	
	E-Mail:	Toll Free:	
		Fax:	

<p align="center"><b>Include Email Address</b></p> <p align="center"><i>This form must be completed and included with your Proposal to fulfill the requirements of Section 6.</i></p>
---

**Be sure to reconfirm all EMail addresses prior to submittal to ensure they are up-to-date.**

## Minority / Woman Owned Business Statement

Polk State is required to report M/WBE expenditures to the State of Florida's Office of Supplier Diversity (OSD) on an annual basis. The report includes a supplemental list of firms who have indicated that they are owned by a woman or minority, but have not been certified by OSD, although they may be certified by other public entities.

It is requested that M/WBE owned firms complete this page and include it with their Proposal in Section 1

### For reporting purposes only

Type of Business: *Check applicable block(s)*

☐

**"African-American"** includes persons having origins in any of the black racial groups of Africa.

☐

**"Hispanic American"** includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins, regardless of race.

☐

**"Native American"** includes American Indians, Eskimos, Alaskan Indians, Aleuts and Native Hawaiians.

☐

**"Asian-Pacific Americans"** includes persons whose origins are from Japan, China, Taiwan, Korea, Southeast Asia, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific, and Northern Marianas.

☐

**"Asian-Indian Americans"** includes persons whose origins are from India, the Indian Sub-Continent and Pakistan.

☐

**"Woman-Owned Business Enterprise"**

**Note:** MBE and WBE are defined by Federal Register 49 CFR, Part 23, as a business firm which as at least fifty-one percent (51%) owned by minority or women group members, or in the case of a publicly owned business, at least fifty-one percent (51%) of the stock of which is owned by the minority or woman. The minority or woman ownership must exercise actual day-to-day management and control of the business.

Company Name:

Certified by *(name of Public Entity, if applicable)*

Certificate Number:

Attach a copy, please.

# Statement of No Proposal

## RFQ #14-15

If your company does not intend to propose on this procurement, please complete and return this form prior to the date shown for receipt of proposals via fax to 863-297-1085, or via EMail to [purchasing@polk.edu](mailto:purchasing@polk.edu), or mail to:

Polk State College  
Purchasing Department  
999 Avenue H, Northeast  
Winter Haven, Florida 33881-4299

We, the undersigned, have declined to propose on the above referenced RFQ for the following reason(s):

- ☐ Scope of Work or Terms & Conditions are too "restrictive." (*please explain below*)
- ☐ Unable to meet requirements (*please explain below*)
- ☐ RFQ was unclear (*please explain below*)
- ☐ Insufficient time to respond
- ☐ We do not offer this type of service or equivalent
- ☐ Our employee manloading would not permit us to perform
- ☐ Unable to meet bond or insurance requirements
- ☐ Other (*please explain below in "Remarks"*)

Remarks:

☐ **Remove us from your "Vendor Database"**

Company: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Failure to submit either a Proposal or a *Statement of No Proposal Submittal* shall be cause for removal from the vendor database.

## Checklist

This checklist is provided to assist each Proposer in the preparation of their Proposal. Included in this check list are important requirements which are the responsibility of each Proposer to submit with their response in order to make their Proposal fully compliant. This checklist is only a guideline – it is the responsibility of each Proposer to read and comply with the RFQ in its entirety.

**Check (✓) each of the following when accomplished:**

- ☐ Outside of box is marked accordingly: **RFQ #14-15 for CM Services for Central Utility Plant.** If you hand-deliver the Submittal, use the form provided on the website.
- ☐ **Two (2)** electronic copies are included. Place in the front-inside pocket of each binder.
- ☐ Box is sealed with tape. The **seven (7)** binders do not need to be placed in separate envelopes within the box.
- ☐ Is the final Addendum (if issued) signed and included?
- ☐ Is *Proposer Information Form* complete and included in Section 1?
- ☐ Is *Drug-Free Workplace* form signed and enclosed in Section 1, if applicable?
- ☐ Is the *Disputes Disclosure* form completed and included in Section 3?
- ☐ Is the *Schedule and Budget Compliance* form completed and included in Section 5?
- ☐ Is the *Projects In-Progress or Completed & Project Photos* forms completed in Sections 4 & 7?
- ☐ Is the *Project Manager/Project Superintendent* form completed and included in Section 8?
- ☐ Are *References* included in Section 11? Have you contacted each of them to ensure their EMail address is correct? Are they aware that they are listed as a reference and may receive a 1-page questionnaire?
- ☐ Is the *Minority and Woman Owned Business Declaration* form enclosed in Section 1, if applicable?

*This page is for your information use only.  
It does not need to be submitted with your Proposal.*