



## Request for Qualifications

# RFQ #16-02 for Construction Management at Risk Continuing Services Contract

Due: June 6 at 4:00 p.m.  
[polk.edu/purchasing](http://polk.edu/purchasing)  
Contact: Mark Lillquist



POLK STATE

Business Services

# Table of Contents

---

Solicitation Intent/Objective.....	1
Scope of Work .....	2
General Conditions, Instructions & Information for Proposers .....	4
General Information .....	7
Tentative Procurement Schedule.....	8
Insurance Requirements.....	9
Website.....	11
Instructions for Preparing Proposals.....	12
Evaluation of Proposals .....	20
Evaluation Criteria.....	23
Competitive Range .....	25

## **Submittal Forms**

Proposer Information .....	30
W9 Form .....	31
Drug-Free Workplace Form .....	32
Disputes Disclosure .....	33
Current or Completed Projects.....	34
Project Photos.....	35
Project Manager.....	36
Project Superintendent .....	37
References.....	38
Minority / Woman Owned Business Statement (for reporting purposes only) .....	39

## **Other Forms**

Statement of No-Proposal.....	40
Check List .....	41



POLK STATE

Business Services

Submit Qualifications to:  <b>Polk State College</b> <b>999 Avenue H, Northeast</b> <b>Winter Haven, Florida 33881- 4299</b>  Attn: <b>Purchasing Department</b> <b>Room WAD-139</b>		<h1 style="text-align: center;">Request for Qualifications</h1>	
Contact: <b>Mark Lillquist</b> <b>Director of Purchasing</b>  Phone: <b>863-297-1083</b> Fax: <b>863-297-1085</b> Email: <b>mlillquist@polk.edu</b> Website Home Page: <b>www.polk.edu/purchasing/</b>		RFQ #:  <h2 style="text-align: center;">16-02</h2>	
Pre-Proposal Conference Date: <b>May 13 at 2 p.m. EST</b>		RFQ Title:  <h2 style="text-align: center;">Construction Management at Risk for Continuing Services Contract</h2>	
Pre-Proposal Conference Location: <b>Room WLR 104, 999 Avenue H, NE, Winter Haven, FL 33881</b>			
All information related to this procurement request can be located at: <a href="http://www.polk.edu/purchasing/bids-rfps/">http://www.polk.edu/purchasing/bids-rfps/</a>			
Proposal Due Date & Time: <b>June 6, 2016 at 4 p.m. EST</b>		Issue Date: <b>May 6, 2016</b>	
Location of Public Receipt Acknowledgement: <b>Room WAD-139 - Administration Building</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 qualified firms for providing quality Construction Management (CM) at-Risk Services for minor projects (\$500,000.00) at all locations of Polk State College Three (3) to five (5) firms will be awarded a master agreement contract, terms will be for three (3) years with options to renew for up to two (2) additional one-year (1) terms. Service on an as-needed basis will be requested by the College's Facilities Department, administered by the District Director of Facilities, and coordinated by the College's Project Manager.</li> <li>2. Projects may include study, planning activity, cost estimates, or a grouping of minor construction, renovation and remodeling activities.</li> <li>3. Projects will primarily consist of renovation, remodeling, and/or retrofitting of building systems in existing facilities.</li> <li>4. Provide disaster recovery services as directed by District Director of Facilities.</li> <li>5. Construction budget for continuing services contracts shall not exceed \$500,000.00 per minor project.</li> <li>6. Interested firms should consider that a continuing services contract does not guarantee award of a specific project nor exclusivity to perform services for any specific project.</li> <li>7. RFQ # 16-01 for Continuing Services Contract – A/E Services is the “companion” RFQ for choosing the Architect/Engineering</li> </ol>			

# Scope of Work

---

**1. General** – One or more of services noted below may be requested during the contract term.

---

- a. Work will consist of trades necessary to complete work as detailed in the construction documents, specifications and/or as directed by the Project Manager. Services noted below may be required and will be directed by the Project 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 as assigned.
- f. Actively participate in Polk State College's Direct Material Purchase Program.
- g. Provide site supervision at all time during the requested services.
- h. Prepare studies, planning and cost estimates as directed by the Project Manager.
- i. Coordinate trade services required for recovery from natural or manmade disasters.
- j. Attend meetings with Project Manager.
- k. Provide recommendations regarding construction feasibility, labor availability, material usage, time requirements and update completion date based on project plans, specifications, verbal instruction(s) or combination thereof.
- l. Prepare cost estimates for alternative designs and material recommendations to improve project budget and its management.
- m. Update cost estimates as needed for approval.
- n. Prepare/coordinate construction schedule for the Construction Team.
- o. Update schedules, activity sequences, and duration milestones dates as needed.
- p. Prepare long lead-time item list, provide samples and submittals, recommending approval to Project Manager.
- q. Prepare Guaranteed Maximum Price (GMP) to include any construction, material, labor, self-performed work and management cost, detailing each area of the proposal.
- r. Provide Value Engineering Services and make recommendations to assure compliance with GMP.
- s. Prepare all submittals and provide sufficient hardcopies as directed by the Project Manager.

---

## 2. Construction Phase, where applicable

---

- a. Lead the construction and/or disaster recovery team.
- b. Schedule and plan construction meetings, take and issue meeting minutes, and attendance sheets as directed by the Project Manager.
- c. 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 unless directed otherwise. Any and all self-performed work must be accompanied by appropriate multiple bids and justification for self-performance if a lower bid is received.
- d. Plan and recommend timing for the release of drawings and specifications to enable phasing of construction project.
- e. Prepare all submittals and provide sufficient hardcopies as directed by Project Manager.
- f. Make recommendation(s) and take appropriate action(s) to maintain project budget.
- g. Contract with, and coordinate appropriate sub-contractor(s) to complete project consistent with approved upon schedule acceptable to the Project Manager.
- h. Assure all work is installed in a workmanlike manner.
- i. 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.
- j. Provide sufficient copies of the monthly reports (as required by the Project Manager) to the Architect 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.
- k. Develop, implement cost controls, and provide financial accounting services for documentation of project.
- l. Prepare the necessary forms and documents with all agencies (as required) to enable the orderly flow of work.
- m. Update and maintain project check-list.
- n. Compile and maintain project manual and check-lists consisting of, but not limited to; sub-contractors tabulations, alternative measures, certificates & waivers of lien, etc. as directed by the Project Manager.

---

## 4. Close-Out Phase, where applicable

---

- a. Assemble and deliver sufficient hardcopies and electronic copies on CD of closeout documents, parts and operational manuals, and repair and parts manuals, as directed by Project Manager.
- b. Coordinate completion of As-Built documents with Project Manager.
- c. Coordinate completion of Punch-list items with Project Manager.
- 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 representative for all requested and required equipment documentation.
- f. Ensure coordination and implementation of equipment training for Polk State Facilities staff.
- g. Provide CD of all project photos.
- h. Project video record of any training provided to facilities staff.

## General Conditions, Instructions & Information for Proposers

### 1. **Definitions:**

- **A/E:** Architect of record for the contract.
- **CCNA:** Consultants' Competitive Negotiations Act. Florida Statute 287.055 which prescribes the process to be utilized when public entities procure services performed by an architect, professional engineer, landscape architect, or registered surveyor and mapper.
- **CM:** Construction Manager at Risk for this contract.
- **Evaluation Team:** aka ETeam. 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 Director of Purchasing serves as the non-voting Chairman of the ETeam.
- **Polk State:** Polk State College
- **Project Manager:** Polk State College Representative
- **Proposal:** Credentials prepared and delivered in response to an RFQ.
- **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.

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

All prospective Proposers are hereby instructed not to contact any member of the District Board of Trustees or Polk State staff member other than the noted contact person 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. **Due Date/Time:** The Proposer may submit the proposal in person or by mail/courier service. Polk State cautions Proposers to assure actual delivery of mailed or hand-delivered proposals prior to the deadline set for receiving proposals.

A list of Proposals received will be available at: <http://www.polk.edu/purchasing/bids-rfps/>.

Additionally, telephone confirmation receipt of the Proposal may be made by calling Polk State's Purchasing Department.

4. **Late Submittals:** The time and date will be scrupulously observed. **Proposals received after the specified time and date shall be returned unopened.** Polk State will not be responsible for late deliveries or delayed mail. The time clock located at the Purchasing Department shall serve as the official authority to determine lateness of any Proposal.

Receipt of the Proposal in the Purchasing Department after the time and date specified shall result in the rejection of the offeror's Proposal.

5. **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.

6. **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.

7. **No Proposal:** If not submitting a Proposal, respond by returning only the Statement of No Proposal (**page 40**), 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, emailed to [purchasinggroup@polk.edu](mailto:purchasinggroup@polk.edu) or sent via regular mail.

8. **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.

**9. 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 representative. Proposers and authorized representatives 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.

**10. 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.

**11. 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 Purchasing Department.

All questions must be emailed to [mlillquist@polk.edu](mailto:mlillquist@polk.edu), using subject line: **RFQ #16-02 Questions**. Such inquiries regarding this RFQ outside a Pre-Proposal Conference must be submitted in writing to Polk State's Purchasing Department. Polk State will provide written answers to the questions in the form of written addendum to all Proposers who have received the RFQ. Polk State will not be responsible for any oral instructions made by any employee(s) of Polk State in regard to this RFQ.

**12. 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.

The 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 has been issued.

**13. Termination:** If the awarded contract is terminated or cancelled within the first year of the contract period, Polk State may elect to negotiate and 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.

**14. Proposal Preparation Costs:** Neither Polk State nor its representatives 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.

a. All photos, images, schematics and drawings of buildings which are included in your proposal must cite the source.

**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. 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".

**18. 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.

**19. 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.

**20. 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

**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. 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.

**23. Affirmation:** By submission of a proposal, the 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. The Proposer agrees to abide by all conditions of this RFQ and the resulting contract.

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

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

**26. College Closing:** In the event that Polk State is closed on the due date because of weather, or other event(s), the due date shall be automatically and officially changed to 4:00 p.m. on the next business day without the need for an addendum to be issued.

**27. Clarifications:** Polk State reserves the right to request clarification of information submitted, and to request additional information of one or more Proposers, if needed.

# General Information

---

## 1. Pre-Proposal Conference

---

- a. A **NON Mandatory** Pre-Proposal Conference will be 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 representative(s) as a possible addendum to the RFQ.
  - 1) 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 Purchasing Department no later than 5:00 p.m., June 10, 2016. Depending on the nature of the issue raised, Polk State may issue a clarifying addendum and/or extend the due date for submission.
- c. Any conclusions reached at this conference which amend the RFQ documents will be issued in the form of an addendum.

---

## 2. Gifts are Prohibited

---

- 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

---

## 3. Exclusive Rights:

---

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

---

## 4. Form of Contract

---

- a. Polk State will utilize its own Construction Manager at Risk contract.
- b. The agreement shall include a provision that all travel expenses, if any, reimbursed by Polk State will comply with Florida Statute 112.061.

---

## 5. Licenses / Permits

---

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 Purchasing Department.

---

## 6. Acknowledgement

---

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.

---

## 7. Time Period for Acceptance

---

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>
May 6, 2016	RFQ advertised and released (distributed)
May 13, 2016	Pre-proposal conference Room WLR - 104 at 2:00 p.m. EST
May 23, 2016	Cutoff for Proposer's questions
June 6, 2016	Proposals due <b><i>Deliver to the Purchasing Department Room WAD –139 by 4 p.m. EST Formal acknowledgement in Room WAD-236 immediately thereafter</i></b>
June 28, 2016	Evaluation team meets to evaluate proposals <b><i>Room WMS - 124 at 1:00 p.m. EST</i></b>
June 30, 2016	Reference check and site visits begin
July 21 & 22, 2016	Oral presentations & recommendation of award determined <b><i>Room WMS 124 &amp; WMS 101, entire day is scheduled</i></b>
August 29, 2016	Board Approval – August

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/>.

3. College Calendar:

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

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

# Insurance Requirements

## 1. Applicability

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

## 2. Requirements

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

## 3. Conditions

- Policies must be written by an insurance company authorized to do business in Florida.
- 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.
  - Ratings may be verified by Polk State at <http://www.ambest.com/>.
- Policies for Worker's Compensation may be issued by companies authorized as a group self-insurer by Florida Statute 440.57.
- 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.
- 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.

---

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

---

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.

---

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

---

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

---

#### **6. Misrepresentation**

---

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.

---

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

---

- 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

---

## 1. Polk State Purchasing Department's Website

---

The Purchasing Department's website can be found at:

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

---

## 2. RFQ #16-02 Dedicated Webpage

---

a. The project specific information for use during the procurement process is located at:

<http://www.polk.edu/purchasing/bids-rfps/>.

b. The following documents and information will be posted:

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

---

## 3. Directions to Campus Locations

---

Maps and directions to Polk State's campuses, and floor plans are available 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, **pages 29 through 41** are available in Microsoft Word format at:

<http://www.polk.edu/purchasing/bids-rfps/>.

## 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.
- b. All photos, images, schematics, and drawings of buildings which are included in your proposal must cite source.

### 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, use 11" x 17" foldouts for schedules, organizational charts, etc.
- d. We request (not require) that you limit your proposal to 100 pages or less. Divider tabs not included.
- e. Portrait orientation
- f. The sections should be separated by using divider tabs with section title for easy reference.
- 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.

### 4. Format

- a. Submit **two (2) 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 **eight (8) complete sets (hard-copies** in binders) as follows:
  - 1) One (1) original. Please identify the original by using a post-it on the cover labeled "original".
  - 2) Seven (7) hard-copies. Please identify the copies by using post-its on the cover labeled "copy".
- c. This quantity is required so that a full and complete copy of your proposal can be provided to each member of the ETeam.
- d. Each of the binders and electronic copies must be complete, with all supporting documentation.



- e. Place the books and electronic media in a box, and deliver sealed box to Polk State's Purchasing Department boldly marked as follows:

**Your Company's Name**  
**Return Address**  
**RFQ #16-02, CM@Risk – Continuing Services Contract**  
**Due: June 6, 2016 at 4:00 p.m.**

- f. Use form found on the dedicated webpage or computer generated form. **DO NOT WRITE DIRECTLY ON THE CARDBOARD BOX.**

- g. The hard-copy proposal should be divided by tabs into nine (9) sections, which shall be numbered or named:

- |  |  |
|--|--|
| 1. Basic Information                                     | 6. Qualification/Experience of Project Personnel |
| 2. Minimum Qualifications/Corporate Information/Licenses | 7. Resolution of Litigation                      |
| 3. Work Plan   | 8. Availability                                  |
| 4. Project Administration and Information                | 9. References                                    |
| 5. Qualification/Experience of Firm                      |  |

## 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 on **page 30** of the RFQ, 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. **W-9 Form:** Submit a completed W-9 form (**page 31**, also available on the Internet at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>).
- e. **Drug-Free Workplace:** If applicable, provide a statement concerning the Proposer's status as a Drug-Free Work Place [DFW] (complete RFQ **page 32**). 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.
- f. **History of Firm:** Include a chronological history of your firm. Include items such as:
  - 1) Date incorporated,
  - 2) Date when Project Manager joined the firm,
  - 3) Date when Project Superintendent joined the firm,
  - 4) Dates that the current partners/officials joined the firm,
  - 5) New satellite office(s) opening dates,
  - 6) Completion dates of major projects, and
  - 7) Any "firsts" or important events experienced by the firm.
- g. **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.
- h. Minority/Women owned business statements (**page 39**). **REPORTING PURPOSES ONLY.**

---

## 2. Minimum Qualifications

---

- 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) Proposer 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 **\$2,000,000**.
    - 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)
  - 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 by the successful completion within the past five (5) years of at least five (5) other projects of similar size and complexity in a higher education environment.

- a. List the five (5) similar projects in a higher education environment.
  - b. Include the back-up documentation of the five (5) similar projects.
- 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 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 on page 33 and include in Section 7 of Submittal,**
  - b. Provide pertinent documentation and explanations in **Section 7** of Submittal.
- b. Proposer shall provide sufficient information (attachments) to clearly show that they met the minimum requirements.
  - c. Proposals 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 and execute any/all contract documents and amendments resulting from negotiations/award of this RFQ.

---

### 3. Work Plan

---

- a. The scope of work includes information for services that may be requested throughout the term of the contract in support of minor projects.
  - 1. Describe your team’s experience and ability with minor projects in responding within a limited time frame and in a customer service manner to meet project needs
  - 2. Describe your team’s experience and services provided in the development of building programs and feasibility studies requested.
  - 3. Describe how you will accomplish and work in an occupied building. Explain precautions and safety plan based on prior experience.
  - 4. Describe the extent of self-performed work and those trades that are sub-contracted.
  - 5. Describe your firms’ experience and resources for disaster recovery, man-made or natural.
  - 6. All contractors/vendors who are permitted access on school grounds when students are present, who have direct contact with students, or who have access to or control of school funds for Polk State College must meet the Level 2 screening requirements, pursuant to F.S. 1012.32, in order to comply with the Jessica Lunsford Act (F.S. 1012.465). The cost of such background screening is to be borne by the contractor/vendor.

---

### 4. Project Administration and Information

---

- a. Given inconsistent funding amounts, describe availability of project manager and superintendent.
- b. Describe information on project scheduling and record keeping.
- c. Describe information on cost estimation, cost control and quality control means and methods.
- d. Describe systems utilized to communicate project progress with owner.

---

### 5. Experience/Qualification of Firm

---

- a. **Company Credentials:** Provide a brief statement that includes the firm’s size/staffing. Detail any information that would give the Submitting Firm an advantage in supporting this contract.
- b. **Current or Recently Completed Projects:** Complete the form on **page 34** for each of your recently completed projects, of comparable type, size and complexity that best illustrate the experience of the firm and staff. Include no less than five (5), nor more than ten (10) projects

- c. **Photos:** include photos/ drawings for each of the projects on **page 35**. 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.
- 1) This section may 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 While working at _____	<input type="checkbox"/> Experience of <b>Individual</b> : _____ (individual's former employer)

- d. **Applicability:** Clearly indicate if the project is included because a staff member performed the work while employed at another firm, on the form provided on **page 34**.
- e. **Sub-Contractors:** Based on prior experience, describe when a sub-contractor will be required.

---

## 6. Experience/Qualification of Project Staff:

---

- a. **Organizational Chart:** Provide an organizational chart, as it will relate to this project, indicating key personnel and their relationships.
  - 1) Indicate each staff member and sub-consultants' include relationships with disaster recovery sub-contractor 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, and Number of Years with Firm.
- c. **Principal's Credentials:** List experience of each principal 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 on **page 36**.
- e. **Project Superintendent:** Complete and submit the form on **page 37**.
- f. **Personnel:** Designate persons that will be assigned to this project. For each of the 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 contract
- 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.

---

## 7. Resolution of Litigation and Disputes

---

- 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 – page 33**).
- 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 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/ 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 name, telephone number, length of service at each account and reason for loss. 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.
- j. **Canceled Accounts:** Provide a complete list of all accounts canceled/ terminated **by the Submitting Firm** prior to the expiration date. Include contact name, 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.

---

**8. Availability**

---

- a. List current and projected workload. Include dollar value, services provided and personnel assignment. Describe your ability to man load, as well as, meet time and budget requirements.
- b. Include a simple/small map that shows your firm's location relative to each Polk State College site. Maps are available at [www.mapquest.com](http://www.mapquest.com) or [www.mapsonus.com](http://www.mapsonus.com).
- c. Identify the location of the specific office that will have direct responsibility for this contract.
  - 1) Provide the street address.
  - 2) Include **number of miles and drive-time** to/from each Polk State College site.

---

**9. References – Continental United States. Hawaii & Alaska Only**

---

- a. Complete and submit **page 38**. Provide the following information:
  - 1) Company name
  - 2) Address
  - 3) Contact person
  - 4) **Email address (Required – References submitted without email addresses will be disregarded)**
  - 5) Phone number

- 6) Toll-free number
  - 7) Fax number
  - 8) Educational references (college, university and schools)
  - 9) Non-Educational references
- b. If possible, include reference letters from the client on each of the three most closely related projects that the firm has completed.
  - c. You may provide supplementary letters of reference.
  - d. **Do not** include as a reference Polk State staff or District Board of Trustees (DBOT) members.
  - e. The ETeam considers both the information provided by the references and the percentage of replies received.

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

<b>D. Volume of Work Previously Awarded by Polk State</b>
---

1. CCNA states Polk State shall consider the volume of work previously awarded to each firm “with the object of effecting an equitable distribution of contracts among qualified firms. Provided such distribution does not violate the principle of selection of the most highly qualified firms.” In accordance with CCNA, par. 287.055, the amount paid to each proposer in the past 5 years will be evaluated.
2. **PROPOSERS ARE NOT REQUIRED TO SUBMIT ANY INFORMATION FOR THIS SECTION.**



# Evaluation of Proposals

---

## 1. Evaluation Method

---

- a. Polk State will appoint an Evaluation Team (ETeam) 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 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 process will be in accordance with FS 287.055, the Consultants' Competitive Negotiation Act (CCNA).

---

## 2. Non-Responsive Proposals

---

- 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. A proposal may be non-responsive due to the following:
  - 1) Late submission.
  - 2) Proposer does not meet minimum requirements.
  - 3) Failure to follow the required format as listed on **page 12** of the RFQ.
  - 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.

---

## 3. Evaluation Criteria

---

- a. The ETeam shall utilize the Evaluation Form included to rate/evaluate each of the remaining proposals.
- b. The criteria and weights as shown on **pages 24 and 25** shall be utilized in the evaluation of the written proposals and oral presentations.

---

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

---

- a. Upon completion of the evaluation of all written proposals, the ETeam shall short-list three (3) to five (5) Proposers 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.

---

## 5. Notification of Short-Listing

---

- 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) Specific questions/clarifications, if any, that the Evaluation Team would like for all of the Proposers to address/make, 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.

---

## 6. Reference Check

---

- 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 Facilities 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 they will be contacted as per the procurement schedule, and should be ready, willing and able to respond in a timely manner.
  - 3) A written tabulation of the responses, including those who did not respond, will be provided to the Evaluation Team, therefore, this criteria need not be covered in your oral presentation.

---

## 7. Site Visits

---

- a. Members of the Evaluation Team may visit a service site(s) or client(s) of the short-listed Proposers. Proposers may be given at least 24 hours' notice of any site visits planned by Polk State.

---

## 8. Oral Presentations

---

- 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 contract, ability and availability to furnish the required services.
- b. Firms responding to this RFQ must be available for presentations/interviews.
- c. The tentative schedule time and date for these presentations is on **page 8**. Any changes to the time or location, will be posted on the website at:

<http://www.polk.edu/purchasing/bids-rfps/>

- d. The criteria for evaluating the oral presentation criteria 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"**.
- e. 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 allotted for questions and answers with your project team.
- f. **Key personnel** who will be assigned to this contract should be available at the presentation.
- g. 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 contract**. Discuss your firm's **ability to provide services on time and within budgetary constraints**.
- h. Written handouts and/or "leave-behinds", such as brochures and PowerPoint hand-outs (recommend 3 slides per-page) are permitted. You should bring **ten (10)** hard-copies for the ETeam committee.
- i. 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**.

- j. Gifts, including food products, for the ETeam are **expressly prohibited**. Please govern yourself accordingly.
- k. 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.
- l. The oral presentations are exempt from the Sunshine Law, FS 286.011, and therefore, are not open to the public. However, they will be video-taped and made available for review.

---

**9. Identical or Tie Scores:**

---

- 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 Workplace,
  - 2) Flip coin

---

**10. Approval by Polk State's President**

---

Following oral presentations, the ETeam will recommend a suggested ranking to Polk State's President.

---

**11. Posting of Recommendation**

---

- 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.

---

**12. Protests**

---

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

---

**13. Negotiation and Award**

---

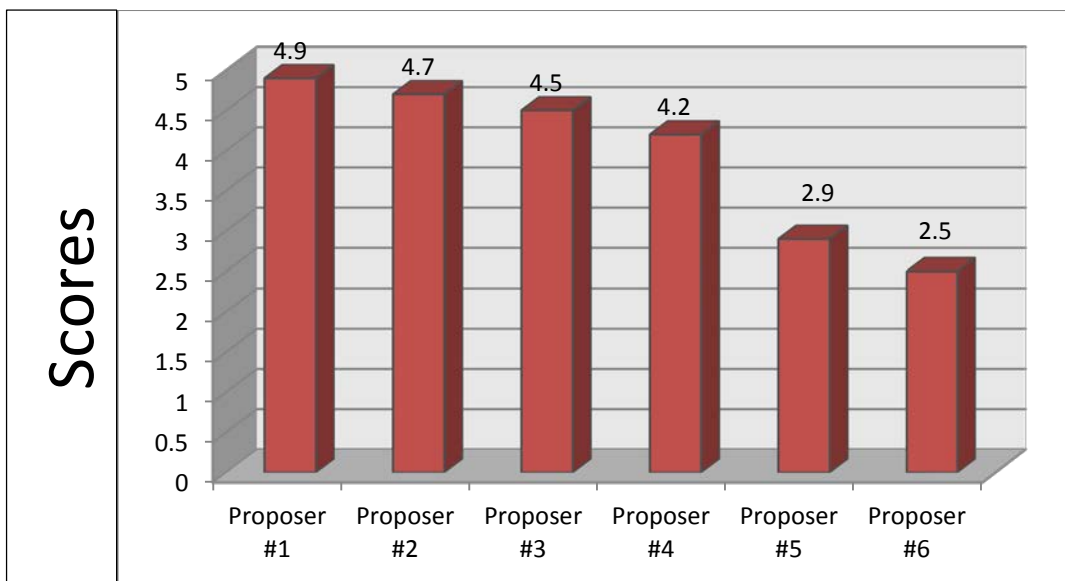
- a. Polk State anticipates awarding up to five (5) highest ranked Proposer, judged by Polk State to be the most advantageous. Final approval of the ranking of Proposer(s) shall be by Polk State's District Board of Trustees at a regularly scheduled public meeting.
- b. The RFQ and ranking process does not constitute an offer, agreement or a contract with the Proposers. Once the ranking is approved, negotiations will commence.
- 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</b>	<b>Weight</b>
<b>Work Plan</b> <ol style="list-style-type: none"> <li>1. Depth of understanding the requested service as they relate to minor project that is less than \$500,000.00.</li> <li>2. Application of requirement pertaining to Jessica Lunsford Act to projects.</li> </ol>	<b>20%</b>
<b>Project Administration and Information</b> <ol style="list-style-type: none"> <li>1. Demonstrate resource availability for all trade and non-trade tasks.</li> <li>2. Website, if applicable.</li> <li>3. Resources to support scheduling, record keeping, cost control and cost estimating.</li> <li>4. Resources to communicate progress.</li> </ol>	<b>10%</b>
<b>Experience/Qualification of Firm</b> <ol style="list-style-type: none"> <li>1. Company credentials</li> <li>2. Completed projects, emphasizing similar size and complexity</li> <li>3. Sub-contractors emphasizing similar to scope of work</li> </ol>	<b>20%</b>
<b>Experience/Qualification of Project Personnel</b> <ol style="list-style-type: none"> <li>1. Organizational chart for personnel assigned and/or available for this contract</li> <li>2. List of project staff</li> <li>3. Principal's credentials</li> <li>4. Experience and credentials of the Project Manager's assigned to this contract</li> <li>5. Experience of Project Superintendent assigned for this contract</li> </ol>	<b>20%</b>
<b>Resolution of Litigations and Disputes</b> <ol style="list-style-type: none"> <li>1. Summary of litigation</li> <li>2. Pending litigation and potential disputes</li> <li>3. Liquidated damages and License Sanctions</li> <li>4. Lost or cancelled accounts</li> <li>5. Contract denial</li> </ol>	<b>10%</b>
<b>Availability</b> <ol style="list-style-type: none"> <li>1. Ability to respond with timely and cost-effective solutions. Man load tasks and manage resources.</li> <li>2. Geographic location of office that will have direct responsibility for this project</li> </ol>	<b>15%</b>
<b>Volume of Work Previously Awarded</b> <ol style="list-style-type: none"> <li>1. Dollar value of work previously awarded by Polk State in the past 5 years. College will generate this information.</li> </ol>	<b>5%</b>

<b>Evaluation Criteria for Oral Presentations</b>	
<b>Criteria</b>	<b>Weight</b>
<b>Proposed Staff and Functions for Contract</b> <ol style="list-style-type: none"> <li>Identify the following key positions for this contract: <ul style="list-style-type: none"> <li>Project Executive</li> <li>Project Manager</li> <li>Project Superintendent</li> </ul> </li> <li>Describe their individual abilities, experiences and credentials.</li> <li>Define their proposed duties, function, and responsibilities on this contract.</li> <li>Show and explain the inter-relationship of all parties. Indicate the number of projects CM team has worked together on.</li> </ol>	<b>25%</b>
<b>Project Administration and Information</b> <ol style="list-style-type: none"> <li>System and services available to estimate cost, monitor budgets and convey project information to the College's project manager.</li> </ol>	<b>20%</b>
<b>Scheduling the Project</b> <ol style="list-style-type: none"> <li>Explain your scheduling methodology for effectively managing and executing multiple work orders under this contract.</li> <li>Discuss how you managed projects, with emphasis on an educational occupied building.</li> <li>Identify past scheduling challenges with similar projects and how they were remediated.</li> </ol>	<b>25%</b>
<b>Work Plan</b> <ol style="list-style-type: none"> <li>Describe your plan for performing this contract. Include managing RFI, change orders, sub-contractors and material management.</li> <li>Describe how your firm will deliver quality workmanship in an effective and timely manner.</li> <li>Describe the services that will be available to Polk State during the course of the contract.</li> <li>Describe your team's safety plan as it relates to this contract.</li> <li>Describe application and maintenance of Jessica Lunsford Act requirements for this contract.</li> <li>Describe application of safety policies and plan for occupied buildings and campus.</li> </ol>	<b>25%</b>
<b>References</b> <ol style="list-style-type: none"> <li>Tabulated results of written reference check performed by Polk State's Purchasing Department.</li> <li>Letters of reference included in written submittal.</li> <li>Site visits, if any.</li> </ol>	<b>5%</b>

# Competitive Range An Example

**Scores range from 1 (poor) to 5 (excellent)**



In the above scenario, the **top 4 firms** may be considered for further evaluation via oral presentations.



# Submittal Forms



Proposer Information.....	30
W9 Form .....	31
Drug-Free Workplace.....	32
Disputes Disclosure .....	33
Current or Completed Projects.....	34
Project Photos.....	35
Project Manager.....	36
Project Superintendent.....	37
References .....	38
M/WBE Statement (for reporting purposes only) .....	39

## Other forms

Statement of No Proposal .....	40
Checklist .....	41

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

<http://www.polk.edu/purchasing/bids-rfps/>

***in Microsoft Word format***





# Proposer Information

<b>Bidder (Company) Name:</b>	<b>Formerly:</b>
Mailing Address:	Street Address:
City, State, Zip:	City, State, Zip:
Type of Entity: <i>(check one)</i> <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Joint Venture	
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: \$ Limit: \$	Aggregate: \$      Single Project
Surety Company:	A.M. Best Rating:

This form must be completed and returned with your Proposal to fulfill the requirements of Page 13, Section 1b

**Request for Taxpayer  
Identification Number and Certification**

**Give Form to the  
requester. Do not  
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional) Polk State College 999 Avenue H, NE Winter Haven, FL 33881-4299
City, state, and ZIP code		
List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>								
				-				
<b>Employer identification number</b>								
				-				

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
----------------------	-------------------------------	--------

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

*This form must be completed and returned with your proposal to fulfill the requirements of Page 14 item 1d*

# DRUG-FREE WORKPLACE 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.



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

\_\_\_\_\_  
Date

Use this form regarding Page 14, 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 "✗" 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"/>	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?
<b>YES</b> <input style="width: 30px; height: 20px;" type="checkbox"/> <b>NO</b> <input style="width: 30px; height: 20px;" 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 (5) years?  If yes, indicate company name, contact name, telephone number, length of service provided, and reason for early cancellation/termination of contract.
<b>YES</b> <input style="width: 30px; height: 20px;" type="checkbox"/> <b>NO</b> <input style="width: 30px; height: 20px;" type="checkbox"/>	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?  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.

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 Page 18, Section 7***

# Current or Completed Projects

☐ 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:

Email:

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:

***This form will fulfill the requirements of Page 15, Section 5.  
Include in Section 5 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 Page 16, Section 5  
Include in Section 5 of your Proposal***

# Project Manager

**Project Manager's name:**

Include up to five (5) similar projects in which the proposed Project Manager/Superintendent has served in the capacity of Project Manager 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 Page 16, Section 6d.*



# Project Superintendent

**Project Superintendent's name:**

Include up to five (5) similar projects in which the proposed Superintendent has served in the capacity of Project 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 Page 16, Section 6e***

**Bidder:**

## References

Educational Client Name / Address	Contact Person	Telephone & Fax Number	
	Name:	Phone:	
		Toll Free:	
	Email:	Fax:	
	Name:	Phone:	
		Toll Free:	
	Email:	Fax:	
	Name:	Phone:	
		Toll Free:	
	Email:	Fax:	
	Name:	Phone:	
		Toll Free:	
	Email:	Fax:	

Non-Educational Client Name / Address	Contact Person	Telephone & Fax Number	
	Name:	Phone:	
		Toll Free:	
	Email:	Fax:	
	Name:	Phone:	
		Toll Free:	
	Email:	Fax:	
	Name:	Phone:	
		Toll Free:	
	Email:	Fax:	
	Name:	Phone:	
		Toll Free:	
	Email:	Fax:	

## Include Email Address

*This form must be completed and included with your Proposal to fulfill the requirements of **Page 18, Section 9a.***

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

# Minority / Woman Owned Business Statement

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 is 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.

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**

# Statement of No Proposal

## RFQ #16-02

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 [purchasinggroup@polk.edu](mailto:purchasinggroup@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 man loading 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.

Use this form regarding Page 4, Section 7.

# 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 #16-02, CM@Risk – Continuing Services Contract, Due Date: June 6, 2016.** If you hand-deliver the Submittal, use the form provided on the website.
- ☐ **Two (2)** electronic copies are included. Place in an envelope and place in the box.
- ☐ The **eight (8)** binders do not need to be placed in separate envelopes within the box. Box is sealed with tape.
- ☐ Is the final addendum (if issued) signed and included?
- ☐ Is *Proposer Information Form* (**page 30**) complete and included in Section 1?
- ☐ Is W-9 form (**page 31**) complete and included in section 1?
- ☐ Is *Drug-Free Workplace* form (**page 32**) signed and enclosed in Section 1, if applicable?
- ☐ Is the *Disputes Disclosure* form (**page 33**) completed and included in Section 7?
- ☐ Are the *Current or Completed Projects & Project Photos* forms (**pages 34-35**) completed in Section 5?
- ☐ Is the *Project Manager/Project Superintendent* form (**page 36-37**) completed and included in Section 6?
- ☐ Are *References* (**page 38**) included in Section 9? 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 / Woman Owned Business Statement* form (**page 39**) enclosed in Section 1, if applicable?

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