

**REQUEST FOR QUALIFICATIONS AND
PROPOSALS #259-10: DESIGN SERVICES FOR
NEW CITY OF RIVIERA BEACH PUBLIC WORKS
COMPLEX AND ADDITIONAL RELATED
PROFESSIONAL SERVICES**



**600 West Blue Heron Boulevard
Riviera Beach, FL 33404**

Benjamin Guy, Purchasing Director
(561) 845-4180, Phone
(561) 842-5105, Fax

REQUEST FOR QUALIFICATIONS AND PROPOSALS

The City of Riviera Beach is soliciting Statements of Qualifications and proposals from qualified and experienced architectural/engineering design teams to prepare bid-ready designs and specifications for the construction of a new public works facility to be constructed on the existing Public Works facility local (2391 Avenue "L", Riviera Beach). This solicitation document provides guidelines for submission and outlines the desired design services. **Proposals will be accepted at the City of Riviera Beach, Office of the City Clerk, 600 West Blue Heron Boulevard, Suite #140, Riviera Beach, FL 33404, until 3:30 pm (EST) Thursday, April 8, 2010.**

Proposal documents, including a scope of services may be obtained at the City of Riviera Beach, Purchasing Department, 2391 Avenue "L", Riviera Beach, FL 33404. Additionally, proposal may be obtained by visiting the City's website at www.rivierabch.com.

Proposals shall be prepared, addressed and submitted in compliance with the instructions set forth in the proposal documents. The City of Riviera Beach reserves the right to reject any or all proposals and to waive technicalities, if necessary or determined to be in its best interest.

PUBLISH: Palm Beach Post - March 07, 2010
www.rivierabch.com – March 8, 2010

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GENERAL INFORMATION

PART 1

1-1 PURPOSE AND INVITATION TO PROPOSE

The City of Riviera Beach is soliciting Statements of Qualifications and proposals from qualified and experienced architectural/engineering design teams to prepare bid-ready designs and specifications for the construction of a new public works complex to be located at 2391 Avenue "L", Riviera Beach, Florida at the site of the existing public works facility.

The design services for the new police complex will be guided by a space needs analysis completed by a Space Needs Assessment study completed by **Jordan, Jones and Goulding** of Palm Beach Gardens.

This Request for Qualifications (RFQ) provides guidelines for the submission of responses for the desired professional design services. Firms should prepare their proposals simply and economically, providing a straight forward and concise description of their relevant expertise, qualifications, capacity and availability to meet the requirements of this public solicitation. This invitation to propose is extended to all qualified firms.

1-2 BACKGROUND

The City of Riviera Beach is a vibrant coastal community with a culturally diverse population of approximately 35,000 residents. Incorporated in 1922, the City began as a fishing community and is now in the midst of a resurgence.

The City operates as a Council-Manager form of government and provides the following services: public safety, road and street facilities, community development, recreation and parks, library, general administrative services, municipal marina and water/sewer utility.

Currently, City of Riviera Beach public works and purchasing operations are based in a 18,000 sq. foot facility located at 2391 Avenue "L". Constructed nearly forty (40) years ago, presently this building is physically insufficient; functionally outdated; in poor physical condition; and the current facility layout fails to make the most efficient use of the site.

In 2008, a space needs assessment was completed for public works, fleet maintenance, storm water management and purchasing operations and the recommendations from this study shall be used as an initial baseline guide for site design and facility programming for the new public works complex.

1-3 **PROPOSAL SUBMISSION AND OPENING**

All proposals will be received by the City of Riviera Beach until no later than **3:30 pm, Thursday, April 8, 2010** for a proposal to be considered. The following is required to be included in the proposal:

One **(1) original** and Seven **(7) copies** of a technical proposal to include:

- ✓ Title Page
- ✓ Table of Contents
- ✓ Transmittal Letter
- ✓ Detailed Proposal

Submittals should be enclosed in a sealed envelope(s) marked as follows:

**REQUEST FOR QUALIFICATIONS AND PROPOSALS #259-10
DESIGN SERVICES FOR NEW CITY OF RIVIERA BEACH
PUBLIC WORKS COMPLEX AND ADDITIONAL RELATED PROFESSIONAL SERVICES**

SUBMITTAL DEADLINE: THURSDAY, APRIL 8, 2010, 3:30 PM EST

Qualified firms should send their completed proposal consisting of all required content to the following address:

**City of Riviera Beach
Office of the City Clerk
600 West Blue Heron Boulevard
Suite #140
Riviera Beach, FL 33404**

The City shall not accept or consider proposals submitted via facsimile transmission or email.

1-4 **INQUIRIES**

For additional information, the City encourages qualified firms to contact Benjamin Guy, Purchasing Director, 8:30 a.m. to 5:00 p.m., Monday through Friday, (561) 845-4180.

1-5 **PROPOSAL DISCLOSURE**

Upon opening, proposals become “public records” and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Firms submitting proposals must invoke in writing the exemptions to disclosure (provided by law) in the response to the RFQ by referencing the specific statutory authority for claimed exemptions, identifying the data or other materials to be protected, and stating the reasons why such exclusion from public disclosure is necessary.

1-6 **ACCEPTANCE OR REJECTION OF PROPOSALS**

The City reserves the right to reject any and all proposals when (1) such rejection is in the best interest of the City; or (2) if the proposal contains any irregularities; provided, however, that the City reserves the right to waive any minor irregularities and to accept the most responsive and responsible proposal. The City reserves the right to cancel this RFQ at any time and/or to solicit and re-advertise for other proposals.

1-7 **DEVELOPMENT COSTS**

Neither the City nor its representatives shall be liable for any expenses incurred in connection with the preparation, submission or presentation of a response to this RFQ.

1-8 **PUBLIC ENTITY CRIME**

Pursuant to Florida Statutes Section 287.133, as amended: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

1-9 **CODE OF ETHICS**

If any firm violates or is a party to a violation of the code of ethics of the State of Florida with respect to this proposal, such firm may be disqualified from performing the work or from furnishing the goods or services for which the proposal is submitted and may be further disqualified from bidding on any future proposals for work, goods or services for the City.

1-10 **EQUAL OPPORTUNITY REQUIREMENTS**

It is the policy of the City to comply with all Federal, State, County and local laws to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs. It is further the policy of the City to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, creed, sex, age, handicap or veteran's status. Each firm should state their commitment to meet these same requirements.

1-11 **MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION**

It is the policy of the City of Riviera Beach that Minority Business Enterprise (M/WBE) shall have the maximum opportunity to participate in and perform projects financed with City funds.

Proposers are hereby informed that the City has established a goal of a minimum of 15% participation of Minority Business Enterprises in all City contracts. A good faith effort should be made by all proposers to hire Minority/Women Business Enterprise participants.

1-12 **CONTRACTUAL AGREEMENT**

The Contract for **Consulting/Professional** Services shall prevail as the basis for contractual obligations between the selected firm and the City of Riviera Beach for any terms and conditions not specifically stated in this Request for Qualifications. A sample draft of the City's standard

contract for Consulting/Professional services is available on the internet @ www.rivierabch.com at the Purchasing Department section of the City web page.

1-13 **REQUEST FOR ADDITIONAL INFORMATION**

Prior to the final selection, proposers may be required to submit additional information which the City may deem necessary to further evaluate the proposer's qualifications.

1-14 **DENIAL OF REIMBURSEMENT**

The CITY OF RIVIERA BEACH will not, under any circumstances, reimburse proposers for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred in connection with the preparation, submission or presentation of a response to this RFQ.

1-15 **GRATUITY PROHIBITION**

Proposers shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the CITY OF RIVIERA BEACH for the purpose of influencing consideration of this proposal.

1-16 **RIGHT OF WITHDRAWAL**

A proposal may not be withdrawn before the expiration of ninety (90) days from the proposal due date.

1-17 **RIGHT OF NEGOTIATION**

The CITY OF RIVIERA BEACH reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract.

1-18 **EXCEPTIONS TO THE RFQ**

It is anticipated that proposers may find instances where they may take exception with certain requirements or specifications of the RFQ. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the CITY OF RIVIERA BEACH, and a description of the advantage to be gained or disadvantages to be incurred by the City as a result of these exceptions. The City is under NO obligation to accept any proposed exceptions or alternatives.

1-19 **ASSIGNMENT**

The successful proposer shall not sell, assign, transfer or convey any contract resulting from this RFQ, in whole or in part, without the prior written consent of the CITY OF RIVIERA BEACH

1-20 **CONTACT PERSON**

The contact person for this RFQ is **Benjamin Guy, Purchasing Director**, who can be reached at (561) 845-4180 or fax number (561) 842-5105 at the Purchasing Department located at 2391 Avenue "L", Riviera Beach, FL 33404.

Proposers are advised that from the date of release of this RFQ until award of the contract, NO contact with City staff and/or designated Selection Committee members concerning this RFQ is permitted, except as authorized by the contact person designated herein.

1-21 **ADDITIONAL INFORMATION/AMENDMENT(S)**

Any questions, comments (i.e., additional information or clarifications) must be made, in writing via fax, or U.S. Mail, no later than **APRIL 2, 2010** and to the fax number or address listed below. The request must contain the proposer's name, address, phone number, facsimile number and e-mail address.

Fax No: (561) 842-5105

Mailing Address:

**2391 Avenue "L"
Riviera Beach, FL 33404
Attention: Purchasing Director
Re: RFQ No 259-10**

Facsimiles must have a cover sheet which includes, at a minimum, the proposer's name, address, number of pages transmitted, phone number, facsimile number and e-mail address.

Changes to this RFQ, when deemed necessary by the City, will be completed only by written amendment(s) issued prior to the Deadline for receipt of proposals. Proposers should not rely on any representations, statements or explanation other than those made in the RFQ or in any amendment to this RFQ. Where there appears to be a conflict between the RFQ and any amendment issued, the last amendment issued shall prevail.

Amendments to the RFQ will be automatically sent only to those vendors who receive this document directly from the City of Riviera Beach Purchasing Department. City of Riviera Beach shall not be responsible for the completeness of any RFQ package received from the City's website or obtained directly from the City of Riviera Beach Purchasing Department.

It is the proposer's responsibility to assure receipt of all amendments. The proposer should verify with the designated Contact Person prior to entering a proposal that all amendments have been received. Proposers are required to acknowledge the receipt of all amendments as part of their proposal.

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SCOPE OF WORK

PART 2

2-1 INTRODUCTION

The project consists of designing a new Public Works Complex that will replace the aged existing complex. The Complex contains two Departments: Public Works and Purchasing. Public Works is further divided into five divisions: Administration, Streets, Stormwater, Property Maintenance and Vehicle Maintenance. The new building is expected to provide not only additional administrative space, but storage and work areas as well in order to be fully functional.

2-2 SCOPE OF WORK

The expectation of the selected firm is to not only provide functional space consistent with the City Council resolution for the City to go green, but also to make the best use of all space in an effort to increase overall capacity and efficiency.

Project Description and General Guidelines

- Design of a new 40,000 sq. ft. Public Works Complex including, but not limited to, the proposed building (structural, mechanical, plumbing and electrical), related parking area, and infrastructure (water, sewer, and drainage)
- Design shall include all necessary architectural, civil engineering , surveying, implementation sequencing plans and related work
- Proposed building to be designed within the same property boundaries as the existing building location
- Demolition plan of the existing building to be included
- Structural preference (CBS, tilt wall, etc.) to be determined by architectural firm with best value to the owner being a major component
- Proposed building design shall incorporate some “green” aspects per LEED standards

Additional Requirements and / or Conditions

- All designs are to comply with any and all applicable codes (SBCCI,FBC, NEC, etc.) and design criteria as established by affected governing agencies
- Department growth studies and preliminary building layouts were previously completed and will be available upon request
- Design process to take into account the impact to employees in existing building (as little work flow disruption and displacement of employees as possible)

The complete space needs analysis along with additional facility programming recommendations will be shared with the selected design team. **The City prefers to consider proposals from design teams with current design service experience with public facilities of similar scale and complexity.**

2-3 DESIGN TEAM REQUIREMENTS

The successful design team shall have professional members for civil design, landscape design, architectural design, interior design, mechanical/electrical/plumbing design, and energy efficiency. This design team will be working with City staff and public works departmental staff through the planning, design, bidding and construction phases of the project.

2-4 **PROJECTED TIMETABLE**

The anticipated timetable is as follows:

March 08, 2010	Issuance of RFQ –On or before this date
April 08, 2010	Receipt of A/E Consultant Responses
April 29, 2010	Complete Committee Review and Evaluation of responses
May 18, 2010	Short-list Presentations
June 3, 2010	Staff Request to Negotiate with Top Firm
June 16, 2010	Complete Negotiations
July 8, 2010	Issue Notice to Proceed

2-5 **PROPOSAL REQUIREMENTS**

Proposals shall be signed by the person or member of the design team who is legally authorized to make such offers, and in the case of a corporation, by an authorized officer or agent subscribing the name of the Corporation and his or her own name. **The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to this RFQ.**

The Proposer shall provide the following information regarding their desire and ability to conduct the scopes of work identified in this public solicitation. Each submittal shall be organized in the following order:

A. Title Page

Firm's name, address and telephone number, email address and facsimile number (of the design team's principal office in or nearest to Riviera Beach, Florida) and date of proposal.

B. Table of Contents

Include a table of contents.

C. Letter of Transmittal

1. A statement of understanding of the services requested and a commitment to perform these services shall be made. The letter should include the design team's contact representative and the name of the project manager, if different from the contact representative and address the following:
2. Summarize why the Respondent believes itself most qualified and a best fit for scope of work identified;
3. Include a statement that to the best of the Respondent's knowledge, all information contained in the RFQ submittal is complete and accurate;

4. Include a statement granting the City and its representatives authorization to contact any previous client of the Respondent (or a Respondent team member) for purposes of ascertaining an independent evaluation of the Respondent's or a Respondent's team member's performance; and
5. At least one copy of the transmittal letter must have an original signature of an officer of the principal firm.

D. Profile of the Firm

1. Provide a complete narrative description of Respondent's firm (or firms if the Respondent is comprised of a team of firms).

Information should include:

- a. **The Respondent's areas of architectural specialization**
 - b. **Firm history**
 - c. **Honors and awards**
 - d. **Location of home office and branch offices**
 - e. **Name of the principal officers of the firm**
 - f. **Identification of the major consultant comprising the design team**
2. Utilize an organizational chart and matrix style schedule to identify and summarize the key members of your design team (principal, management, supervisory and engagement staff, including engagement partners, managers, other supervisors and specialists) that will be assigned to the project and describe their area(s) of expertise and what role each will perform for the Design Team. Include their availability for this project and indicate the percentage (%) of time each will dedicate to the work. Indicate the education, years of professional experience and whether each person is licensed to practice in their proposed capacity in the State of Florida. Provide information on the specific government client/public facility design experience of each person, including specific engagements, professional awards and membership in professional organizations relevant to the performance of this project.
3. Describe your local office's experience in the design of public facilities (specifically public works facilities) similar in scale and complexity to the project proposed in this RFQ.
4. Circumstances and status of any disciplinary actions taken or pending against the firm or any partners or employees of the firm by the State regulatory bodies or professional organizations.
5. Description of insurance coverage maintained by the firm. Copy of declarations page from current policies for each of the following types of insurance must be attached:
 - a. Worker's Compensation
 - b. General Commercial Liability
 - c. Professional Liability, Malpractice and Errors and Omission.

E. Essential Information

At a minimum, your submittal must be organized to address the following:

1. Design philosophy and approach to design in general

2. Prior design experience with projects of similar scale and complexity (especially the design of public works facilities)
3. Prior experience with public-sector clients and processes/methods for successful execution of similar projects
4. Clear understanding of the functional and operational aspects of modern law enforcement and the related technology and construction design challenges and considerations
5. Professional qualifications of individuals assigned to the project
6. Documented effort to achieve the City's 15% Minority Participation goal
7. History of effective schedule and budget management of projects of similar scope and complexity
8. Use of processes that creatively engage public works department personnel and other stakeholders in all stages of design
9. Commitment to developing a healthy, low-maintenance and energy efficient facility.

F. Summary of Relevant Projects Where the Respondent was the Architect

Utilize a matrix style format to list no less than seven (7) relevant projects. A relevant project is one which best exemplifies your qualifications for this project.

The matrix should summarize the following information:

- 1. Name of project**
- 2. Type of building(s)**
- 3. Project location**
- 4. Total project construction cost/design services cost**
- 5. Project description**
- 6. Project Delivery Method**
- 7. Describe the services your firm provided**
- 8. Provide a statement acknowledging if the project was completed on time/on budget**
- 9. Provide a few illustrative photographs or renderings, if available**

G. Availability of Firm

The firm shall indicate their ability and willingness to commit and maintain sufficient staffing, both number and level, to successfully conclude the project within the terms agreed.

H. Additional Data

Additional information that the accounting firm deems appropriate to assist in evaluating the proposal should be submitted.

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PROPOSAL EVALUATION PROCESS

PART 3

3-1 PROPOSAL EVALUATIONS PROCESS

1. RFQs are received and names of respondents are publicly posted in the Purchasing Department and on the City's web-page within 72 hours of the submittal deadline.
2. Proposals will be evaluated and a contract awarded consistent with the provisions of Florida Statute 287.055, the **"Consultants' Competitive Negotiation Act"**
3. An Evaluation Committee, consisting of City personnel, will convene, review, discuss, and rank all proposals submitted using the evaluation criteria established in **Section 3-2** of this proposal.
4. Members will evaluate and assign points for all written proposals in accordance with their understanding of the criteria listed in "Evaluation Criteria".
5. The Purchasing Department will tally scores for all proposals and the committee will short-list no fewer than three (3) firms for oral presentations. Short-listed firms invited shall be deemed to be the most highly qualified to perform the service based upon the highest total average score for the written proposal.
6. Once interviews have been completed for short-listed firms, members of the Evaluation Committee will assign points for the oral presentations using the criteria listed in **Section 3-2**.
7. The Purchasing Department will tally scores for oral presentations and these scores will be added to total average scores received for the written proposal. Firms will be ranked according to their combined total average scores for both written proposal and oral presentation.
8. **The Evaluation Committee reserves the right to negotiate further terms and conditions, including price with the highest ranked proposer. If the Evaluation Committee cannot reach a mutually beneficial agreement with the first selected proposer, the Committee reserves the right to enter into negotiations with the next highest ranked proposer and continue this process until agreement is reached.**
9. The Purchasing Department will prepare and submit an agenda item to the City Manager for approval by the City Council of the City of Riviera Beach.
10. The City Council will award or reject any or all proposal(s) recommended by the City Manager.

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3-2 **EVALUATION CRITERIA**

The Evaluation Committee shall rank all proposals received, which meet the submittal requirements. The evaluation committee will consider the following factors when ranking the proposals received:

PROPOSAL EVALUATION FACTORS

Criteria for Selection	Points Possible
Demonstrated capacity to complete projects on time and within budget constraints including references.	15
Quality and extent of prior design experience with similar assignments/projects and related services (especially the design of public works facilities) within last five (5) years.	30
Availability, education and experience of staff to be assigned to perform required assignments.	25
<u>M/WBE Participation</u> 25% or more At least 15% but less than 25% Less than 14% but less than 10% 1% to 9% No M/WBE Participation	10 7 3 2 1
Local Riviera Beach Business Participation: 8% to 10% of contract value 5% to 7% of contract value Less than 5% of contract value	5 3 0
Oral Presentation: Interaction with Committee Presentation Ability Ability to Communicate Technical Information	0-5 0-5 0-5
Available Bonus Points for maximizing the use of qualified Riviera Beach Businesses	Up to 8
Total Possible Points	108

3.3 **RFQ BONUS POINTS FOR MAXIMAZING THE USE OF RIVIERA BEACH BUSINESSES**

The proposer shall seek to maximize its use of qualified local Riviera Beach business enterprises. The proposer shall complete the Tabulation of Subcontractors and Material Suppliers Form that will be provided with the RFQ by the City of Riviera Beach. The total qualified local business participation shall be the percentage of the total contract/project dollar amount that will be completed by qualified minority businesses.

The total qualified local business participation percentage is non-cumulative; however, one or more qualified businesses can comprise the total qualified business participation percentage. The

percentage of total bonus points awarded of maximum allowable points is non-cumulative and is the percentage of points to be awarded to a bidder/proposer based on the total qualified business participation.

All proposed qualified businesses shall provide a letter of participation on its own letterhead and signed by the Chief Operating Officer stating the actual dollar amount or percentage of work to be completed by his or her own forces.

This information shall be submitted in the sealed proposal packet. After making an affirmative determination of qualified local business enterprise participation, the Purchasing Director shall assign bonus points as follows:

<u>Total Qualified Local Business Participation</u>	<u>Percentage of Total Bonus Points Awarded of Maximum Allowable Points</u>
<u>11 – 15%</u>	<u>4%</u>
<u>16% - 25%</u>	<u>6%</u>
<u>26% -50%</u>	<u>8%</u>

<u>Percentage of Project's Participation</u>	<u>Points</u>
<u>1-10% (depends on the RFQ Allocation)</u>	<u>5</u>
<u>50% and above</u>	<u>8</u>
<u>Total Points Awarded of Maximum Allowable Points</u>	<u>13 points</u>

Example:

There are 100 maximum allowable points to score the proposals. The contractor's price is \$500,000. The RFQ scoring assigns up to 5 points (5%) to be allocated to a contractor if 10% of the total project cost is spent with qualified Riviera Beach business enterprises.

The contractor lists four (4) qualified local business enterprises to provide goods and services for the project. A total of \$250,000 (50%) of the total project cost will be spent with the qualified minority business enterprises.

As an incentive for the contractor maximizing the participation of qualified Riviera Beach businesses on the project, the contractor receives an additional 8 bonus points (8%) resulting in a cumulative total of 13 points (13%) of the 100 maximum allowable points.

3.1 PROPOSAL EVALUATIONS PROCESS

11. An Evaluation Committee, consisting of City personnel, will convene, review and discuss all proposals submitted.

12. The Evaluation Committee will assign points in the evaluation and recommendation process in accordance with the evaluation criteria listed in “Evaluation Criteria”.
13. The Evaluation Committee reserves the right to interview any one or all proposers if deemed necessary and to require a formal presentation with key people who will administer and be assigned to work on the contract before recommendation of award. This interview, if held, would be based upon written response received.
14. Award for this service is subject to negotiation of a contract acceptable to the City. The Evaluation Committee reserves the right to negotiate further terms and conditions, including price with the highest ranked proposer. If the Evaluation Committee cannot reach a mutually beneficial agreement with the first selected proposer, the Committee reserves the right to enter into negotiations with the next highest ranked proposer and continue this process until agreement is reached.
15. The City Manager will submit a recommendation for approval by the City Council of the City of Riviera Beach.
16. The City Council will award a contract or reject any or all proposal(s).

3.2 FEES

The final fee for services and the scope of work will be finalized through formal negotiations with the top ranked firm based upon their Request for Proposal and City Requirements.

3.3 RANKING

Based upon an evaluation of Qualifications submitted, the City intends to select finalist who may be required to make formal presentations regarding their qualifications, approach to the projects and ability to furnish the required services to the city.

After evaluations, discussions, and/ or formal presentations are completed, the City will rank the finalist.

3.4 AWARD

Upon completion of negotiations with the selected firm, a formal Contract will be entered into with the successful firm and the City for a **period of five (5) years** with an option for one five (5) year renewal period.

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PART 4

MINORITY PARTICIPATION GOAL

CITY OF RIVIERA BEACH MINORITY BUSINESS ENTERPRISE (MBE) PROGRAM AWARENESS, COMPLIANCE & ACTION PLAN

As a matter of sound business practice, the City of Riviera Beach is committed to “supply diversity” and is committed to encouraging, promoting, and providing substantial opportunity for minority owned businesses to participate in City contracts whenever and wherever possible. Further, the City Procurement Code, Ordinance 2412, has established a 15% Minority Participation Goal for all City Contracts.

The City Procurement Policy provides that Minority Business Enterprises (MBEs) certified by the State of Florida or other county and municipal governmental organizations should have the maximum opportunity to participate in the performance of its contracts/projects.

You, as a contractor, are strongly urged to use due diligence to further this policy by awarding subcontracts to minority-owned business enterprises or by using such enterprises to provide goods and services incidental to this agreement (second-tier suppliers), with a goal of awarding 15% of the contract price to such enterprises.

Monthly reports are required to be submitted to the Riviera Beach Purchasing Department, itemizing the costs of services and goods provided by certified firms. Reports should state the costs for the previous contract/project month.

Authority for the MBE participation goal is found in City of Riviera Beach Procurement Code, Ordinance 2412, Sec. 10-102 (a) – (b) and details about the goal is available upon request.

Your complete response on the following attachment must address the following components of your company's/organization's commitment/action plan:

- a) Indication that you understand the **City of Riviera Beach's goal**,
- b) Listing of any **MBE vendors with which you intend to subcontract**,
- c) Description of the various **second tier MBE expenses** (goods and services procured that are incidental to the contract/project; *examples are:* specific office supplies to perform the contract, percentage of cost for uniforms for contract staff, travel to perform the contract/project, percentage of facility maintenance services for your facility used directly by your staff during the contract/project period) your company/organization will be able to report that are in direct connection with the administration of this contract,
- d) **Statement expressing your commitment** to complete the required monthly or quarterly reports that will reflect your subcontracts for the period.

For information on local certified minority business enterprises, please contact:

**Palm Beach County
Office of Small Business Assistance
50 S. Military Trail
Suite 209**

West Palm Beach, FL 33415 Phone: (561) 242-5751 Fax: (561) 616-6850

A listing of area certified minority businesses, as well as the services and commodities they provide, is available on the web at: <http://www.pbcgov.org/osba>.

REQUIRED FORMS

IN ADDITION TO A FORMAL PROPOSAL, THE FORMS LISTED

BELOW ARE TO BE COMPLETED AND SUBMITTED WITH YOUR RESPONSE.

1. ADDENDUM PAGE
2. DRUG FREE WORKPLACE
3. NOTIFICATION OF PUBLIC ENTITY CRIMES LAW
4. RIVIERA BEACH MINORITY BUSINESS ENTERPRISE GOAL AWARENESS, COMPLIANCE AND ACTION PLAN
5. SCHEDULE 1 – PARTICIPATION FOR M/WBE CONTRACTORS/PROPOSERS
6. SCHEDULE 2 – LETTER OF INTENT TO PERFORM AS A MINORITY/SUBCONTRACTOR
7. SCHEDULE 3 – RIVIERA BEACH PARTICIPATION
8. SCHEDULE 4 – LETTER OF INTENT TO PERFORM AS A RIVIERA BEACH CONTRACTOR

NOTE: PLEASE ENSURE THAT ALL OF THESE DOCUMENTS ARE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL IN ACCORDANCE WITH THE INSTRUCTION SHEET ON THE PRECEDING PAGE. FAILURE TO DO SO MAY RESULT IN YOUR PROPOSAL NOT BEING CONSIDERED FOR AWARD.

IT IS THE PROPOSER'S RESPONSIBILITY TO CONTACT THE PURCHASING DEPARTMENT PRIOR TO SUBMITTING A PROPOSAL TO ASCERTAIN IF ANY ADDENDA HAVE BEEN ISSUED, TO OBTAIN ANY AND ALL SUCH ADDENDA AND RETURN EXECUTED ADDENDA WITH THIS PROPOSAL.

ADDENDUM PAGE

The undersigned acknowledges receipt of the following addenda to this Request for Proposals (indicate number and date of each):

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

FAILURE TO SUBMIT ACKNOWLEDGEMENT OF ANY ADDENDUM THAT AFFECTS THE PROPOSAL PRICES IS CONSIDERED A MAJOR IRREGULARITY AND WILL BE CAUSE FOR REJECTION OF THE PROPOSAL.

COMPANY

SIGNATURE

TITLE

DRUG FREE WORKPLACE

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid 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 form complies fully with the above requirements.

THIS CERTIFICATION is submitted by _____ the
(INDIVIDUAL'S NAME)

_____ of _____
(TITLE/POSITION WITH COMPANY/VENDOR) (NAME OF COMPANY/VENDOR)

who does hereby certify that said Company/Vendor has implemented a drug free workplace program which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

SIGNATURE

DATE

CITY OF RIVIERA BEACH

NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

Pursuant to Section 287.133, Florida Statutes (1995), you are hereby notified that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 [F.S.] for CATEGORY TWO [\$10,000.00] for a period of 36 months from the date of being placed on the convicted vendor list.

Acknowledged by:

Firm Name

Signature

Name & Title (Print or Type)

**RIVIERA BEACH MINORITY BUSINESS ENTERPRISE (MBE) GOAL
AWARENESS, COMPLIANCE & ACTION PLAN**

Complete and sign

Failure to complete this form as a component of your proposal may result in rejection of your proposal.

Our company/organization is a certified Minority Business Enterprise (MBE). ☐ Yes ☐ No

Our company/organization is a minority business but has not yet received certification (please provide details): ☐ Yes ☐ No

We are aware of the City's goal to spend at least 15% of their total annual purchasing dollars with certified MBE firms. ☐ Yes ☐ No

We are aware that if awarded this contract/project our company/organization will provide monthly or quarterly reports to the City reporting all expenditure activity directed to MBE subcontractors or second-tier MBE suppliers that directly relate to this contract. ☐ Yes ☐ No

Subcontractors: Our company/organization intends to subcontract at least 15% dollar volume with certified MBE firms. (Please list name of company below and detailed company information on Schedule 1): ☐ Yes ☐ No

**

In paragraph form, describe your company/organization's commitment/action plan with regard to the planned use of -certified MBE businesses in subcontracting efforts. Please list your specific commitments (attach sheet, if necessary).

SCHEDULE 1

PARTICIPATION FOR M/WBE CONTRACTORS/PROPOSERS

RFQ TITLE: _____

RFQ NUMBER: _____

NAME OF PRIME PROPOSER: _____

RFQ OPENING DATE: _____

CONTACT PERSON: _____ TELEPHONE NO. _____

DEPARTMENT: _____

CONTRACT AMOUNT - MBE / WBE

NAME, ADDRESS & TELEPHONE NUMBER OF MINORITY CONTRACTOR	TYPE & DESCRIPTION OF WORK TO BE PERFORMED	BLACK	HISPANIC	OTHER	WOMEN
1. _____ _____ _____	_____ _____ _____	\$ _____	\$ _____	\$ _____	\$ _____
2. _____ _____ _____	_____ _____ _____	\$ _____	\$ _____	\$ _____	\$ _____
3. _____ _____ _____	_____ _____ _____	\$ _____	\$ _____	\$ _____	\$ _____
4. _____ _____ _____	_____ _____ _____	\$ _____	\$ _____	\$ _____	\$ _____
5. _____ _____ _____	_____ _____ _____	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL:		\$ _____	\$ _____	\$ _____	\$ _____

TO BE COMPLETED BY PRIME PROPOSER:

RFQ PRICE: \$ _____

TOTAL % PARTICIPATION: _____

SCH-1

RFQ NUMBER: _____

SCHEDULE 2

LIAISON: _____

LETTER OF INTENT TO PERFORM AS A MINORITY/SUBCONTRACTOR

TO: _____
(NAME OF PRIME PROPOSER)

The undersigned intends to perform work in connection with the above RFQ as (Check one):

_____ a individual _____ a corporation _____ a partnership _____ a joint venture

_____ The undersigned is certified as an M/WBE.

The undersigned is prepared to perform the following described work in connection with the above project (specify in detail particular work items or parts thereof to be performed):

at the following price: \$ _____.
(amount must match subcontractor's quote)

You have projected the following commencement date of such work, and the undersigned is projecting completion of such work as follows:

<u>Items</u>	<u>Projected Commencement Date</u>	<u>Projected Completion Date</u>

_____ % of the dollar value of the subcontract will be sublet and/or awarded to non-minority contractors and/or non-minority suppliers. The undersigned will enter into a formal agreement for the work with you, conditioned upon your execution of a contract with the City of Riviera Beach.

(NAME OF MINORITY CONTRACTOR)

DATE: _____ BY: _____
(SIGNATURE OF MINORITY/WOMAN CONTRACTOR)

SCHEDULE 3

RIVIERA BEACH BUSINESS PARTICIPATION

RFP TITLE: _____

RFP NUMBER: _____

NAME OF PRIME PROPOSER: _____

RFP OPENING DATE: _____

CONTACT PERSON: _____

TELEPHONE NO. _____

DEPARTMENT: _____

NAME, ADDRESS & PHONE NUMBER OF RIVIERA BEACH CONTRACTOR	TYPE & DESCRIPTION OF WORK TO BE PERFORMED	BLACK	HISPANIC	OTHER	WOMEN
1. _____ _____ _____	_____ _____ _____	\$ _____	\$ _____	\$ _____	\$ _____
2. _____ _____ _____	_____ _____ _____	\$ _____	\$ _____	\$ _____	\$ _____
3. _____ _____ _____	_____ _____ _____	\$ _____	\$ _____	\$ _____	\$ _____
4. _____ _____ _____	_____ _____ _____	\$ _____	\$ _____	\$ _____	\$ _____
5. _____ _____ _____	_____ _____ _____	\$ _____	\$ _____	\$ _____	\$ _____
		TOTAL:	\$ _____	\$ _____	\$ _____
		\$ _____			

TO BE COMPLETED BY PRIME PROPOSER:

RFP PRICE: \$ _____

TOTAL % PARTICIPATION: _____

SCHEDULE 4

RIVIERA BEACH BUSINESS PARTICIPATION

LETTER OF INTENT TO PERFORM

RFQ NUMBER: _____

LIAISON: _____

TO: _____
(NAME OF PRIME PROPOSER)

The undersigned intends to perform work in connection with the above RFQ as (Check one):

_____ **a individual** _____ **a corporation** _____ **a partnership** _____ **a joint venture**

_____ The undersigned is certified as an M/WBE.

The undersigned is prepared to perform the following described work in connection with the above project (specify in detail particular work items or parts thereof to be performed):

as the following price: \$ _____.

You have projected the following commencement date of such work, and the undersigned is projecting completion of such work as follows:

<u>Items</u>	<u>Projected Commencement Date</u>	<u>Projected Completion Date</u>

_____ % of the dollar value of the subcontract will be sublet and/or awarded to Riviera Beach contractors and/or Riviera Beach suppliers. The undersigned will enter into a formal agreement for the work with you, conditioned upon your execution of a contract with the City of Riviera Beach.

(NAME OF RIVIERA BEACH CONTRACTOR)

DATE: _____

BY: _____