

**REQUEST FOR PROPOSAL #16-0559FL
DESIGN BUILD SERVICES
PHASE III (3) BOAT RAMP IMPROVEMENTS
FORT HAMER PARK**

Manatee County, a political subdivision of the State of Florida (hereinafter "Manatee County" or the "County") will receive proposals from individuals, corporations, partnerships, and other legal entities authorized to do business in the State of Florida, pursuant to § 287.055 for Professional Services to provide Design Build Services, Phase III Boat Ramp Improvements, Fort Hamer Park.

TIME AND DATE DUE: Proposals will be received until **March 23, 2016 at 4:00 P.M.** at which time they will be **publicly opened**. All interested parties are invited to attend this opening.

DEADLINE FOR CLARIFICATION REQUESTS: **March 15, 2016 at 5:00 PM** shall be the deadline to submit all inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to this Request for Proposal to the Manatee County Purchasing Division. This deadline has been established to maintain fair treatment for all potential bidders or Proposers, while ensuring an expeditious transition to a final agreement.

TABLE OF CONTENTS:

Section A: Information to Proposers	Pages 2 - 8
Section B: Scope of Services	Page 9 - 15
Section C: Form of Proposal	Pages 16 - 20
Section D: Selection	Pages 21 - 22
Section E: Negotiation of the Agreement	Page 23
Proposal Signature Form	Attachment A
Environmental Crimes Certification	Attachment B
Ft. Hamer Park, Phase III Boat Ramp Improvement Schematic Design Plans (Revision C)	Attachment C
Ft. Hamer Park, Phase IIA and IIB Construction Plan (Revision H)	Attachment D
Manatee County Final Site Plan, approval dated 5/2/15 for the Ft. Hamer Park, Phase III Boat Ramp	Attachment E
Manatee County Construction Plan approval dated 5/1/15 For the Ft. Hamer Park, Phase III Boat Ramp	Attachment F
USACE Letter of Permission dated 7/17/14 for the Ft. Hamer Park, Phase III Boat Ramp	Attachment G
SWFWMD ERP Individual Construction Major Modification and State-Owned Submerged Lands Letter of Consent dated 5/7/14 for the Ft. Hamer Park, Phase III Boat Ramp Improvement project	Attachment H

Important Note: A prohibition of Lobbying is in place. Please review paragraph A.17 carefully to avoid violation and possible sanctions.

FOR INFORMATION CONTACT:
Frank G. Lambertson, Contracts Negotiator
(941) 749-3042, Fax (941) 749-3034
Email: frank.lambertson@mymanatee.org
Manatee County Financial Management Department
Purchasing Division

AUTHORIZED FOR RELEASE: DWW

SECTION A: INFORMATION TO PROPOSERS

PROPOSERS MUST COMPLY WITH THE FOLLOWING INSTRUCTIONS TO BE CONSIDERED FOR SELECTION.

A.01 OPENING LOCATION

These proposals will be publicly opened at Manatee County Purchasing Division, 1112 Manatee Avenue West, 8th Floor, Suite 803, Bradenton, Florida 34205, in the presence of County officials at the time and date stated on the cover sheet. All Proposers or their representatives are invited to attend.

A.02 PROPOSAL INFORMATION AND PROPOSAL DOCUMENTS

Request For Proposals on <http://www.mymanatee.org>

Request For Proposal documents and the Notices of Intent to Award related to those Proposals are available for download in a portable document format (.PDF) file on the Manatee County web page on the Purchasing tab under "Bids and Proposals". You may access these files using Adobe Acrobat software. You may download a free copy of this software (Adobe) from the County's web page if you do not have.

Manatee County collaborates with the Manatee Chamber of Commerce on distributing solicitations using the Chambers website: <http://www.Manateechamber.com>. This step is in addition to the posting on Manatee County Government web page.

Manatee County may also use an internet service provider to distribute Bids and Proposals. A link to that service <http://www.DemandStar.com>, is provided on this website under the Tab "MyDemandStar". Participation in the DemandStar system is not a requirement for doing business with Manatee County.

Note: The County posts the **Notice of Source Selection** prior to COMMENCING NEGOTIATIONS with the selected firms.

IT IS THE RESPONSIBILITY OF EACH PROPOSER, PRIOR TO SUBMITTING THEIR PROPOSAL, TO CONTACT THE MANATEE COUNTY PURCHASING DIVISION (see contact information on page one of this document) TO DETERMINE IF ADDENDA WERE ISSUED AND TO MAKE SUCH ADDENDA A PART OF THEIR PROPOSAL.

A.03 REQUIREMENTS FOR FORMAT AND DELIVERY OF PROPOSALS

Any proposals received after the stated time and date will not be considered. It shall be the sole responsibility of the Proposer to have their proposal delivered to the Manatee County Purchasing Division for receipt on or before the stated time and date. If a proposal is sent by U.S. Mail, the Proposer shall be responsible for

its timely delivery to the Purchasing Division. Proposals delayed by mail shall not be considered, shall not be opened at the public opening, and arrangements shall be made for their return at the Proposer's request and expense.

Proposals must be submitted in the format specified in Section C hereof. The contents of each proposal shall be **separated and arranged with tabs in the same order as listed in the Subsections within Section C** identifying the response to each specific item thereby facilitating expedient review of all responses.

A.04 CLARIFICATION & ADDENDA

Each Proposer shall examine all Request for Proposal documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the Request for Proposal shall be made in writing through the Manatee County Purchasing Division. The County shall not be responsible for oral interpretations given by any County employee, representative, or agent. The issuance of a written addendum by the Purchasing Division is the only official method whereby interpretation, clarification or additional information can be given.

Addenda shall be posted on <http://www.mymanatee.org>.

It shall be the responsibility of each Proposer, prior to submitting their proposal, to contact the Manatee County Purchasing Division at (941)748-4501, ext. 3014 to determine if addenda were issued and to acknowledge receipt of same on the Proposal Signature page (Attachment A).

DEADLINE FOR CLARIFICATION REQUESTS: **March 15, 2016 at 5:00 PM** shall be the deadline to submit all inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to this Request for Proposal to the Manatee County Purchasing Division.

This deadline has been established to maintain fair treatment for all potential bidders or Proposers, while ensuring an expeditious transition to a final agreement.

A.05 SEALED & MARKED

Manatee County requires a total of seven copies of your proposal to be submitted in one sealed package. The contents of your sealed package shall include: **One signed Original (marked Original) and Five (5) Copies (each marked Copy) and One (1) Electronic copy.** The electronic copy shall be in a pdf format and submitted on a CD or USB flash drive which is non-returnable. ***All copies of your proposal shall be identical.***

Your entire proposal package shall be submitted in one sealed package addressed from your company (name and address) and clearly marked on the outside **"Sealed Proposal #16-0559FL Design Build Services, Phase III Boat Ramp Improvements, Fort Hamer Park."** and addressed to:

Manatee County Purchasing Division
1112 Manatee Avenue West, Suite 803
Bradenton, FL 34205

A.06 LEGAL NAME

Proposals shall clearly indicate the legal name, address and telephone number of the Proposer (company, firm, partnership, individual). Proposals shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the Proposer to the submitted proposal.

A.07 PROPOSAL EXPENSES

All expenses for making proposals to the County are to be borne by the Proposer.

A.08 EXAMINATION OF OFFER

The examination of the proposal and the Proposer generally requires a period of not less than ninety (90) calendar days from the date of the opening of the proposals.

A.09 DISCLOSURE

Upon receipt, all inquiries and responses to inquiries related to this Request for Proposal become "Public Records" and are subject to public disclosure consistent with Chapter 119, Florida Statutes.

Proposals become subject to disclosure thirty (30) days after the Opening or if a notice of intended award decision is made earlier than this time as provided by Florida Statute 119.071(1)(b). No announcement of review of the offer shall be conducted at the public opening. If the County rejects all offers and concurrently notices its intent to reissue the solicitation, initial offers are exempt until the County provides notice of its intended decision or, thirty (30) days after the opening of the new offers.

Pursuant to Florida Statutes 119.0701, to the extent successful Proposer is performing services on behalf of the County, successful Proposer must:

- a. Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the service;

- b. Provide the public with access to public records on the same terms and conditions that the County would provide and at a cost that does not exceed the cost provided in F.S. Chapter 119, or as otherwise provided by law;
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law, and;
- d. Meet all requirements for retaining public records and transfer, at no cost, to the County all public records in possession of successful Proposer upon termination of the awarded Agreement and/or PO and destroy any duplicate public records that are exempt or confidential from public records disclosure requirements. All records stored electronically must be provided to the County in a format this is compatible with the County's information technology systems.

A.10 ERRORS OR OMISSIONS

Once a proposal is submitted, the County shall not accept any request by any Proposer to correct errors or omissions in the proposal.

A.11 DISQUALIFICATION DUE TO NON-RESPONSIVENESS

Manatee County reserves the right to find that any proposal received which does not contain all of the information, attachments, verification, forms or other information, may be considered non-responsive and therefore be disqualified from eligibility to proceed further in the RFP process.

A.12 RESERVED RIGHTS

The County reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response received by the first submission date may or may not be rejected by the County, depending on available competition and timely needs of the County. The County reserves the right to award the contract to a responsible Proposer submitting a responsive proposal, with a resulting negotiated agreement which is most advantageous and in the best interests of the County. The County shall be the sole judge of the proposal, and the resulting negotiated agreement that is in its best interest and its decision shall be final. Also, the County reserves the right to make such investigation as it deems necessary to determine the ability of any Proposer to perform the work or service requested. Information the County deems necessary to make this determination shall be provided by the Proposer. Such information may include, but shall not be limited to: current financial statements prepared by an independent CPA; verification of availability of equipment and personnel; and past performance records.

A.13 APPLICABLE LAWS

Proposer must be authorized to transact business in the State of Florida. All applicable laws and regulations of the State of Florida and ordinances and regulations of Manatee County will apply to any resulting agreement. Any involvement with any Manatee County procurement shall be in accordance with Manatee County Code Chapter 2-26.

A.14 CODE OF ETHICS

With respect to this proposal, if any Proposer violates, directly or indirectly, the ethics provisions of the Manatee County Purchasing Code and/or Florida criminal or civil laws related to public procurement, including but not limited to Florida Statutes Chapter 112, Part II, Code of Ethics for Public Officers and Employees, such Proposer will be disqualified from eligibility to perform the work described in this Request for Proposal, and may also be disqualified from furnishing future goods or services to, and from submitting any future bids or proposals to supply goods or services to, Manatee County.

By submitting a proposal, the Proposer represents to the County that all statements made and materials submitted are truthful, with no relevant facts withheld. If a Proposer is determined to have been untruthful in its proposal or any related presentation, such Proposer will be disqualified from eligibility to perform the work described in this Request for Proposal, and may also be disqualified from furnishing future goods or services to, and from submitting any future bids or proposals to supply goods or services to, Manatee County.

A.15 COLLUSION

By offering a submission to this Request for Proposal the Proposer certifies the Proposer has not divulged to, discussed or compared his proposal with other Proposers and has not colluded with any other Proposer or parties to this proposal whatsoever. Also, the Proposer certifies, and in the case of a joint proposal, each party thereto certifies, as to their own organization that in connection with this proposal:

- a. any prices and/or data submitted have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other Proposer or with any competitor;
- b. any prices and/or cost data quoted for this proposal have not been knowingly disclosed by the Proposer prior to the scheduled opening directly or indirectly to any competitor;

- c. no attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition;
- d. the only person or persons interested in this proposal as principal or principals is/are named therein and that no person other than therein mentioned has any interest in this proposal or in the contract to be entered into; and
- e. no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees.

A.16 PUBLIC ENTITY CRIMES

In accordance with Section 287.133, Florida Statutes, 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 proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals 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 Section 287.017 for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

In addition, Manatee Code of Laws Chapter 2-26 Article V prohibits the award of County contracts to any person or entity who/which has, within the past 5 years, been convicted of, or admitted to in court or sworn to under oath, a public entity crime or of any environmental law that, in the reasonable opinion of the Purchasing Official, establishes reasonable grounds to believe the person or business entity will not conduct business in a reasonable manner.

To ensure compliance with the foregoing, the Code requires all persons or entities desiring to contract with the County to execute and file with the purchasing official an affidavit, executed under the pain and penalties of perjury, confirming that person, entity, and any person(s) affiliated with the entity, does not have such a record and is therefore eligible to seek and be awarded business with the County. **Proposer is to complete Attachment "B" and submit with your proposal.**

A.17 LOBBYING

After the issuance of any Request for Proposal, prospective Proposers, or any agent, representative or person acting at the request of such Proposer shall not contact, communicate with or discuss any matter relating in any way to the Request for Proposal with any officer, agent or employee of Manatee County

other than the Purchasing Official or as directed in the Request for Proposal. This prohibition includes the act of carbon copying officers, agents or employees of Manatee County on email correspondence. This requirement begins with the issuance of a Request for Proposal, and ends upon execution of the final Contract or when the Proposal has been canceled. Violators of this prohibition shall be subject to sanctions as provided in the Manatee County Purchasing Code of Law Chapter 2-26.

A.18 EQUAL EMPLOYMENT OPPORTUNITY

In accordance with the provisions of Title VI of the Civil Rights Act of 1964 and Title 15, Part 8 of the Code of Federal Regulations, Manatee County hereby notifies all prospective Proposers that they will affirmatively ensure minority business enterprises will be afforded full opportunity to participate in response to this advertisement and will not be discriminated against on the grounds of race, color or national origin in consideration for an award of contract.

A.19 AMERICANS WITH DISABILITIES ACT

The Board of County Commissioners of Manatee County, Florida, does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the County's functions including one's access to, participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation for the **public meetings** specified herein (i.e. Information Conference or Proposal Opening), should contact the person named on the first page of this document at least twenty four (24) hours in advance of the activity to request accommodations.

END SECTION A

SECTION B: SCOPE OF SERVICES

B.01 PROJECT BACKGROUND

It is the intent of Manatee County to demolish the existing boat ramp and dock facility at Fort Hamer Park and construct a new boat ramp to consist of a dual lane launch of 36' feet in width (total). In addition, the County would like to construct two new fixed docks located on both sides of the proposed boat ramp. A floating dock system connected to the end of the western fixed dock is also desired to allow for easier accessibility between the dock and the boats. A washed shell kayak/canoe launch is also desired along the shoreline just east of the boat ramp facility.

A schematic design plan for design consideration is included in the information provided, along with copies of all existing permits previously obtained by the County for this project.

Project shall be completed no later than August 31, 2016.

B.02 PROJECT LOCATION

Address: 1605 Fort Hamer Road. The boat ramp is located at the terminus of Fort Hamer Road and the northern bank of the Manatee River.

Section 17, Township 34 South, Range 19 East, Parrish, Manatee County, Florida

B.03 SITE INFORMATION

Attachment C – Ft. Hamer Park, Phase III Boat Ramp Improvements Schematic Design Plans (Revision C). Plans include aerial and topographic survey information.

Attachment D – Ft. Hamer Park, Phase IIA and IIB Construction Plans (Revision H). Adjacent project improvements included for DB Team reference only.

Attachment E - Manatee County Final Site Plan approval dated April 2, 2015 for the Ft. Hamer Park, Phase III Boat Ramp Improvements project.

Attachment F - Manatee County Construction Plan approval dated April 1, 2015 for the Ft. Hamer Park, Phase III Boat Ramp Improvements project.

Attachment G - USACE Letter of Permission dated September 17, 2014 for the Ft. Hamer Park, Phase III Boat Ramp Improvements project.

Attachment H - SWFWMD ERP Individual Construction Major Modification and State-Owned Submerged Lands Letter of Consent dated April 7, 2014 for the Ft. Hamer Park, Phase III Boat Ramp Improvements project.

A geotechnical report is not available and shall be included as part of the Design Build (DB) Team scope of work.

B.04 SCOPE OF SERVICES SUMMARY

- Design (See **B.05**)
- Permitting (See **B.06**)
- Construction (See **B.07**)

B.05 GENERAL DESIGN CRITERIA

Schematic design plans have been prepared for the new Ft. Hamer Park, Phase III Boat Ramp Improvements project and are included as part of these bid documents. The design review stages are to include 30%, 60%, and 100% (final) construction documents. CAD files of the previously prepared schematic design plans/topographic information will be provided to the selected DB Team for full use in preparing the construction documents. The DB Team's engineer-of-record shall assume full responsibility of the final construction documents for the project.

The DB Team will coordinate design reviews at each stage with Manatee County Property Management and Parks and Natural Resources staff. Construction cost estimating will be required at each stage of the work (30%, 60%, 100%). Manatee County will provide site amenities for the project (e.g. trash cans, new signage, etc.). An allowance of \$3,000 shall be set aside by the DB Team in the project budget for this purpose.

The design scope of work shall include all required design services/structural engineering/geotechnical site investigations/borings/testing required to complete signed and sealed construction plans, details, calculations, and specifications for the Ft. Hamer Park, Phase III Boat Ramp Improvements project. A general description of design criteria for the improvements is provided as follows. **Please note that the schematic design plans may illustrate some differences from the general design criteria provided below. In the case of a discrepancy, the information provided in the general design criteria below shall supersede the schematic design plans:**

Boat Ramp

- Follow dimensions and elevations per the schematic design plans (approximately 36' x 96').
- Boat ramp shall consist of cast-in-place concrete with grooves (pre-cast panels will not be allowed).
- Boat ramp shall have a concrete revetment end treatment consisting of articulating concrete block mattress or County approved equal.

- Provide rip-rap with filter fabric and/or concrete revetment along the shoreline/sides of boat ramp per the limits shown on the schematic design plans.

Seawall

- Follow dimensions and elevations per the schematic design plans.
- Seawall shall have a concrete cap.
- Vertical portion of the seawall to be concrete. Vinyl sheet piling is not preferred.
- Provide soil tight seal between the concrete boat ramp and adjacent seawall.

Fixed Docks

- Follow dimensions and elevations per the schematic design plans (approximately 5'-4" x 63' for each dock located on either side of the boat ramp).
- Provide 10" x 10" (max) concrete piles with PVC pile caps and 3/4" chamfers at all corners. Steel piles may be considered as an alternate to concrete piles as long as the dimensions of the steel piles do not exceed 10" x 10" (alternate steel piles are subject to County review and acceptance). Piles to extend 42" above the top of the deck. 5' clear deck width shall be maintained between piles. Piles along the length of the fixed docks to be minimized to the greatest extent possible, but not to exceed 10' center to center. Wood piles are not preferred.
- Deck surface shall consist of 1-1/2" thick nominal composite decking material (Lumberock or County approved equal). Deck substructure may consist of wood/lumber treated for saltwater marine environment.
- Provide Lumberock fenders/bumpers along the water side of the concrete piles (or County approved equal). Lumberock fenders/bumpers to have field fabricated chamfers along all sides. Vinyl fenders/bumpers will not be accepted.
- Provide an aluminum handrail (or County approved equal) along the east side of the easternmost fixed dock.
- Provide an aluminum handrail (or County approved equal) along the west side of the westernmost fixed dock.

Floating Dock/Gangway

- Follow dimensions and elevations per the schematic design plans (8' x 60' floating dock with 4' x 30' gangway).
- Provide aluminum gangway with non-skid aluminum deck, handrails, aluminum tread plate, hinge, and rollers.
- Floating dock to have non-slip aluminum or Lumberock deck surface (or County approved equal). Floating dock to provide freeboard of approximately 20"(±) above the water surface.
- Provide 12" aluminum S-Cleats on channel side of the floating dock spaced every 10'(±).
- Provide 16" diameter (max) steel piles with PVC pile caps and pile guides. The top 25' of the steel piles shall be epoxy coated. Wood or concrete piles may be

considered as an alternate to steel piles as long as the dimensions of the piles do not exceed 16" in diameter (alternate wood or concrete piles are subject to County review and acceptance). Wood or concrete piles shall provide vinyl Lumberock fenders/bumpers along the water side of the piles (or County approved equal). Lumberock fenders/bumpers to have field fabricated chamfers along all sides. Vinyl fenders/bumpers will not be accepted.

- Provide Lumberock side bumpers on water faceboards along both sides of floating dock. Lumberock fenders/bumpers to have field fabricated chamfers along all sides. Vinyl fenders/bumpers will not be accepted.

Kayak/Canoe Launch

- Provide washed shell kayak launch per the limits shown on the schematic design plans.
- Field locate the existing gage station and monitoring device near the proposed kayak/canoe launch area. These items shall be identified on the design plans and protected during construction.

Miscellaneous Items/Design Requirements

- All hardware (bolts, nuts, thru-rods, washers, screws, etc.) needed to construct the proposed facilities shall be stainless steel. All other exposed steel (angle frames, plates, tubes) shall be hot-dipped galvanized or stainless steel.
- All wood/lumber that may be needed to construct the proposed facilities (e.g. composite deck substructure, piles, or water faceboards) shall be Alkaline copper quaternary (ACQ) lumber treated for saltwater marine environment. Chromated copper arsenate (CCA) lumber is not acceptable.
- Provide concrete sidewalk per limits shown on schematic design plans.
- Provide retaining wall with guiderail & handrail per limits shown on schematic design plans.
- Include removal/relocation of existing signs/kiosk on-site (final location to be determined by County).
- Provide bahia sod along the east side of the proposed boat ramp/retaining wall as depicted on Section C-C of the schematic design plans. Sod shall be watered until established. No other landscaping or irrigation is proposed.

B.06 PERMITTING

Applying for and obtaining all applicable local, state and federal permits/permit modifications not already furnished by the County shall be the responsibility of the DB Team (including permit fees). The following permits/approvals have been obtained by the County for this project based on the previously prepared schematic design plans and copies of these permits/approvals are included as part of these bid documents. The final construction plans shall not exceed the previously permitted development footprint or increase the previously permitted impacts to wetlands/surface waters:

- Manatee County Final Site Plan approval dated April 2, 2015

- Manatee County Construction Plan approval dated April 1, 2015
- USACE Letter of Permission dated September 17, 2014
- SWFWMD ERP Individual Construction Major Modification and State-Owned Submerged Lands Letter of Consent dated April 7, 2014

Permits required at a minimum are listed below:

- Prepare and submit a permit modification to SWFWMD for a dewatering plan for the proposed temporary cofferdam construction.
- All building permits required through Manatee County Building Department (inclusive of any required no-rise certifications).
- Prepare and submit the Notice of Intent to Use NPDES Generic Permit for Stormwater Discharge from Large and Small Construction Activities through the Florida Department of Environmental Protection.
- All applicable local, state, and federal permits.

B.07 CONSTRUCTION

Access to the project site will be via the existing Fort Hamer Road. Ft. Hamer Park may be open during construction. Existing building/park use shall remain uninterrupted. All construction personnel shall meet local, state, and federal requirements for working in the vicinity of children.

Material storage areas and parking shall be coordinated with the Manatee County Property Management Department staff.

Construction of the adjacent Fort Hamer Bridge/Roadway and Ft. Hamer Park, Phase IIA improvements may be on-going at the same time as the construction of this project. The Contractor will be required to coordinate with the County and the adjacent project Contractors as needed to minimize disruption to adjacent projects. A copy of the Ft. Hamer Park, Phase IIA construction plan is included for reference as part of this RFP

The construction scope of work shall include all shop drawings/shop drawing reviews, working drawings, labor, materials, tools, testing, restoration, equipment, site inspections/walk-throughs, certifications, and all other incidentals necessary to complete the construction of the Ft. Hamer Park, Phase III Boat Ramp Improvements project in accordance with the final construction documents and permits. The construction scope of work shall also include the following:

- Prior to construction, prepare and submit to the County a pre-construction video covering the construction area.
- Clearing and grubbing/demolition. Demolition to include the removal and off-site disposal of existing concrete boat ramp, wood dock, sidewalk, concrete pads, pavement, etc.

- Excavate, haul, and stockpile dredge material within 2,000' of boat ramp (final stockpile location to be determined by County).
- Restore existing facilities damaged as a result of the construction of the proposed improvements.
- Preparation and implementation of Maintenance of Traffic/Traffic Control Plans throughout the project construction time frame.
- Provide Construction Security Fencing with Lockable Gate to secure the work area during construction.
- Compliance with all notes provided on the schematic design plans and permit conditions contained within the existing Manatee County Final Site Plan/Construction Plan, Southwest Florida Water Management District (SWFWMD), and U.S. Army Corps of Engineers (USACE) approval letters. This includes full implementation and adherence to the Protected Species Permit Conditions (Manatee, Sea Turtle, and Smalltooth Sawfish conditions) and all permit conditions related to in-water work.
- Locate existing utilities and gage station/monitoring device and protect from damage.
- Mobilization/demobilization of all equipment, personnel, supplies, and incidentals from the project site.
- Bonding, warranties, and all required insurance for the project.
- Provide the operations necessary for the establishment of temporary offices (if needed), safety equipment and first aid supplies, and sanitary and other facilities/utilities.
- Prepare and provide Stormwater Pollution Prevention Plan to the County prior to commencing construction as required by the NPDES permit. The Contractor shall be responsible for the implementation of the NPDES and related stormwater pollution prevention plan for the duration of the project. Upon completion, the Contractor shall prepare and submit the Notice of Termination to the FDEP, remove all temporary stormwater management measures and dispose of them as required.
- Installation, maintenance, removal, and off-site disposal of all BMPs.
- Maintain copies of all approved permits and plans at the job site.
- Surveying stake-out and preparation of signed and sealed record drawings meeting SWFWMD, USACE, and Manatee County requirements. Surveyor to be licensed in the State of Florida. Signed and sealed record drawings and CAD files of the record drawings shall be provided to the County at the end of the project.
- Prepare and submit project schedule to the County within 7 days of execution of Agreement.
- Provide testing services by an independent testing laboratory and submit testing reports to County and engineer-of-record which each Application for Payment. Upon completion of the project, testing laboratory/engineer-of-record shall submit a signed and sealed certification letter to the County stating that the testing program has been completed and complies with the standard engineering practices.

- Provide any operation and maintenance manuals to the County at time of project close-out.
- Hold regular bi-weekly construction progress meetings. Monthly pay applications with updated progress schedules shall be submitted for review at least once per month at the appropriate progress meetings.
- Substantial Completion and Final Completion inspections shall be conducted with the DB Team and Manatee County Property Management Department staff. The DB Team shall certify to permit authorities that construction has been completed in substantial accordance with permitting agency requirements at the end of the project.

B.08 PROJECT BUDGET

The project budget is \$475,000 total for a complete project including design, permitting, and construction. General design criteria information is included in this RFP, but it is ultimately the responsibility of the Design Build (DB) Team to work with Manatee County staff to design, permit, and construct a boat ramp facility that meets the proposed budget.

END SECTION B

SECTION C: FORM OF PROPOSAL

This section identifies specific information which must be contained within each proposal.

The information each proposer provides will be used to determine those proposers with perceived ability to perform the scope of services as stated in this Request for Proposal which may overall best meet the needs of Manatee County. A review with those proposers reasonably susceptible of being selected for award may be conducted for the purposes of clarification of both ability and benefit to Manatee County. For more information, refer to Section D Evaluation Proposals.

C.01 MINIMUM QUALIFICATIONS (Licensing) TO BE CONSIDERED

No person who is not certified or registered as a General Contractor or Registered Building Contractor pursuant to Chapter 489, Florida Statutes, on the day the proposal is submitted, and who has continuously held that certification or registration for a period of at least five (5) consecutive years immediately prior to the day the proposal is submitted, may be qualified to propose on this Work. In the event that a proposer is a business organization, including a partnership, corporation, business trust or other legal entity as set forth in Section 489.119(2), Florida Statutes, then the proposer shall only be qualified to propose on this Work if: 1) the proposer (the business organization) is on the day the proposal is submitted, and for at least five (5) consecutive years immediately prior to the day the proposal is submitted has been, in continuous existence, properly licensed and registered as required by Florida law; and 2) the proposer, on the day the proposal is submitted, has a certified or registered Qualifying Agent, as required by Section 489.119, Florida Statutes, and that Qualifying Agent has been the same Qualifying Agent of the proposer for a period of at least five (5) consecutive years immediately prior to the day the proposal is submitted.

This RFP is for **Design Build Services**. Consultant staff shall have the appropriate level of experience, expertise, and legal licenses required to perform the requested design build services work. Services requested will require that staff overseeing deliverables hold a valid Professional Engineering license, in good standing, issued by the State of Florida or certification and current valid licensing by the State of Florida under §471.023 to practice, or to offer to practice engineering or under §481.219 to practice, or to offer to practice architecture or under §481.301 to practice or to offer practice or to offer to practice landscape architecture and any additional licensing or certification which will be required by law to perform the services set out in the scope of services required in this RFP.

Proposals may be presented by a single business entity, a joint venture, or partnership. Disclose all general partners, all limited partners with ownership of 20% or more and all stockholders with ownership of 20% or more. In the case of an LLC, disclose the Principal and the managing member and all other members.

Joint venture firms must provide an affidavit attesting to the formulation of a joint venture and provide either proof of incorporation as a joint venture or a copy of the

formal joint venture agreement between all joint venture parties, indicating their respective roles, responsibilities, and levels of participation in the project.

Prior to any consideration of the responses to the criteria in this Request for Proposal, Proposers are to document in their Proposals they have the following experience:

C.02 MINIMUM EXPERIENCE TO BE CONSIDERED

Proposers shall have substantial, current and verifiable experience in performing or overseeing the performance of the services described within the scope of services set forth herein including experience in the design permitting and construction of boat ramps and dock systems. In the event more than one entity is joining in making this proposal, each entity shall set forth its respective experience and qualifications for those areas the entity intends to perform. If subconsultants are to be used in your proposal given to meet the minimum qualifications detail the business entities, description of the service provided, and responses in the same level of detail and tabbed order as instructed in this Request for Proposal for the Proposer.

To validate experience, expertise and capabilities, Proposers shall provide the following details for each of the Proposer(s)' relevant past performance of similar projects:

- a. Name and location of the Client and the project, the year of performance and the date the project was fully operational and accepted. The specific details of the project including the components and subconsultants utilized. Specify the name, title and telephone number for the Clients contract manager for the project;
- b. Names of your firm's staff and their direct involvement in the project;
- c. Names and telephone numbers of the persons representing the individual agencies with which the identified key staff directly worked; and
- d. Governmental agency, if any, which verified compliance with its requirements or standards, and the names and telephone numbers of the key persons with direct knowledge of this process to achieve compliance.

After Manatee County staff validates the Minimum Qualifications have been met, those Proposals found to be in compliance will be considered by the evaluation committee.

C.03 INFORMATION TO BE SUBMITTED REGARDING PROPOSER(S)

Note: Tabs are required to identify each item defined in this Section.

- C.03.1 Provide a **cover page**, general introductory statement and table of contents. Demonstrate proposer has met the minimum qualifications and generally describe your proposal in summary form.

- C.03.2 Provide a description of each Proposers' **background and size**. Provide a general statement of qualifications to include Proposers' professional credentials, legal status, and experience in providing the service enumerated in this Request for Proposal.
- C.03.3 Provide a minimum of three (3) **public agency contacts** for which your consultant team (as a member of your firm) has provided similar services. The name, address, telephone number, and email address of the public agency
- C.03.4 **Project Approach:** Provide a narrative describing your understanding of the scope of services and your approach in the performance of the services outlined in this RFP. In addition, provide particular emphasis on innovative design and construction methods that may help expedite the process of the project and minimize user delays.
- C.03.5 **Ability of the Professional Personnel:** Identify the qualifications and experience of the principal(s) of the firm, its key personnel and sub-consultants who will be professionally associated with the County. Do not include personnel that will not have a key role in providing services. Describe their respective areas of expertise.
- For each identified person, provide the following:
- Full Name
 - Title
 - Professional credentials
 - Area of expertise, individual's roles and duties in providing services
 - Office address
 - Email address
 - Telephone number
 - Personalized resumes which identify the qualifications, training and experience of each key personnel.
- C.03.6 Provide a **list of recent, current and projected workload**. List all projects handled by your firm during the past three (3) years and identify the volume of work previously awarded by Manatee County.
- C.03.7 State your firm's **workload** of construction and design projects with a current schedule to complete.
- C.03.8 Identify the **design professional (Architect or Engineer)** if other than, proposer to provide services for this design build project.
- C.03.9 Identify the **general contractor** if other than the proposer to provide services for the design build project.
- C.03.10 **Certified Minority Business Enterprise:** State if your firm is a certified Minority Business Enterprise and, if so, provide a copy of that certification.

- C.03.11 **Location:** Identify the office location responsible for this proposed project and the office location of the staff that will be assigned to this proposed project if different.
- C.03.12 **Local Office.** Gaining maximum economic impact is paramount. Proposer(s) should therefore describe whether the managing office will be located within the County, and detail what plans and policies will be adopted to help ensure County citizens receive preferential consideration for employment, and vendors located within the County will be used as suppliers of goods and services needed to perform the scope of services.
- C.03.13 Disclose **any ownership interest in other entities** involved in these services which might reasonably be selected to perform work under the scope of services set forth in this Request for Proposal. This ownership disclosure shall be included, whether such ownership occurs by the Proposer through a parent, subsidiary or holding company or any other form of business entity. Submit entity names and the percent of ownership for each.
- C.03.14 **Provide authorization for a Manatee County auditor and/or financial analysts to have access to your financial records at the primary location of the business entity** explained in response to item C.03.6, or such other location as may be agreed, for the purposes of verifying your financial representations, review and assessment of the historical and current financial capacity of your business entity and its expected ability to meet ongoing financial obligations to the County as proposed in this proposal to Manatee County. The County's audit and /or financial analyst agents will report their findings in a summary report to the Manatee County Purchasing Official, which will be placed in the proposal files for subsequent use and review.
- C.03.15 Submit a **manning level statement** for your organization, detailing how many total employees work for your firm at any one time, including temporary and part-time employees. List the ratio of full-time employees to part-time, and temporary employees.
- C.03.16 Provide an **explanation of the proposers' legal capacity** to perform all facets of the scope of services. Include a description of corporate or other structure and governance, and detail the legal capabilities of proposer(s) relevant to performing the scope of services. If more than one proposer is teaming up to file a proposal, any prior work any two or more joint proposers have performed before should be detailed.
- C.03.17 Disclose **any ownership interest in other entities** involved in these services which might reasonably be selected to perform work under the scope of services set forth in this Request for Proposal. This ownership disclosure will be included, whether such ownership occurs by the proposer

through a parent, subsidiary or holding company or any other form of business entity. Submit entity names and the percent of ownership for each.

- C.03.18 Include a **subcontractor plan** detailing how subcontractors will be used and to what extent. If subcontractors are to be used in your proposal to meet the minimum qualifications, detail the business entity(ies), description of the service provided, and responses in the same level of detail and tabbed order as instructed above.
- C.03.19 Submit any other additional information which would assist County in the evaluation of your proposal.
- C.03.20 **Forms.** Provide the completed and executed Attachments included in this Request for Proposal.
- a. Proposal Signature Form (Attachment A)
 - b. Public Contracting and Environmental Crimes Certification (Attachment B)

END SECTION C

SECTION D: SELECTION

D.01 EVALUATION FACTORS

Evaluation of proposals will be conducted by an evaluation committee. The committee's goal will be to identify the proposal which will overall best meet the needs of Manatee County as determined from the proposals received and subsequent investigation by the County. General factors to be applied will be: (1) the perceived ability of the Proposer(s) to perform the Scope of Services as stated in this Request for Proposal in the most timely and efficient manner possible, (2) the legal, technical and financial capabilities of Proposer(s), and (3) the experience of Proposer(s).

These evaluation factors shall determine the successful proposal.

D.02 RELATIVE IMPORTANCE OF EVALUATION FACTORS

Unless noted, no weight will be assigned to the Evaluation Factors stated above.

D.03 PRELIMINARY RANKING

An evaluation committee shall determine from the responses to this Request for Proposal and subsequent investigation as necessary, the Proposer(s) most qualified to be selected to negotiate an agreement.

D.04 REVIEW OF PROPOSERS AND PROPOSALS

In-person reviews may be conducted with responsible Proposers who are deemed reasonably susceptible of being selected for award, for the purposes of assuring full understanding of: (a) conformance to the solicitation requirements, (b) the abilities of the Proposer, and (c) the proposal submitted.

Proposers shall be available for presentations to and interviews with the evaluation committee, upon reasonable notification from the Purchasing Division. The date(s) and time(s) of any such presentations / interviews shall be determined solely by the County, and may be closed to the public in the discretion of the Purchasing Official, and to the extent permitted by law.

D.05 SELECTION FOR NEGOTIATION

The evaluation committee will make a recommendation to the County Administrator as to the proposer which the County should enter into negotiations. The County Administrator will act upon that recommendation and, if accepted, the successful Proposer will be invited to enter negotiations led by the Purchasing Division.

D.06 AWARD

Award of an agreement is subject to the successful negotiations and the approval of either the County Administrator or the Board of County Commissioners (as provided for in the current Purchasing Code and Procurement Procedures).

END SECTION D

SECTION E: NEGOTIATION OF THE AGREEMENT

E.01 GENERAL

The following general terms and conditions apply to the proposal submitted for consideration and the subsequent negotiations:

- a. The proposal will serve as a basis for negotiating an agreement, but not compel adherence to its terms or conditions.
- b. Upon submission, all proposals become the property of the County which has the right to use any or all ideas presented in any proposal submitted in response to this Request for Proposal whether or not the proposal is accepted.
- c. All products and papers produced in the course of this engagement become the property of the County upon termination or completion of the engagement.

E.02 AGREEMENT

The selected Proposer shall be required to negotiate an agreement, in a form and with provisions acceptable to Manatee County.

Negotiated Agreements may or may not include all elements of this RFP or the resulting successful proposal where alternative terms or conditions become more desirable to the County, and the parties agree to such terms.

The parties will negotiate the term of the agreement, and the circumstances in which it may be renewed, assigned or terminated.

The parties will negotiate matters of insurance, liability, record-keeping, auditing, and all other relevant contractual matters.

END SECTION E

ATTACHMENT A

**PROPOSAL SIGNATURE FORM
RFP #16-0599FL**

The undersigned represents that by signing the proposal, that he/she has the authority and approval of the legal entity purporting to submit the proposal, and that all of the facts and responses set forth in the proposal are true and correct. If the proposer is selected by the County to negotiate an agreement, the undersigned certifies that the proposer's negotiators will negotiate in good faith to establish an agreement to provide the services described in the Scope of Services of this Request for Proposal.

Print or Type Proposer's Information Below:

Name of Proposer

Telephone Number

Street Address

Email Address

Web Address

Print Name & Title of Authorized Officer

Signature of Authorized Officer

Date Signed

Acknowledge Addendum No.	_____	Dated:	_____
Acknowledge Addendum No.	_____	Dated:	_____
Acknowledge Addendum No.	_____	Dated:	_____

ATTACHMENT B

PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

SWORN STATEMENT PURSUANT TO ARTICLE V, MANATEE COUNTY PURCHASING CODE

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

This sworn statement is submitted to the Manatee County Board of County Commissioners by _____.
[print individual's name and title]

_____ For _____
[name of entity submitting sworn statement]

whose business address is: _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____. If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

I understand that no person or entity shall be awarded or receive a county contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of county monies unless such person or entity has submitted a written certification to the County that it has not:

(1) been convicted of bribery or attempting to bribe a public officer or employee of Manatee County, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or

(2) been convicted of an agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or

(3) been convicted of a violation of an environmental law that, in the sole opinion of the County's Purchasing Director, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or

(4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or

(5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such and entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors.

For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests amount family members, shared organization of a business entity following the ineligibility of a business entity

under this Article, or using substantially the same management, ownership or principles as the ineligible entity.

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgment has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to the County's Purchasing Director. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the County.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR MANATEE COUNTY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE COUNTY ADMINISTRATOR DETERMINES THAT **SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.**

[Signature]

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 200____ by_____.

Personally known _____ OR Produced identification _____
[Type of identification]

_____ My commission expires_____
Notary Public Signature

[Print, type or stamp Commissioned name of Notary Public]

Signatory Requirement - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.