

**REQUEST FOR PROPOSAL 12-1639BG  
FOR THE  
DESIGN SERVICES FOR THE FLEET TRANSIT FACILITY**

Manatee County, a political subdivision of the State of Florida (hereinafter "Manatee County" or the "County") shall receive proposals from individuals, corporations, partnerships, and other business entities authorized to do business in the State of Florida, for the purpose of providing Design Services for the Fleet Transit Facility in accordance with Florida Statute Chapter 287, Section 055 The Consultants Competitive Negotiation Act and as described in this Request For Proposal.

To ensure that all prospective proposers have sufficient information and understanding of the County's needs, a **Non- Mandatory INFORMATION CONFERENCE** shall be held **on January 24, 2013, at 10:00 AM, or soon thereafter, at the Public Works Department, 1022 26<sup>th</sup> Avenue East Bradenton, FL 34208**. All proposers are encouraged to attend this information conference.

**DEADLINE FOR CLARIFICATION REQUESTS: February 5, 2013 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 Proposals 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.

**TIME AND DATE DUE: Proposals shall be received until 1:00PM on February 14, 2013**, at which time they shall be **publicly opened**. All interested parties are invited to attend this opening.

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

**FOR INFORMATION CONTACT:**

Blair C. Getz, Contracts Negotiator PHONE (941)749-3053, FAX (941)749-3034  
Manatee County, Financial Management Department, Purchasing Division  
Email: blair.getz@mymanatee.org

AUTHORIZED FOR RELEASE 

REQUEST FOR PROPOSAL #12-1639BG  
DESIGN SERVICES FOR THE FLEET TRANSIT FACILITY

**SECTION A: INFORMATION TO PROPOSERS**

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

**A.01 OPENING LOCATION**

These proposals shall 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**

Bids and Proposals on <http://www.mymanatee.org>

Bid or Proposal documents and the Notices of Source Selection related to those Bids or 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 view and print 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 RFP Tool web page on the Chambers website: <http://www.Manateechamber.com> to post Bid and Proposal documents in a portable document format (.PDF) file. 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** seven (7) calendar days 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 shall 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 Office.

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 Official's 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. 3053 to determine if addenda were issued and to acknowledge Addendum(s) where indicated on the Proposal Signature Form.

### **DEADLINE FOR CLARIFICATION REQUESTS**

**February 5, 2013 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 Proposals 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**

One signed (1) Original (marked Original) and Five (5) marked copies of your proposal shall be submitted in one sealed package, clearly marked on the outside with the **name, address and phone number of the proposer** and as follows:

**"Sealed Proposal #12-1639BG – Design Services for the Fleet Transit Facility "** 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, email 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 must 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 proposal.

**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.

#### **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 shall apply to any resulting agreement. Any involvement with any Manatee County procurement shall be in accordance with Manatee County Code Chapter 2-26. Procedures and deadlines concerning protests related to this Request for Proposal shall be those which are set forth in § 2-26-61 of the County Code.

#### **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 shall be disqualified from eligibility to perform the work described in this Request for Proposal,

**A.14**     CODE OF ETHICS(continued)

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 shall 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, 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 data submitted have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating data, with any other Proposer or with any competitor;
- b. Any data 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 shall 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 County 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 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 shall 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 "C".**

## **A.17 LOBBYING**

After the issuance of any Request For Proposals, 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 Proposals with any officer, agent or employee of Manatee County other than the Purchasing Official or as directed in the Request For Proposals.

This prohibition begins with the issuance of any Request For Proposals and ends upon an award of the final contract, when all solicitations have been rejected, or when the request has been canceled. Violators of this prohibition shall be subject to sanctions as provided in the Manatee County 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 shall affirmatively ensure minority business enterprises shall be afforded full opportunity to participate in response to this advertisement and shall 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 BACKGROUND**

The Manatee County Public Works complex currently houses several operations, including Transit (Manatee County Area Transit - MCAT) and Fleet services. The current Public Works facility is inadequately equipped to serve current and projected transit and transit-related fleet needs. The Manatee County Board of County Commissioners has received a Federal Transit Administration (FTA) Section 5309 State of Good Repair Grant to design and construct a new state-of-the-art complex to house transit and transit-related services, which shall be augmented to include ambulance support due to the close proximity of the site to Public Safety operations.

MCAT currently provides public transportation services in Manatee County by operating fixed route and paratransit services. MCAT operates 12 routes, Monday to Saturday, and 3 routes on Sunday. The system serves several cities and key locations, such as the City of Bradenton, the City of Palmetto, Anna Maria Island and the Sarasota-Bradenton International Airport. MCAT shares two routes with Sarasota County Area Transit (SCAT) and has an additional shared transfer point. Paratransit services include 22 routes during maximum service. In Fiscal Year 2011/12, ridership exceeded 1.8 million trips for all services, following a trend of increased ridership over a period of several years.

Most of MCAT operations and administration are currently housed in one building at 1108 26<sup>th</sup> Avenue East, some functions are housed in the Public Works complex. This space is not able to handle current capacity. The current MCAT fleet includes 58 buses and several support vehicles. Parking is limited. Several staff members are not able to have their offices in the main transit building and are working out of other buildings or trailers. Bus operator lockers line the hallways. Fleet Services is located across a shared parking lot from Transit as is fuel services. The fleet area was expanded to accommodate transit in 1978 and has now exceeded capacity. In addition, there is no room for expansion to explore alternative fuels. The overall setup is inefficient and can be much improved to better accommodate current and future transit and transit fleet needs.

The projected year 2040 build-out for Transit and the Fleet facilities is based on a historical in-depth study and projected long-term growth. Total build-out includes 95 fixed route buses, 47 paratransit buses, 38 ambulances and 56 support vehicles. The estimated footprint for transit, on-site fleet services and fuel services includes approximately 116,000 square feet.

Manatee County recently acquired a 37.71 acre parcel on the northwest corner of Tallevast Road and US 301. This site shall be used to house the proposed Transit and Fleet administration and maintenance facilities.

## **B.02 PURPOSE**

The purpose of this RFP is to obtain from qualified firms their experience and qualifications to provide Design services for Manatee County's new Fleet/Transit facility. The design consultant shall be responsible for the design of the facility from conceptual design alternatives/programming through final design including project plans, specifications, contract documents for bidding, and providing contract administration services during the construction phase. During the construction phase, the selected firm shall review shop drawings, Request for Information (RFI) on the contract documents, change order evaluation and, if necessary, modify design elements of the facility.

## **B.03 SCOPE OF SERVICES (DESIGN AND CONSTRUCTION PHASES)**

Proposals for the project under this solicitation are for design and construction phase services. The design consultant shall be responsible for the design of the project from conceptual design alternatives/programming through final design preparing project plans, specifications, contract documents for bidding, and providing contract administering services during the construction phase. The selected firm shall provide independent cost estimates and quality assurance reviews. In addition, a Construction Manager at Risk (CM @RISK) shall be brought on during the design phase to assist during the completion of design as well as act as the General Contractor during construction. During the construction phase, the selected firm shall review shop drawings, request for information on the contract documents, change order evaluation and, if necessary, modify design elements of the facility.

The proposed facility is anticipated to house the Transit Administration and Operations staff and a Fleet building and the vehicle maintenance facility. The site shall also include a fully automated bus wash, support building and a fueling station. The site shall include future capacity for alternative fuels stations. **See Exhibit B** for required Square Footages.

The proposed vehicle maintenance facility building includes vehicle repair bays, equipment storage space, a parts storage room and loading dock, fleet administration, training rooms, rooms, parking spaces for staging service vehicles and parking spaces for staff.

The proposed transit/fleet administration building, a total area of 51,000 Sq. Ft. shall include but is not limited to offices, meeting rooms, a training/break room, wellness room and a secured money room area. There shall also be administration staff parking near the administration building.

Space to park Ambulances, Fixed Route and Paratransit buses, as well as a number of support vehicles on the site is required. Space for approximately 250 vehicles is necessary which includes both Transit and Fleet needs. **See EXHIBIT B.**

The proposed fueling station is expected to be a covered multi lane fueling station with room to stage approximately 40 vehicles.

**B.03 SCOPE OF SERVICES (DESIGN AND CONSTRUCTION PHASES) (CONTINUED)**

A small support structure is proposed for the storage of air compressor, vacuum pumps, and related equipment. The proposed bus wash facility is expected to be fully automated and enclosed, with two lane bus washing capacity.

The washing facility shall include a staging area that lines up with the fueling station for efficient site flow. In addition, a small storage area is proposed to house the pump equipment, control valves, cleaning detergents and associated supplies for maintenance of the wash facility.

The estimated footprint for transit, on site Fleet Services and Fuel Services is approximately 116,000 sq ft.

A traffic impact study has been conducted; however the selected firm should anticipate an additional study to verify the findings.

Future traffic impacts associated with the proposed facility at operational build out and the associated construction period have been evaluated for the worst-case scenario, or peak period of the day (i.e. peak hours between 4 pm and 6 pm). The vehicular patterns of the various components of this facility were analyzed. The results of this review indicate that a conservative estimate of approximately 60 vehicle trips (two-way) is expected to access the site (site shall have two access driveways) during the pm peak hour. This trip estimate is approximately one-quarter of the number of trips currently approved for the site. Thus, the proposed project shall generate a significantly lower number of trips when compared to the currently approved project.

**B.04 SAFETY AND SECURITY**

With the types of services that this facility shall provide, Safety and Security shall also be a key consideration in the design. Safety and Security features of this site should include but not be limited to the following:

**B.04.1 PERIMETER SECURITY AND CONTROL MEASURES**

Perimeter fencing is required to limit access to the area. This may include, but shall not be limited to, perimeter fencing to a height of six feet, with additional control wire (3 strands) at the top. Dense vegetation shall be kept at a minimum within 10 feet either side of the perimeter fencing to allow for visual line of sight around the perimeter. After hours vehicle access may be controlled by automated gate closure systems using proximity access cards allowing access only to authorized personnel.

**B.04.2 COMPOUND LIGHTING**

Lighting shall be provided to illuminate the perimeter fence line and interior areas of the compound.

**B.04 SAFETY AND SECURITY (continued)**

Additional lighting for both County and personnel parking areas shall be required, as well as lighting to illuminate walkways and work areas, as required.

Lighting shall be placed to allow for complete visual line of sight during the nighttime hours within the compound following local code and shall have minimal impact on the surrounding properties.

Lighting shall be per the Manatee County Land Development Code section 709 Lighting and section 201 Outdoor Lighting.

**B.04.3 ELECTRONIC MONITORING**

Electronic video monitoring of strategic areas within the compound, including vehicle and personnel access gates, County and personnel parking areas, fuel sites, walkways, building doorways and access points and other areas shall be considered during project design.

**B.05 DESIGN SERVICES**

selected firm shall be responsible for preparing the plans, specifications, contract documents, assist the County with the development of the Request for Proposal for the CM @ Risk and performing services during the construction phase for shop drawing reviews, request for information, and modify design elements as required for the construction of the new Fleet Transit Facility. The County's Project Manager shall arrange meetings between Manatee County staff and the Design team to begin programming the facilities and routinely hold Coordination/Project Management meetings through the full design process. It is the selected firm's responsibility to ensure that the design plans meet all federal, state, and local design criteria.

As part of the process, the selected firm shall attend all public and County coordination meetings as they become necessary. The Design team shall be responsible for producing graphics, charts and diagrams and to design floor plans to illustrate the elements to the public and County staff. The public process shall continue throughout the entire design phase.

Manatee County's goal is to design a building that is environmentally friendly; therefore, the selected firm shall incorporate as many environmentally friendly elements as reasonable that meet with Leadership in Energy and Environmental Design (LEED) certification, such as:

- Ecological site design; on-site erosion control, water purification/pollution reduction, and stormwater management (bio-swales, eco-roofs, stormwater filtration, etc.).
- Transportation: promoting bicycle, pedestrian, and transit use.

**B.05 Design Services(continued)**

- Waste reduction: building reuse, job site recycling, and efficient use of materials.
- On-site management of sewage and organic wastes, such as gray water systems and biological wastewater treatment .
- Energy efficiency: efficient thermal envelopes, efficient space and water heating, lighting, controls and monitoring, and appliances.
- Renewable energy: photovoltaics, geothermal pumps, wind turbines, micro-turbines, and fuel cells.
- Water efficiency, both domestic and irrigation, including rainwater harvesting for irrigation and toilet flushing.
- Utilization of Green materials and resources where ever possible.
- Durable building envelopes and long-lived materials or assemblies.
- Recycled-content materials.
- FSC-certified woods.
- Safer, less toxic materials, such as alternatives to CCA-treated wood.
- Innovative application of natural materials (characterized by low embodied energy, local availability, good performance, biodegradable, safe, esthetic) such as straw, earth, and other composites.
- Indoor environmental quality, pollution reduction, worker and occupant safety, air cleaning, humidity control, and thermal comfort.
- Sustainable operations and maintenance.
- Monitoring of energy, water, waste, air quality and transportation use.
- Resource-efficient building operations practices.

**B.05.1 As part of the overall Design services, the selected firm shall complete a monthly report that includes:**

- Summary of the activities that occurred the past month.
- List of proposed activities for the ensuing month.
- Detailed schedule identifying critical milestones.
- Challenges to the project schedule and budget.

**B.05.2 Deliverables:**

- Detailed schedule.
- Monthly Report on Project Status, Activities, Challenges.
- Analysis Change Orders.
- Public and County Coordination Illustrations
- Monthly Application for Payment (County supplied forms).

**B.05.3 Conceptual Design Alternatives/Programming**

The selected firm, working with County staff, and the County's Project Manager shall develop programming documents that leads into a schematic design product. The County's Representative shall be Manatee County's lead representative working with the selected firm who is responsible for completing the design documents that meet the objectives of the organization.

The selected firm shall be actively engaged in:

- Educating County staff on the process.
- Facilitating meetings between County staff and external entities in order to appropriately develop information and data that would affect the programming.
- Assisting County staff in developing and accurately defining the scope of the design criteria.
- Developing several conceptual design set layout alternatives for review by County staff.
- Developing a preferred alternative based upon input from County staff.
- Deliverables - Programming Documents/Report approved by the County's Project Manager.

**B.05.4 Schematic Design**

Following the accepted design conceptual documents, the selected firm shall develop schematic designs in the format of simple diagrammatic documents delineating room sizes and relationships based on the programming documents.

**B.05 Design Services(continued)**

Single line diagrams of all systems (i.e. water mains, electrical lines, vehicle maintenance lifts, etc.), preliminary elevation studies for the building exterior and any drawings of special interior spaces shall be provided to the County for revision or approval. The selected firm shall at a minimum:

- Attend County meetings and external meetings as necessary to receive feedback on the schematic designs;
- Modify the schematic plans accordingly with applicable County staff and the County's Representative;
- Develop a construction cost estimate.
- Identify areas of concern relative to cost, construction timeline, or any other element that could delay or cause cost to exceed the projected budget before the Design Development phase begins.
- Deliverables - Schematic Design Report/Plans including cost estimate, project timeline, and potential challenges.

**B.05.5 Design Development**

During this phase, the selected firm using the information in the programming and schematic phases shall develop design documents into definitive plans and elevations, it is at this point the CM @ Risk shall begin to work with the selected firm. Colors, patterns, materials, lighting fixtures, and special equipment are selected; special equipment (e.g. vehicle maintenance lifts and equipment, etc.), and building elements are selected and reviewed by the County with the County's Representative's input. Detailed floor plans, sections, elevations, and materials are specified as well as systems and finishes. A revised and updated construction estimate is submitted and challenges are more clearly addressed. The County's Project Manager shall manage the coordination between the County and the selected firm and direct any necessary changes. The selected firm shall at a minimum:

- Attend County staff meetings for the purpose of design review;
- Review the design plans and documents ensuring the County and County's Project Manager that the programming criteria and schematic designs are advancing as programmed and on schedule and within budget.

**B.05 Design Services(continued)**

- Participate and lead a value engineering and constructability workshop to ensure that the design minimizes cost, expedites construction, and meets codes (code compliance is a selected firm's responsibility).
- Deliverables - Design Development Report including: the Design Plans, Documents, Specifications, Refined Schedule and Construction Cost Estimate, value engineering and challenges prepared by the design team in conjunction with the CM @Risk.

**B.06 Construction Plans and Documents**

The selected firm and the Construction Manager at Risk shall complete the design plans and documents into comprehensive construction drawings and specifications that shall be used to secure a building permit, solicit subcontractor pricing and ultimately provide the County a Guaranteed Maximum Price (GMP) from the CM @Risk. The selected firm and the CM @Risk shall at a minimum:

- Attend County staff meetings for the review of construction plans and documents.
- Develop the final construction estimate and construction phase timeline.
- Identify areas of concern relative to cost, construction plans, construction timeline, long lead items, or any other elements that would affect the successful completion of the contract by the Construction Manager at Risk.
- Produce a minimum of six (6) sets of printed 22"X36" construction documents and specifications and (6) CDs for County use. The CM @Risk shall produce and distribute, at their own expense, copies of all documents required for suppliers and subcontractors to assist in the creation the (GMP) for submission to the County for approval or negotiation.

**B.07 PROJECT MANAGEMENT (SELECTED FIRM IN CONSTRUCTION PHASE)**

The Construction Manager at Risk (CM @Risk) is responsible for the overall project coordination and management of construction of the new Fleet Transit Facility. The firm shall provide Preconstruction Services and act as the General Contractor during the construction phase.

The County shall assign a Project Manager that shall represent the County in all project meetings and shall have final approval on all matters that affect the project monetarily and materially.

The CM @Risk shall use the selected firm, as necessary, to address the construction plans, specifications, and documents as deemed warranted for successful implementation during construction.



B.07 PROJECT MANAGEMENT (SELECTED FIRM IN CONSTRUCTION PHASE) (continued)

The selected firm shall be utilized for all design alterations in the construction phase which is not limited to, Requests For Information, potential change orders, submittal reviews and specification clarification.

For the construction portion of the contract, the selected firm shall have a representative at progress meetings and attend any other meetings with the CM @Risk that require design expertise, clarifications to the drawings, modifications, etc. The selected firm shall participate at a minimum:

- Reviewing Requests For Information on design elements
- Review, comment, approve or reject shop drawings
- Review and comment on change order proposals including the reasonableness of the proposed cost and schedule implications.
- Represent the County and execute permits or modifications to permits when required that were not obtained before the GMP was established or as a result of change orders.
- Participate as required in on-site observations of work in progress to evaluate quality and monitor performance, as arranged by the CM @RISK .
- Participate in regularly scheduled weekly Construction Progress meetings.
- Provide innovative and proactive solutions, as necessary, to address unforeseen problems that occur that would have a negative impact on the cost of the work and/or project schedule.
- Participate in public involvement or County coordination meetings as necessary throughout the project.
- Document electronically modifications to plans, specifications, and shop drawings for final As-Built Drawings
- Participate in project closeout meetings where deemed necessary by the CM @ RISK .
- Deliverables - Monthly Report on Project Status and Activities including:
  - Change Order and Shop Drawings status
  - Change Order request reviews
  - Review Shop Drawings
  - Request for Information documents
  - Electronic and printed versions of As-built drawings and permits.

**B.08 ROLES**

Manatee County shall retain all contractual responsibility in conjunction with the County's Consultant for managing the CM @RISK and selected firm contract. The County's Consultant, CM @RISK and selected firm shall assign a senior level manager to report to Manatee County's designated official.

**B.09 COMPUTER STANDARDS**

The selected firm shall use Microsoft Office software that is compatible with existing Manatee County programs and approved by the County.

All work developed by the selected firm for this project shall be the property of Manatee County. The selected firm shall provide all electronic files to the County in the original format (e.g. Word, Excel, CAD, etc). The County may require, for ease of use, documents to be in PDF format. All drawings and work products shall conform to industry standards.

**B.10 PROJECT APPROACH**

Within ten (10) calendar days of Notice-to-Proceed, the selected firm shall develop and submit a Work Plan to the County for review and approval. The Work Plan shall include the plan to accomplish the scope of services, including scope, schedule, budget, and quality control plans, key personnel and responsibilities, and other elements to fully describe the selected firm's approach to executing the required services.

**B.11 Progress Reporting**

The selected firm shall provide written monthly progress reports, which describe the work performed on each task. Progress reports shall be delivered to the County no less than seven (7) calendar days after the end of each month.

**B.12 Progress Meetings**

The selected firm shall attend a kickoff meeting with County staff and the County's Project Manager where relevant project information shall be provided along with procedures for administering the contract between the selected firm and Manatee County.

The selected firm shall attend all project management weekly meetings at County offices or a designated location with agenda and action items approved in advance by the County's Project Manager.

The County's Professional Services Representative shall document and develop a list of action items from the meetings. The selected firm shall also be available to support the County in meetings or presentations at the request of the County. The selected firm may also be called upon to represent the County at meetings.

**B.13 County Coordination**

The selected firm shall participate in the necessary coordination with resource agencies, utilities, and others as necessary to design the proposed Fleet Transit Facility. The Selected firm shall provide notice of all meetings with these agencies to the County and County's Representative and shall document the results of these meetings where the County's Representative is not present.

**B.14 Document Control**

**The selected firm shall maintain, for a period of seven (7) years or longer, if required by the FTA, a complete file of project documents in a central location as well as all project correspondence.** The County shall have the right to request any project document in the selected firm files.

**B.15 Quality Control**

The selected firm shall have their own quality control plan to ensure that all of its work products conform to industry standards and go through an internal review process to minimize errors and omissions.

**B.16 Project Schedule**

The Project Schedule has been reviewed and accepted by the Federal Transit Administration and must be accepted by the successful firm. See **EXHIBIT C**.

END SECTION B

## SECTION C: FORM OF PROPOSAL

This section identifies specific information which must be contained within each proposal. The contents of each proposal shall be **separated** and **arranged with tabs** in the same order as listed in Sections C.01 through C.03 below, identifying the response to each specific item.

The information that Proposers provide shall 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. See Section D. Selection.

### C.01 MINIMUM QUALIFICATIONS

To qualify for any consideration, the Proposer must:

- A. Submit copies of your firms Florida Department of State Division of Corporations Registration, 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 offer to practice architecture.
- B. Name a senior level manager that has experience in design related to fleet transit facilities. See C.01.1REQUIRED EXPERTISE.

Proposals may be submitted by one (1) or more sole proprietorship, corporation, partnership or a joint venture, the entity(ies) submitting the proposal shall be properly registered, certified, and licensed as required by the State of Florida and include copies of such registration, certification and licensing in the proposal.

Proposers intending to submit a proposal as a Joint Venture are required to have filed proper documents with the Florida Department of State, the Division of Professions.

Joint Venture Firms must provide an affidavit on the firm's letter head, signed, witnessed and notarized attesting to the formulation of a joint venture and provide either proof of incorporation or a copy of the formal agreement between all joint venture parties, indicating their respective roles, responsibilities and levels of participation for the project.

If the proposer is relying on any acquisition or merger for meeting the minimum qualifications requirement, the proposer shall clearly disclose such acquisition or merger. The proposer shall clearly explain how the acquisition or merger meets the minimum qualification requirements, including a description of each firm's experience and personnel.

**C.01 MINIMUM QUALIFICATIONS (continued)****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. 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.

**C.01.1 REQUIRED EXPERTISE**

The selected firm shall have on staff a senior level manager with experience in design related to fleet transit facilities. This is a necessary requirement and must be demonstrated in the RFP. This senior level staff manager shall manage the design services that include the preparation of the plans, specifications, contract documents, etc. as well as the shop drawing review, responses to requests for information, design modifications, etc. necessary during the construction phase. All persons proposed to be utilized shall have direct past development experience in fleet transit facility design as appropriate for their area of expertise.

If subcontractors 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 subcontractors 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.01 MINIMUM QUALIFICATIONS(continued)

- c. Names and telephone numbers of the persons representing the individual Governmental agencies with which the identified key staff directly worked.

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

C.02 ADMINISTRATIVE SUBMITTAL

- a. Proposal Signature Form (Attachment A).
- b. Public Contracting and Environmental Crimes Certification (Attachment C).

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 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.03.2** Submit a narrative **explaining the direct economic benefit to Manatee County to be realized by selecting Proposer(s)**. Please include a discussion of the employment, subcontracting, and support services contracting which would be procured within Manatee County.
- C.03.3** Provide an **explanation of the Proposers' legal capacity** to perform all parts of the scope of services. Include a description of corporate or other structure and governance, and detail the legal, financial, and technical 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 done before should be detailed.

- C.03.4** Identify each **principal of the firm and other "key personnel"** who shall be professionally associated with the County. Do not include personnel that shall not have a key role in providing services. Describe their respective areas of expertise.

For each identified person, provide the following:

- Full Name
- Title

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

- 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.03.5 Local Office, Procurement, Hiring.** 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 shall be adopted to help ensure County citizens receive preferential consideration for employment, and vendors located within the County shall be used as suppliers of goods and services needed to perform the scope of services.

**C.03.6** 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.03.7 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 shall report their findings in a summary report to the Manatee County Purchasing Official, which shall be placed in the proposal files for subsequent use and review.

**C.03.8** Describe and detail any other current, with in the past (5) years, contracts that are similar to the requirements of this RFP. For each, give date of completion, name of contractor(s), location, current status and total budget.

**C.03.9** Provide your current backlog of projects, name of client, completion date for each and the dollar value.

**C.03.10** Proposers shall provide an organizational chart with their proposals showing key personnel and shall describe how key personnel shall work together with the County,

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

the CM @RISK , and other project participants. Proposers shall also describe the role of proposed subconsultant personnel, if any.

The selected firm work shall be performed and directed by the key personnel identified in its proposal.

Any changes in the indicated personnel shall be subject to review and approval by the County.

Proposers shall also include the location of proposed offices.

- C.03.11** Submit a staffing plan which details all staffing needs Proposer(s) believe shall be required to perform the programs and services proposed in the submitted proposal.

**END SECTION C**



## **SECTION D: SELECTION**

### **D.01 EVALUATION FACTORS**

Evaluation of proposals shall be conducted by an evaluation committee. The committee's goal shall be to identify the proposal which shall 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 shall 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 shall 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 shall make a recommendation to the County Administrator as to the proposer which the County should enter into negotiations. The County Administrator shall act upon that recommendation and, if accepted, the successful Proposer shall 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 shall 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. Pursuant to this Section "E" the Agreement shall remain in effect from the date of execution of the Agreement and shall terminate on a date yet to be negotiated.
- d. 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

#### FEDERAL TRANSIT ADMINISTRATION (FTA) GRANT REQUIREMENTS

The selected proposer shall be required to comply with all applicable FTA requirements identified in **EXHIBIT A and marked with an asterisk (\*) and all other requirements of the Master Agreement that pertain to this RFP**. Clarification of these requirements may be found in the **FTA Master Agreement at <http://www.fta.dot.gov/documents/18-Master.pdf>**.

The selected proposer shall comply with The FTA Master Agreement, FTA MA(12), Section 15i – *Architectural, Engineering, Design or Related Services*, requires grantees, when awarding contracts for architectural, engineering, or related services, to accept undisputed audits conducted by other governmental agencies for the purpose of establishing indirect cost rates if such rates are not currently under dispute. This requirement to accept undisputed audits conducted by other governmental agencies originates in 49 U.S.C. § 5325(b). It should also be noted that this language has been interpreted by FTA's Chief Counsel's Office as precluding grantees from imposing (requiring) ceilings (or "caps") on overhead rates in contracts for architect-engineer services.

Undisputed audited rates must be used for the purpose of contract estimation, negotiation, administration, reporting and contract payment. This requirement applies to the undisputed audited rates of A&E subcontractors that are performing under cost-reimbursement subcontracts as well as prime contractors.

**E.02** **AGREEMENT(continued)**

If a consultant has not been audited by any Federal or State government agency, the grantee or State government agency should conduct an audit and become the cognizant agency.

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

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

**END SECTION E**

**ATTACHMENT A**

**PROPOSAL SIGNATURE FORM**

**REQUEST FOR PROPOSAL 12-1639BG  
FOR THE  
DESIGN SERVICES FOR THE FLEET TRANSIT FACILITY**

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

### MANATEE COUNTY LOCAL PREFERENCE LAW AND VENDOR REGISTRATION

#### Vendor Registration

All vendors are encouraged to register with Manatee County using the on-line "Vendor Registration" web page on [www.mymanatee.org](http://www.mymanatee.org).

Enclosed is a copy of the current Manatee County law that details the County's Local Preference and definition of a Local Business.

If you assert that your firm meets the stated definition of a Local Business, we ask that in addition to registering on the County's Web page, you fill out the attached "**Affidavit As To Local Business Form**" that is the **last page** in this section of the proposal, have the completed document notarized, and mail the original to the following address: Manatee County Government Purchasing Division, 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205.

Your cooperation in registering your business with Manatee County will enhance our opportunities to identify sources for goods and services, plus identify Local Businesses. This information is used for soliciting quotations up to \$250,000.00 and for competitive solicitations of larger purchases.

You will note that Manatee County collaborates with the Manatee Chamber of Commerce, posting bids on [www.manateechamber.com](http://www.manateechamber.com) as well as using the same vendor categories for registration. Our staff can assist you with your registration as needed. Our office hours are 8:00 A.M. to 5:00 P.M., Monday through Friday on regular business days. Please call (941) 749-3014 if you wish to have a purchasing staff member assist you.

#### Quick steps to on line registration:

[www.mymanatee.org](http://www.mymanatee.org)

A link to "Purchasing" is listed under the "Quick Links" on page one of the County Web Site. On the left hand side of the Purchasing Web page, click on "Vendor Registration."

This will bring up the Vendor Registration form for on-line input. Please note "local business" is defined in the Purchasing Code.

Thank you for reviewing this information and considering registering your business with Manatee County. Registration is not mandatory; however, by taking the time to register, you are helping the County to provide timely notifications of quotation, bid, and proposal opportunities to your business.

## MANATEE COUNTY LOCAL PREFERENCE LAW AND VENDOR REGISTRATION

### Section 2-26-6. Local preference, tie bids, local business defined.

- a) Whenever a responsible local business bidder and a responsible non-local business bidder are found, upon the opening of bids, to have both submitted the lowest responsive bid, the bid of the local bidder shall be awarded the contract. Should more than one responsible local business bidder match the responsible non-local business bidder's lowest responsive bid, or should no responsible local business bidder match the lowest responsive bid but two or more responsible non-local business bidders submit lowest responsive bids for equal amounts, then the award of the contract shall be determined by a chance drawing, coin toss, or similar tie-breaking method conducted by the purchasing office and open to the public. Any bidders seeking to be recognized as local businesses for purposes of this local business preference provision may be required by the terms of the bid announcement to certify they meet the definition of local business set forth in this section, and to register as a local business with the county in the manner prescribed by the county to facilitate the county's ability to track the award of contracts to local businesses and to allow the county to provide future notifications to its local businesses concerning other bidding opportunities.
- b) Nothing herein shall be deemed to prohibit the inclusion of requirements with respect to operating and maintaining a local place of business in any invitation for bids when the bidder's location materially affects the provisions of the services or supplies that are required by the invitation.
- c) Local business is defined as a business legally authorized to engage in the sale of the goods and/or services to be procured, and which certifies within its bid that for at least six (6) months prior to the announcement of the solicitation of bids it has maintained a physical place of business in Manatee, Desoto, Hardee, Hillsborough, Pinellas or Sarasota County with at least one full-time employees at that location.
- d) **Each solicitation for bids made by the county shall contain terms expressly describing the local business preference policies of the county, and shall provide that by electing to submit a bid pursuant to a request for bids, all bidders are deemed to understand and agree to those policies.**
- e) For all contracts for architecture, professional engineering, or other professional services governed by Florida Statute § 287.055, the Consultants' Competitive Negotiation Act, the county shall include the local business status of a firm among the factors considered when selecting which firms are "most highly qualified." In determining which firm is the "most qualified" for purposes of negotiating a satisfactory contract, preference shall be given to a local business where all other relevant factors are equal.

**Section 2-26-6. Local preference, tie bids, local business defined. (Continued)**

- f) Local preference shall not apply to the following categories of contracts:
1. Goods or services provided under a cooperative purchasing agreement or similar "piggyback" contract;
  2. Contracts for professional services subject to Florida Statute § 287.055, the Consultants' Competitive Negotiation Act, except as provided for in subsection (e) above;
  3. Purchases or contracts which are funded, in whole or in part, by a governmental or other funding entity, where the terms and conditions of receipt of the funds prohibit the preference;
  4. Purchases or contracts made pursuant to a non-competitive award process, unless otherwise provided by this section;
  5. Any bid announcement which specifically provides that the general local preference policies set forth in this section are suspended due to the unique nature of the goods or services sought, the existence of an emergency as found by either the county commission or county administrator, or where such suspension is, in the opinion of the county attorney, required by law.
- g) To qualify for local preference under this section, **a local business must certify to the County that it:**
1. Has not within the five years prior to the bid announcement admitted guilt or been found guilty by any court or state or federal regulatory enforcement agency of violation of any criminal law, or a law or administrative regulation regarding fraud;
  2. Is not currently subject to an unresolved citation or notice of violation of any Manatee County Code provision, except citations or notices which are the subject of a current legal appeal, as of the date of the bid announcement;
  3. Is not delinquent in the payment of any fines, liens, assessments, fees or taxes to any governmental unit or taxing authority within Manatee County, except any such sums which are the subject of a current legal appeal.

Ref: Manatee County Purchasing Code § 2-26-6.



**MANATEE COUNTY GOVERNMENT AFFIDAVIT AS TO LOCAL BUSINESS**

**(Complete and Initial Items B-F)**

**A. Authorized Representative**

I, [name] \_\_\_\_\_, am the [title] \_\_\_\_\_ and the duly authorized representative of: [name of business] \_\_\_\_\_, and that I possess direct personal knowledge to make informed responses to these certifications and the legal authority to make this Affidavit on behalf of myself and the business for which I am acting; and by electing to submit a **proposal** pursuant to this **Request for Proposal**, shall be deemed to understand and agree to the local business preference policies of Manatee County; and that I have the direct knowledge to state that this firm complies with all of the following conditions to be considered to be a Local Business as required by the Manatee County Code § 2-26-6.

**B. Place of Business:** I certify that the above business is legally authorized to engage in the sale of goods and/or services and has a physical place of business in Manatee, DeSoto, Hardee, Hillsborough, Pinellas or Sarasota County with at least one (1) fulltime employee at that location. The physical address of the location which meets the above criteria is \_\_\_\_\_ [Initial]\_\_\_\_\_

**C. Business History:** I certify that business operations began at the above physical address with at least one fulltime employee on [date] \_\_\_\_\_ [Initial]\_\_\_\_\_

**D. Criminal Violations:** I certify that within the past five years of the date of this **proposal** announcement, this business has not admitted guilt nor been found guilty by any court or local, state or federal regulatory enforcement agency of violation of any criminal law or administrative regulation regarding fraud. [Initial]\_\_\_\_\_

**E. Citations or Code Violations:** I certify that this business is not currently subject to any unresolved citation or notice of violation of any Manatee County Code provision, with the exception of citations or notices which are the subject of a legal current appeal within the date of this **proposal** announcement. [Initial]\_\_\_\_\_

**F. Fees and Taxes:** I certify that within this business is not delinquent in the payment of fines, liens, assessments, fees or taxes to any governmental unit or taxing authority within Manatee County, with the exception of those which are the subject of a legal current appeal. [Initial]\_\_\_\_\_

*Each of the above certifications is required to meet the qualification of "Local Business" under Manatee County Code § 2-26-6.*

Signature of Affiant \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by (name of person making statement).

(Notary Seal) Signature of Notary: \_\_\_\_\_

Name of Notary (Typed or Printed) \_\_\_\_\_

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_ Type of Identification Produced \_\_\_\_\_

**Submit executed copy to Manatee County Purchasing, 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205.**

## ATTACHMENT C

### PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

SWORN STATEMENT PURSUANT TO ARTICLE 6,  
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]

\_\_\_\_\_  
Notary Public Signature My commission expires \_\_\_\_\_.

\_\_\_\_\_  
[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.

**EXHIBIT "A"**

FTA C 4220.1F  
 11/01/2008  
 Rev. 1, 04/14/2009  
 Rev. 2, 07/01/2010  
 Rev. 3, 02/15/2011

Appendix D-1

**D. APPENDIX D**

**PROVISIONS, CERTIFICATIONS, REPORTS, FORMS, AND OTHER --  
 MATRICES**

**A. THIRD PARTY CONTRACT PROVISIONS**

(excluding micro-purchases, except Davis-Bacon requirements apply to contracts exceeding \$2,000)

PROVISION	COMMENTS	MASTER AGREEMENT REFERENCE (based on FA MA(17) 10-1-2010)
<b>All FTA Assisted Third Party Contracts and Subcontracts</b>		
* No Federal Government Obligations to Third Parties (Use of Disclaimer)		§ 2.f
* False or Fraudulent Statements or Claims – Civil and Criminal Fraud		§ 3.f
* Access to Third Party Contract Records		§ 15.t
* Changes to Federal Requirements		§ 2.c(1)
* Civil Rights (Title VI, ADA, EEO (except special DOL construction clause))		§ 12
* Disadvantaged Business Enterprises (DBEs)	Contract awarded on the basis of a bid/proposal offering to use DBEs.	§ 12.d
* Incorporation of FTA Terms	Per FTA C 4220.1F.	§ 15.a
<b>Awards Exceeding \$10,000</b>		
* Terminations	If 49 CFR Part 18 applies.	§ 11 and § 15.a, which incorporate 49 CFR Part 18
Special EEO provision for construction contracts	If 49 CFR Part 18 or Part 19 indicate that the DOL EEOC regulations at 41 C.F.R. Chapter 60 apply.	§ 15.a, which incorporates 49 CFR Part 18 and Part 19
<b>Awards Exceeding \$25,000</b>		
* Debarment and Suspension		§ 3.b
<b>Awards Exceeding the Simplified Acquisition Threshold (\$100,000) (As of February 2011, OMB has not to date adopted the FAR clause 2.101 \$150,000 standard for grants.)</b>		
Buy America	When tangible property or construction will be acquired.	§ 14.a
* Resolution of Disputes, Breaches, or Other Litigation		§ 56
<b>Awards Exceeding \$100,000 by Statute</b>		
* Lobbying	As of February 2011, the OMB Office of Federal Financial Management has not adopted the FAR clause 2.101 \$150,000 simplified acquisition threshold standard.	§ 3.d
* Clean Air		§ 25.b
* Clean Water		§ 25.c

**PROVISIONS, CERTIFICATIONS, REPORTS, FORMS, AND OTHER — MATRICES****A. THIRD PARTY CONTRACT PROVISIONS (Continued)**

(excluding micro-purchases, except Davis-Bacon requirements apply to contracts exceeding \$2,000)

PROVISION	COMMENTS	MASTER AGREEMENT REFERENCE (based on FA MA(17) 10-1-2010)
<b>Transport of Property or Persons</b>		
Cargo Preference	When acquiring property suitable for shipment by ocean vessel.	§ 14.b
Fly America	When property or persons are transported by air between U.S. and foreign destinations, or between foreign locations.	§ 14.c
<b>Construction Activities</b>		
Construction Employee Protections – Davis-Bacon Act	For contracts exceeding \$2,000.	§ 24.a(1)
Construction Employee Protections – Contract Work Hours & Safety Standards Act	For contracts exceeding \$100,000. As of February 2011, the OMB Office of Federal Financial Management has not adopted the FAR clause 2.101 \$150,000 simplified acquisition threshold standard.	§ 24.a(2)
Construction Employee Protections – Sec. 1 Copeland Anti-Kickback Act – Sec. 2 Copeland Anti-Kickback Act	All contracts All construction contracts exceeding \$2,000.	§ 24.a(3)
Bonding for Construction Activities Exceeding \$100,000	5% bid guarantee bond. 100% performance bond. Payment bond equal to: – 50% for contracts < \$1M. – 40% for contracts >\$1M – < \$5M. – \$2.5M for contracts > \$5M.	§ 15.o(1)
* Seismic Safety	Construction contracts for new buildings or for existing buildings.	§ 23.e
<b>Nonconstruction Activities</b>		
Nonconstruction Employee Protection – Contract Work Hours & Safety Standards Act	For all turnkey, rolling stock, and operational contracts (except transportation services contracts and open market contracts) exceeding \$100,000. As of February 2011, the OMB Office of Federal Financial Management has not adopted the FAR clause 2.101 \$150,000 simplified acquisition threshold standard.	§ 24.b
<b>Transit Operations</b>		
Transit Employee Protective Arrangements		§ 24.d
Charter Bus Operations		§ 28
School Bus Operations		§ 29
Drug Use and Testing	Safety sensitive functions.	§ 32.b
Alcohol Misuse and Testing	Safety sensitive functions.	§ 32.b

**PROVISIONS, CERTIFICATIONS, REPORTS, FORMS, AND OTHER— MATRICES**

**A. THIRD PARTY CONTRACT PROVISIONS (Continued)**

(excluding micro-purchases, except Davis-Bacon requirements apply to contracts exceeding \$2,000)

<b>PROVISION</b>	<b>COMMENTS</b>	<b>MASTER AGREEMENT REFERENCE (based on FA MA(17) 10-1-2010)</b>
<b>Planning, Research, Development, and Demonstration Projects</b>		
* Patent Rights		§ 17
* Rights in Data and Copyrights		§ 18
<b>Special Notification Requirements for States</b>		
Special Notification Requirement for States		§ 38
<b>Miscellaneous Special Requirements</b>		
* Energy Conservation		§ 26
Recycled Products	Contracts when procuring \$10,000 or more per year of items designated by EPA.	§ 15.k
* Conformance with National ITS Architecture	Contracts and solicitations for ITS projects.	§ 15.m
* ADA Access	Contracts for rolling stock or facilities construction/renovation.	§ 12.g
* Assignability Clause	Procurements through assignments.	§ 15.a, which incorporates 49 CFR Part 18 and 49 CFR Part 19

# Projected Facility Space Requirements.xls

Exhibit "B"			
JOB TITLE	SQUARE FOOTAGE REQUIRED	CURRENT SPACE ALLOCATION	ADJACENCY NEEDS (BY DIVISION OR POSITION)
<b>FLEET ADMINISTRATION</b>			
FLEET SERVICES DIV MGR	250	200	Fleet Admin
FLEET OPERATIONS CHIEF	210	170	Close to Fleet Data Coordinator & Fleet Manager
WARRANTY SPECIALIST*	130	0	Close to Fleet Data Coordinator & Fleet Manager
FISCAL/MANAGEMENT SPECIALIST II	130	50	Close to Fleet Manager
FISCAL/MANAGEMENT SPECIALIST - Contract Specialist*	100	0	Close to Fleet Manager
ADMINISTRATIVE COORD IV	130	80	Direct Access to Fleet Manager
MAINTENANCE MANAGEMENT SYSTEM COORDINATOR*	130	90	Close to Fleet Operations Chief
MAINTENANCE DATA SPECIALIST	130	90	Close to Fleet Operations Chief
FLEET MAINTENANCE DATA REVIEW TECHNICIAN	130	80	Close to Fleet Fiscal Analyst
ADMINISTRATIVE COORD III*	130	80	Direct Access to Fleet Manager
ADMINISTRATIVE COORD - Fuel Services*	100	0	Direct Access to Fleet Manager
FUEL SERVICES DIV MGR	170	150	Fleet Admin
FUEL SERVICES COORDINATOR	130	150	Fleet Admin
Public Rest Rooms - ADA compliant	1,000	200	Centralized
Common Office Space Requirements	1000	200	Fleet Admin
Visitor Waiting Area Space Requirements	600	100	Fleet Admin
Break Room/Training Room	3,200	725	In Admin or close
Computer Training Room	600	0	In Admin or close
Small Conference Room	1,000	0	In Admin or close
Closet / Storage Space	500	100	In Admin or close
<b>TOTAL SQUARE FOOTAGE FOR FLEET ADMINISTRATION</b>	<b>9770</b>	<b>2365</b>	

# Projected Facility Space Requirements.xls

Exhibit "B"			
JOB TITLE	SQUARE FOOTAGE REQUIRED	CURRENT SPACE ALLOCATION	ADJACENCY NEEDS (BY DIVISION OR POSITION)
HALLWAYS/STRUCTURE/ADA	4885		
<b>SUBTOTAL</b>	14655		
<b>FLEET OPERATIONS</b>			
Superintendent	200	100	Ground Floor, centralized
Shop Supervisors	500	100	One 250 sq ft on each side, Transit/Municipal
Materials Manager	200	150	Centralized between parts counters.
Shipping/Receiving Area	1,000	0	Ground Floor, centralized
Parts Counters & area	700	300	Ground Floor, centralized
Transit/EMS Inventory Area	8,000	1,500	Ground Floor, centralized
Municipal Inventory Area	4,000	500	Ground Floor, centralized
Tire Storage	3,500	1500	Ground Floor, centralized
Battery Room	200	150	Ground Floor, centralized
<b>TOTAL SQUARE FOOTAGE FOR FLEET OPERATIONS</b>	18300		
24 Bays - 18 Transit/EMS & 6 Municipal	30,750	12,000	Ground Floor, centralized
2 Bays - 1 Transit/EMS & 1 Municipal	2,200	400	Ground Floor, centralized
<b>TOTAL SQUARE FOOTAGE FOR MAIN FLEET BUILDING REQUIRED</b>	65,905		
<b>FUEL SERVICES</b>			
FUEL SERVICES Technician	130	150	Fuel Services Support Facility
Fuel Island Supply Storage Area	1,500	200	Ground Floor, centralized
Warehouse Logistical Technician*	130	150	Fuel Services Support Facility
Warehouse and Storage Area	8,000	4,000	Ground Floor, centralized



# Projected Facility Space Requirements.xls

## Exhibit "B"

JOB TITLE	SQUARE FOOTAGE REQUIRED	CURRENT SPACE ALLOCATION	ADJACENCY NEEDS (BY DIVISION OR POSITION)
Vehicle wash equipment room and Transit Operations storage area. Equipment room will include all mechanical equipment for site stormwater runoff environmental control and wash/steam cleaning area. Wash/Steam area to be covered (microbes - UV).	1,800	600	Ground Floor, centralized
TOTAL SQUARE FOOTAGE FOR FUEL SERVICES	11560		
TOTAL SQUARE FOOTAGE FOR MAIN FLEET BUILDING, FUEL AND VEHICLE WASH OUT-BUILDING REQUIRED	77,465.00		

## TRANSIT OPERATIONS CENTER

### GENERAL MANAGER OFFICE

GENERAL MANAGER	250		Executive Admin Assistant
EEO/DBE*	130		
EXECUTIVE ADMIN	130		
MAILROOM CLERK*	130		
RECEPTIONIST*	100		
BREAKROOM/KITCHENETTE	200		
JANITOR CLOSET	100		
ASSEMBLY ROOM	12000		
ADMIN RESTROOMS (1M & 1w)	1000		
BREAKROOM/KITCHENETTE	200		
FILE/ARCHIVE ROOM	1000		
WELLNESS CENTER	2000		
TOTAL SQUARE FOOTAGE FOR GM	17240		

# Projected Facility Space Requirements.xls

## Exhibit "B"

JOB TITLE	SQUARE FOOTAGE REQUIRED	CURRENT SPACE ALLOCATION	ADJACENCY NEEDS (BY DIVISION OR POSITION)
<b>OPERATIONS</b>			
OPERATIONS CHIEF	210		
CHIEF CONFERENCE ROOM	240		
MB SUPERINTENDENT	130		
FIXED ROUTE COORD.*	130		
DISPATCH/SCHEDUL (1 EXISTING, 2 FUTURE POSITIONS)*	300		
SUPERVISORS (5 EXISTING, 13 FUTURE POSITIONS)*	1800		
ADMIN ASSISTANT*	100		
OPERATORS			
DR SUPERINTENDENT	130		
PARATRANSIT COORDINATOR	130		
MOBILITY COORDINATOR	130		
DISPATCH/SCHED (1 EXISTING 2 FUTURE POSITIONS)*	300		
ELIGIBILITY INTAKE (3 EXISTING, 2 FUTURE POSITIONS)*	500		
SUPERVISORS (2 EXISTING, 2 FUTURE POSITIONS)*	400		
ADMIN ASSISTANT*	100		
OPERATORS			
<b>SAFETY/SECURITY**</b>			
SAFETY/SECURITY SUPERINTENDENT	130		
SUPERVISORS (2 POSITIONS)*	200		
OPERATIONS TRAINING ROOM (2)	500		
DRIVER ROOM	1500		
FARE COUNTING	400		
TOTAL SQUARE FOOTAGE FOR OPERATIONS	7330		
<b>ADMINISTRATION</b>			
ADMIN CHIEF*	210		

# Projected Facility Space Requirements.xls

## Exhibit "B"

JOB TITLE	SQUARE FOOTAGE REQUIRED	CURRENT SPACE ALLOCATION	ADJACENCY NEEDS (BY DIVISION OR POSITION)
ADMIN ASSISTANT (5 FUTURE)*	500		
CHIEF CONFERENCE ROOM	240		
<b>HUMAN RESOURCES**</b>			
HR MANAGER*	210		
BENEFITS SPECIALIST*	130		
TRAINING/DEVELOPMENT COORD.*	130		
RECRUITMENT SPECIALIST*	100		
HR INTERVIEW ROOM*	200		
<b>MARKETING**</b>			
MARKETING MANAGER*	210		
CUSTOMER SERVICE MANAGER*	170		
PIO*	130		
LEAD SUPERVISOR*	130		
OUTREACH/SALES OUTLET*	130		
LIASON*	130		
CSR'S (11 FUTURE)*	1100		
<b>PLANNING</b>			
PLANNING SUPERVISOR*	210		
PLANNING MANAGER*	170		
PLANNER (2)	260		
PLANNING TECH.*	100		
SURVEY CLERK (OPS CURRENT, FT FUTURE)	100		
<b>LOGISTICS</b>			
LOGISTICS SUPERVISOR*	210		
SENIOR FUEL ATTEN*	100		By fueling facility
ATTENDANTS	0		
TECHNICIANS	0		
FUEL ATTENDANT AREA	400		

# Projected Facility Space Requirements.xls

## Exhibit "B"

JOB TITLE	SQUARE FOOTAGE REQUIRED	CURRENT SPACE ALLOCATION	ADJACENCY NEEDS (BY DIVISION OR POSITION)
TECHNICIAN AREA	100		
TOTAL SQUARE FOOTAGE FOR ADMINISTRATION	5370		
<b>IT/FINANCE</b>			
IT/FINANCE CHIEF*	210		
ADMIN ASSISTANT (4 FUTURE) *	400		
CHIEF CONFERENCE ROOM	240		
<b>INFORMATION TECHNOLOGY</b>			
IT SUPERVISOR*	210		
SYSTEMS MANAGER*	170		
ANALYST (1 EXISTING, 1 FUTURE)*	200		
<b>PROCUREMENT**</b>			
PURCHASING SUPERVISOR*	210		
BUYER (3 FUTURE)*	300		
VENDOR BID ROOM	1000		
<b>FINANCE</b>			
FINANCE SUPERVISOR*	210		
BUDGET MANAGER*	170		
ACCOUNTING MANAGER*	170		
ANALYST (1 EXISTING, 5 FUTURE) *	600		
WIRING CLOSET	100		
SERVER ROOM	2000		
TOTAL SQUARE FOOTAGE FOR IT/FINANCE	6190		

# Projected Facility Space Requirements.xls

## Exhibit "B"

JOB TITLE	SQUARE FOOTAGE REQUIRED	CURRENT SPACE ALLOCATION	ADJACENCY NEEDS (BY DIVISION OR POSITION)
TOTAL REQUIRED TRANSIT SPACE	36130		
<b>TOTAL FLEET/TRANSIT REQUIRED SPACE</b>	<b>113,595.00</b>		
** Future function required in 25 year vision plan			
* Future position required in 25 year vision plan			
Future spaces not seperately distinguished from existing spaces are required in 25 year vision plan			

## EXHIBIT C

### PROJECT SCHEDULE

#### **Design**

Issue Design RFP	January 13, 2013
Review RFP proposals	March 1, 2013
Award Design contract	May 1, 2013
Preliminary Design	July 1, 2013
30% Design	August 1, 2013
Merge A/E and CMAR	October 1, 2013
70% Design	December 1, 2013
100% Final Design	January 1, 2014

#### **Construction**

Issue CMAR RFP	March 1, 2013
Review RFP proposals	May 15, 2013
Select desired firm	June 1, 2013
Award pre-construction contract	August 1, 2013
Merge A/E and CMAR	October 1, 2013
Negotiate GMP	December 1, 2013
Award GMP contract with CMAR	February 1, 2014
Develop bid packages and schedule	May 1, 2014
Start Construction	July 1, 2014
Complete Construction	March 1, 2016