



Hillsborough County Tax Collector's Office

**REQUEST FOR PROPOSALS
(RFP NO. 18637)
FOR
DESIGN-BUILD OF PLANT CITY TAX COLLECTOR'S OFFICE**

IMPORTANT INFORMATION

DESCRIPTION: The Hillsborough County Tax Collector's Office desires to enter into a single contract with a team of qualified and licensed professionals to design and construct a tilt-wall standalone building with parking, a driving test track and a stormwater system. This is a qualifications-based selection process pursuant to Section 287.055 (9) (c), Florida Statutes.

RESPONSE SUBMITTAL DEADLINE: 3:00 P.M., Wednesday, September 4, 2019

- The RESPONDENT is directed to deliver or mail **ONE (1) NOTARIZED ORIGINAL** (clearly marked "ORIGINAL"), **FIVE (5) COPIES** (clearly marked "COPY"), and **ONE (1) ELECTRONIC COPY** of its Response(s) to the following address prior to the above-referenced deadline:

Hillsborough County
Procurement Services
Attn: Evelina Romero
601 E. Kennedy Blvd., 25th Floor
Tampa, Florida 33602

- All Responses should be marked "SEALED RESPONSE FOR RFP NO. 18637 FOR DESIGN-BUILD OF PLANT CITY TAX COLLECTOR'S OFFICE".
- Late proposals will be returned to the Proposers unopened with the notation: "This Proposal was received after the delivery time designated for receipt."
- Responses will be opened at the above-referenced address.

PRE-PROPOSAL CONFERENCE AND SITE VISIT:

10:00 a.m., Thursday, August 15, 2019
SouthShore Tax Collector Office
406 30th St., SE
Ruskin, FL

****Tour and Site Visit to begin immediately following the pre-proposal Conference****

DEADLINE FOR PROPOSER QUESTIONS

1:00 p.m., August 19, 2019
All questions must be in writing and emailed to romeroev@hillsboroughcounty.org

FOR ADDITIONAL INFORMATION, CONTACT:

Evelina Romero, CPPB, Procurement Operations Coordinator
Telephone: (813) 301-7089
E-mail: romeroev@hillsboroughcounty.org.

Table of Contents

Cover Page

Important Information

Scope of Services	5
Introduction	5
Background	6
Evaluation and Selection Process	6
Evaluation Criteria	6
Evaluation Process.....	7
Award of Contract/Reject of Proposals	7
General Information and Conditions	8
Schedule of Events.....	8
Instructions for Submission of Proposals	8
Questions/Requests for Interpretation and Addenda	9
Definitions	10
Proposal Errors	10
Deviations.....	10
Requested Information and Descriptive Literature	11
Proposal Submittal Costs	11
Ownership and Reuse of Plans.....	11
Cone of Silence	11
Statutory, Rule, and Ordinance Requirements	12
Governing Domicile	12
Non-Discrimination.....	12
Public Entity Crimes	12
Risk.....	13
Clarifications and Additional Information.....	13
Partnerships/Corporations/Agents	13
Changes in Proposer Entity/Team.....	13
Notice of Public Meetings	14
Protest Procedure.....	14
Submittal Requirements	14
Response Format and Content	18

Attachments

- Attachment 1 – Tax Collector Floor Plan
- Attachment 2 – Site Plan Schematic
- Attachment 3 – Geotechnical Engineering Report
- Attachment 4 – Successful Similar Project Form
- Attachment 5 – Volume of Work Matrix
- Attachment 6 – Aerial of Site
- Attachment 7 – Estimated Project Schedule
- Attachment 8 – Design-Build Contract (to be issued by addendum)
- Attachment 9 – Construction Drawings of Tax Collector’s SouthShore Office

A. Scope of Services

1. Introduction

- 1.1 The Hillsborough County Tax Collector's Office in Tampa, Fla., desires to enter into a single contract with a team of qualified and licensed professionals to design and construct a standalone tilt-wall building with parking, a driving test track and a stormwater system. The building and materials shall mirror the SouthShore Tax Collector's Office at 406 30th St., S.E., Ruskin, FL. The office will be located at the intersection of Turkey Creek and Sydney roads in Plant City, FL. The site is on the western side of Plant City near the Plant City airport and on the same site as the existing Hillsborough County Public Works East Service Unit at 4702 Sydney Road, Plant City.
- 1.2 The tilt-wall structure will house the general retail operations of a Tax Collector office. Transactions conducted in this office will include the issuance of driver licenses, hunting and fishing permits, and the collection of property and business taxes. The office, estimated at about 16,000 square feet, would include 25 or more customer service stations as well as manager offices, a breakroom, a conference room, and data and electrical rooms. (See Attachment 1, Tax Collector Floor Plan).
- 1.3 The estimated Substantial Completion Date for the project is 9 months from issuance of the Notice to Proceed with Construction.
- 1.4 All interested Proposers shall be required to comply with Florida Statute 287.055, Design-Build requirements.
- 1.5 The Tax Collector's Office desires to partner with a team that, at a minimum, would consist of a licensed architect and licensed general contractor.
- 1.6 The successful Proposer should be able to handle all aspects of design, permitting, and construction associated with ground-up, tilt-wall building construction, along with required stormwater and site improvements. (See Attachments 2 and 3, Site Plan Schematic and Geotechnical Engineering Report).
- 1.7 The Tax Collector seeks a highly qualified Design-Build team for the design and construction of the project. The selected firm must be willing and able to provide reasonable proposals within short time frames and must be prepared to commence and complete the work in accordance with the Tax Collector's required schedule.

2. Background

The Tax Collector's Office proposes the following elements within this overall contract:

- 2.1 The Tax Collector's Office has already retained the services of a Civil Engineer (Florida Engineering Services, Inc.) to produce preliminary civil engineering drawings and a geotechnical Report (Attachment 2) which shall be provided to Proposers for due diligence and pre-planning purposes. The preliminary civil engineering drawings and the geotechnical report referenced in Attachments 2 and 3 are the property /ownership of the Hillsborough County Tax Collectors office. The Tax Collector's Office is amenable to Proposers' use of the Civil Engineer to mitigate the costs of the Project. The Design-Builder will need to retain a civil engineer to complete the site design portion of the project.
- 2.2 In an effort to confirm the constructability of a building on the site and to streamline construction and permitting, the Tax Collector's Office has already conducted some of the required surveys and has held pre-application meetings with some of the permitting agencies.

B. Evaluation and Selection Process

1. Evaluation Criteria

- 1.1 To evaluate the Proposers and select the top-ranked Proposer, a rating system will be utilized by the Evaluation Committee, which will score and rank each proposal via a consensus method. Evaluation Committee members will evaluate each proposal individually and then meet as a group to develop a consensus score for each Proposer.

The proposal will be evaluated and ranked using the following criteria and point system:

Criteria	Maximum Points
Ability of Design-Build Team (as related to the Scope of Services in Section 1)	30
Approach to Project	10
Successful Experience with Similar Projects	35
Ability to Meet Schedule and Budget Requirements	10
Effect of Project Team Location on Project	10
Financial Capability	Pass/Fail
Volume of Work	5
MBE certification of proposer	5
TOTAL POSSIBLE POINTS	105

2. Evaluation Process

- 2.1 The Evaluation Team will evaluate the Proposers under the criteria above and shortlist three firms by consensus scoring.
- 2.2 The shortlisted firms will be required to provide oral presentations and the Evaluation Committee shall rank those firms in order of preference by consensus based on each firm's qualifications, approach to the project, and ability to furnish the required services (emphasis on experience with tilt-wall projects).

3. Award of Contract/Reject of Proposals

- 3.1 The Tax Collector's Office shall negotiate a guaranteed maximum price contract with the top-ranked firm for design build services at compensation which the Tax Collector determines is fair, competitive, and reasonable with an acceptable guaranteed schedule.
- 3.2 Should the Tax Collector's Office be unable to negotiate a satisfactory contract with the firm considered the most qualified at a price the agency determines to be fair, competitive, and reasonable, negotiations with that firm must be formally terminated. The agency shall then undertake negotiations with the second-most qualified firm. Failing accord with the second-most qualified firm, the agency must terminate negotiations. The agency shall then undertake negotiations with the third-most qualified firm. Should the agency be unable to negotiate a satisfactory contract with any of the selected firms, the agency shall select additional firms in the order of their competence and qualifications and continue negotiations in accordance with these procedures until an agreement is reached.

NOTE: The Design-Build contract issued as an addendum will be the final contract. Changes will be at the sole discretion of the Tax Collector.
PROPOSERS ARE STRONGLY ENCOURAGED TO DO ANY LEGAL OR OTHER REVIEW OF THE CONTRACT BEFORE SUBMITTING THEIR PROPOSALS.

- 3.3 The Procurement Services Department and/or the Tax Collector, at their sole discretion, reserve the right to reject any and all proposals and to waive any minor deviation concerning proposals whenever such rejection or waiver is in the best interest of the Tax Collector's Office. The Procurement Services Department and/or the Tax Collector's Office reserve the right to reject the proposal of any Proposer who has previously failed to perform properly or complete on time contracts of a similar nature. The Procurement Services Department and/or the Tax Collector also reserve the right to reject the proposal of any Proposer who: a) is not in a position to perform the contract; or b) who has habitually and without

just cause neglected the payment of bills, fees, or taxes; or c) who has otherwise disregarded obligations to subcontractors, materialman, or employees.

- 3.4 The selection of the successful Proposer does not mean that all aspects of the selected proposal are acceptable to the Procurement Services Department and the Tax Collector, and either entity reserves the right to modify or reject terms and conditions proposed by the successful Proposer as deemed necessary to ensure a contract satisfactory to the Tax Collector's Office.
- 3.5 The Procurement Services Department and/or the Tax Collector reserve the right to reject any or all proposals in their sole discretion and not proceed with the project. The Procurement Services Department or the Tax Collector's Office also reserves the right to modify or change any aspects of this RFP in its sole discretion. Changes and modifications will be posted on <http://www.demandstar.com/> and <ftp://ftp-public.hillsboroughcounty.org/procurement/> and www.hillstax.org

C. General Information and Conditions

1. Schedule of Events

The RFP process will be conducted in accordance with the following schedule:

DATE	DESCRIPTION
Friday, August 2, 2019	Advertisement published / RFQ Broadcast
Thursday, August 15, 2019	Pre-Proposal Conference/Tour & Site Visit
Monday, August 19, 2019	Question Deadline
Wednesday, September 4, 2019	Response Submittal Deadline
Monday, September 9, 2019	Evaluation Committee to Shortlist
Monday, September 16, 2019	Shortlist Presentations and Award

2. Instructions for Submission of Proposals

- 2.1 This proposal package must be the basis upon which all proposals are offered and the Proposal Response should be assembled, sealed and submitted to Evelina Romero, Hillsborough County Procurement Services, in the manner specified in Section E, Response Format and Content and at the time and place specified therein. The Proposer must manually sign the Proposer Signature Form.
- 2.2 Faxes and other unspecified forms of communication are not acceptable. The original proposal must be manually and duly signed by an authorized corporate officer, principal, or partner (as applicable) and notarized.

- 2.3 The general contractor shall be prime entity representing the group submitting the proposal and the general contractor shall sign the submittal.
- 2.4 Due to bonding requirements, the general contractor is expected to be the signatory on any subsequent construction contract.
- 2.5 Sealed proposals may not be amended or otherwise changed by any writing placed outside the sealed package; except, however, any such written "outside" communication by a proposer shall constitute a withdrawal to which the communication relates (thereby meaning the Proposer has issued "No Proposal" for consideration by the Hillsborough County Procurement Services Department and the Tax Collector).
- 2.6 The delivery of said proposal to the Procurement Services Department prior to the time and date stated within the RFP is solely and strictly the responsibility of the Proposer. The Procurement Services Department will in no way be responsible for delays caused by the United States Postal Service or for delays caused by any other occurrence.
- 2.7 The Proposer is solely responsible for reading and completely understanding the requirements and the specifications of the proposal items. Under no circumstances will a proposal delivered after the delivery time specified be considered. Late proposals will be returned to the Proposers unopened with the notation: "This Proposal was received after the delivery time designated for receipt."
- 2.8 Proposals may be withdrawn by written or email requests dispatched by the Proposer in time for delivery in the normal course of business prior to the time fixed for the Proposal Opening. Negligence on the part of the Proposer in preparing their proposals confers no right of withdrawal or modification of their proposal after such proposal has been opened by Hillsborough County Procurement Services Department. Proposers may not withdraw or modify their proposals after the appointed proposal deadline. Moreover, proposals will be in force for a period of ninety (90) days after submission of proposals to the Hillsborough County Procurement Services Department.
- 2.9 Proposers may not assign or otherwise transfer their proposals at any time without permission from the Hillsborough County Procurement Services Department and the Tax Collector's Office.

3. Questions/Requests for Interpretation & Addenda

- 3.1 No interpretation of the meaning of the Scope of Services or other contract documents or terminology will be made to any Proposers verbally. Every

request for such interpretation must be in writing and emailed to Evelina Romero at romeroev@hillsboroughcounty.org no later than 1:00 p.m., Monday, August 19, 2019.

- 3.2 There will be no queries accepted or answered after that time. Any and all such interpretations and any supplemental instructions will be in the form of a written addendum which, if issued, will be emailed to all prospective Proposers of Record at the respective email and posted on <http://www.demandstar.com/> and <ftp://ftp-public.hillsboroughcounty.org/procurement/> and www.hillstax.org Failure of any Proposer to receive any such addendum or interpretation shall not relieve said Proposer from any obligation under his proposal submitted. All addenda so issued shall become part of the Contract Documents.

4. Definitions

- 4.1 A “design-build contract” means a single contract with a design-build firm for the design and construction of a public construction project.
- 4.2 A “design-build firm” means a partnership, corporation, or other legal entity that:
- (a) Is certified under s. 489.119 to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
 - (b) Is certified under s. 471.023 to practice or to offer to practice engineering; certified under s. 481.219 to practice or to offer to practice architecture; or certified under s. 481.319 to practice or to offer to practice landscape architecture.

5. Proposal Errors

Where proposals have erasures or corrections, the Proposer must initial such erasures or corrections in ink.

6. Deviations

Proposers are hereby advised that the Procurement Services Department and the Tax Collector will consider only proposals that meet specifications and other requirements imposed upon them by this package. In instances where a deviation occurs, in the judgment of the Procurement Services Department and the Tax Collector, said proposal may be subject to rejection in recognition of the fact that said proposal does not meet the exact requirements imposed upon the Proposer.

However, said proposal may not be subject to such rejection where, at the sole discretion of the Procurement Services Department or the Tax Collector, the

stated deviation is considered to be equal or better than the imposed requirement and where said deviation does not destroy the competitive character of the proposal process by affecting the amount of the proposal such that an advantage or benefit is gained to the detriment of the other proposers.

7. Requested Information and Descriptive Literature

Proposers must furnish all requested information in the manner set forth in Section D, Submittal Requirements. Additionally, where required pursuant to the provisions of this proposal package, proposers must submit cuts, sketches, descriptive literature, and/or complete specifications relative to proposal. References to previously submitted material regarding previous proposals are not acceptable.

8. Proposal Submittal Costs

Submittal of a proposal is solely at the cost of the Proposer and the Procurement Services Department and the Tax Collector are in no way liable or obligated for any cost accrued to the Proposer in coming up with the Proposal Submittal.

9. Ownership and Reuse of Plans

Any schematics, construction drawings or renderings pursuant to this RFP and subsequent construction shall become the property of the Procurement Services Department and Tax Collector and shall be subject to reuse in accordance with section 287.055 (10), Florida Statutes. This includes any Computer-Aided Design (CAD) documents generated by successful Proposer in the design and construction of this project.

10. Cone of Silence

To safeguard the integrity of this procurement process, there shall be a Cone of Silence for this procurement. The Cone of Silence shall go into effect on the date the procurement solicitation is issued by the Tax Collector/Procurement Services Department and shall end five days after the final rankings are published or the date the procurement solicitation is cancelled by the Procurement Services Department, whichever occurs first. During the time period the Cone of Silence is in effect, no Proposer, interested party and/or their principals, officers, employees, attorneys or agents shall communicate with the Tax Collector or Tax Collector employees, regarding this procurement solicitation and/or any related protest(s). The Cone of Silence does not prohibit a Proposer from communicating with the designated contact from Procurement Services issuing the procurement solicitation. A violation of the Cone of Silence will result in the disqualification of the Proposer from consideration in the award of the procurement solicitation unless it is determined that the violation is unintentional and/or not material. If a Proposer is disqualified from consideration in the award of a procurement solicitation because of a Cone of Silence violation and said Proposer objects to the

disqualification, then the Proposer's objection shall be treated as a protest under this Request for Proposals.

11. Statutory, Rule, and Ordinance Requirements

These proposal documents do not attempt to list the federal, state, or county laws, ordinances, rules, or regulations that may affect the firm's proposal or the performance of the Contract. Lack of knowledge by the Proposer will not relieve the Proposer from compliance with all applicable laws and regulations or performance as required under the Contract. The successful Proposer must furnish all necessary permits and licenses when required.

12. Governing Domicile

The laws of the State of Florida will govern the RFP, the Proposal package, the Contract, and the successful Proposer's performance. The venue of any action involving this RFP or the resulting contract shall be in Hillsborough County, Florida.

13. Non-Discrimination

The Proposer shall comply with Hillsborough County, Florida – Code of Ordinances and Laws, Part A, Chapter 30, Article II (Hillsborough County Human Rights Ordinance) as amended, which prohibits illegal discrimination on the basis of actual or perceived race, color, sex, age, religion, national origin, disability, marital status, sexual orientation, or gender identity or expression, in employment, public accommodations, real estate transactions and practices, County contracting and procurement activities, and credit extension practices.

The Proposer shall also comply with the requirements of all applicable federal, state and local laws, rules, regulations, ordinances and executive orders prohibiting and/or relating to discrimination, as amended and supplemented. All of the aforementioned laws, rules, regulations, ordinances and executive orders are incorporated herein by reference.

14. Public Entity Crimes

In accordance with Florida Statute 287.133, the following information is provided:

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, bid or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the

threshold amount provided in Florida Statute 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

15. Risk

Proposers responding to this RFP do so at their sole expense and risk. Subsequent to the issuance of this RFP, the Procurement Services Department and the Tax Collector's office reserve the right to:

- Make changes to the RFP;
- Cancel this RFP;
- Request clarifications;
- Waive any informality or irregularity;
- Reject any and all proposals for any reason whatsoever; and
- Proceed with alternative project delivery methods if so desired.
- Proceed with alternative site.

No Proposer is guaranteed the award of an Agreement or any work as a result of being selected or short-listed for this project.

16. Clarifications and Additional Information

The Procurement Services Department and the Tax Collector reserve the right to request clarifications or additional information from any Proposer. Specific questions may be addressed to each of the Proposers and the Evaluation Committee may consider any further elaboration by the Proposers of any information previously submitted.

17. Partnerships/Corporations/Agents

When a Proposer is a partnership or joint venture, the Proposal shall be signed in the name of the partnership or joint venture and by all persons or entities required to do so under the terms of their partnership or joint venture agreement. Any existing written underlying partnership or joint venture agreements shall be included as part of the proposal.

18. Changes in Proposer Entity/Team

The Proposer is responsible for promptly notifying the Procurement Services Department of any change in the information in its submitted proposal. Failure to inform the Procurement Services Department within 24 hours of occurrence of a change may result in removal of the Proposer from consideration for the Project. Any changes to a Proposer entity after it has submitted its proposal may result in removal of the Proposer from consideration for the Project. Any additions, deletions or substitutions in a Proposer's team after it has submitted its proposal require a showing of good cause and must be clearly identified by the Proposer;

and the reasons for the changes must be provided. Decreases in scoring may result from the reconsideration of changes in the project team. No increases in scoring will result from the reconsideration of changes in the project team.

19. Notice of Public Meetings

Notice of any public meetings pertaining to this solicitation shall be posted on the Official Notices bulletin board located in the lobby of the Procurement Services Department, 601 E. Kennedy Blvd., 25th Floor, Tampa, Florida 33602.

20. Protest Procedure

Proposers wishing to protest the final decision of the Evaluation Committee regarding shortlisting or the final ranking may appeal within 5 business days of notice of the Evaluation Committee's final decision to Doug Belden, Tax Collector. The protesting Proposer shall state in writing the reason for their protest and provide documentation to support their protest. A protest bond or cash in the amount of \$15,000 must be posted. Protests shall be filed with Scott Stromer, Procurement Services Director, at stromers@hillsboroughcounty.org who shall then forward the protest to the Tax Collector. The Tax Collector shall have 5 business days to render a decision. If the Tax Collector agrees with the protestor, the protestor will get back the protest bond or cash. If the Tax Collector denies the protest, the protest bond or cash is forfeited.

D. Submittal Requirements

Each criterion is further described below. Proposers must provide responses and information sufficient for evaluation under the pertinent rating system described below. The Procurement Services Department reserves the right to request additional information from Proposers subsequent to the receipt of proposals.

1. Ability of Design-Build Team (30 Total Points Available)

Response limited to 3 pages maximum; excluding resumes and organizational charts. Resumes limited to maximum of two pages each.

1.1 Provide brief overview of firm and firm history/ownership/legal structure of the business and participating engineers and contractors. The following two Principal Team Members should be identified:

- (a) Principal Architect and firm;
- (b) Principal General Contractor and firm

1.2 Attach resumes for key personnel of the Project Team as well as the two Principal Team Members, detailing qualifications and past experience as it relates to similar types of projects. Information shall include name of individual and where the individual will be located during the project. **Resumes should note any and all experience with tilt-wall construction.**

- 1.3 Provide a short narrative on each team component or position describing its function and responsibilities.
- 1.4 Indicate if services will be provided by Proposer or by sub-consultants or subcontractors for the Principal Team Members identified above. If any of the duties of the Principal Team Members are to be provided by sub-consultants or subcontractors, include sub-consultant(s) or subcontractor(s) name(s) and specify what services will be provided.
- 1.5 Relative to the Scope of Services for the project, describe the specific abilities of the firms. Describe how you plan for the services and how those plans are to be executed. Submit separate organizational charts delineating personnel assigned to both construction and design services.
- 1.6 A qualification statement that includes a mandatory disclosure by the Proposer for the past five (5) years of any of the following conduct:
 - (a) License revocations, suspensions and/or other disciplinary actions;
 - (b) Denials of prequalification or findings of non-responsibility;
 - (c) Safety of past performance, loss time injury rates, recordable injury rate, and fatality incidents;
 - (d) Experience Modification Ratings;
 - (e) Claims on Payment and Performance Bonds.
- 1.7 Summarize your firm's philosophy and what you stand for in just a few words. Provide examples of how your core values impact your firm and the services you provide.

2. Approach to Project (10 Total Points Available)

Response limited to 5 pages maximum, excluding organizational charts.

- 2.1 Provide a narrative demonstrating Proposer's approach to project and its ability to furnish services. Describe the various phases of the project. Explain the specific responsibilities of firms and team members.
- 2.2 Include any innovative approaches to providing the services or to implementing the project. These may include schematics, elevation drawings or other material. Any schematic or elevation drawings should be submitted in CAD and PDF formats on the electronic copy of the proposal.
- 2.3 Briefly describe your Quality Assurance/Quality Control Program.
- 2.4 Describe what type of security you propose to safeguard the site during construction. Can you provide video surveillance while the project is underway? How will that video be powered and accessed?

- 2.5 Describe on-site supervision during construction and how many hours per day such supervision is expected to be on site.
- 2.6 Describe what sort of temporary structure will be utilized during the project to house construction offices. Will there be a bathroom in the temporary structure? Will there be enough room for team meetings?
- 2.7 Outline typical bond requirements the General Contractor may impose on their subcontractors.
- 2.8 State whether you will require audited or unaudited financial statements from sub-consultants and/or subcontractors.

3. **Successful Experience with Similar Projects (35 Total Points Available)**

- 3.1 Provide specific information on five (5) similar commercial projects and the costs of said projects, using Attachment 4, Successful Similar Project Form. Identify members of the project team who have worked on these representative projects and their levels of responsibility. Graphic representations of not more than 2 pages per project may accompany the form. Emphasis should be placed on tilt-wall construction.
- 3.2 Two of the five projects should come from the General Contractor identified in the proposal and two should come from the Architect identified in the proposal. The fifth project can come from either entity. The Architect or General Contractor may use a Design-Build project they participated in as proof of one of their projects. However, it may only be used once in the submittal. Emphasis should be placed on tilt-wall construction.
- 3.3 List any government construction project performed within the Tampa Bay regional area within the last five (5) years. Emphasis should be placed on tilt-wall construction.
- 3.4 Representative projects should demonstrate compliance with applicable laws, codes, standards, regulations, and agreements on past projects.
- 3.5 Please disclose and provide a written explanation regarding any existing or potential litigation, major disputes, contract defaults, alleged construction defects, criminal convictions and liens within the last 5 years for Proposer, Principal Team Members or any key personnel associated with this Proposal.
- 3.6 Provide your track record of delivering commercial and government projects on budget and on schedule over the last 5 years. Please provide any references (including names and phone numbers) who can attest to your track record.

4. **Ability to Meet Schedule and Budget Requirements (10 Total Points Available)**

Response limited to 3 pages maximum.

- 4.1 Provide a short narrative outlining how you propose to manage the project in order to meet schedule and budget requirements.
- 4.2 Provide a project work plan and schedule including milestone project tasks, deliverables and timeframes for their completion with a substantial completion date of August 1, 2020.
- 4.3 Indicate the controls to be utilized to maintain both schedule and budget for this project.
- 4.4 Describe the current and projected workload over the next year and your daily ability to handle the scope of services.
- 4.5 Provide a graphic representation of your current commitment over the next year for key members of the project team.

5. Effect of Project Team Location on Project (10 Total Points Available)

- 5.1 Define where elements of the work will be performed (City/State), whether performed by prime or sub-consultants or subcontractors, and who will oversee performance of that work.
- 5.2 Specify the members of the project team and office location for each.
- 5.3 A firm shall be considered local if its corporate headquarters are located within the following Florida Counties: Hillsborough, Pinellas, Polk, Pasco, and Manatee.

6. Financial Capability (Pass/Fail)

- 6.1 The selected Proposer will be required to provide a Performance Bond and Payment Bond in the full amount of the contract. At this time, Proposers shall provide evidence of the general contractor's ability to maintain a Performance and Payment Bond in the amount equal to the Guaranteed Maximum Price through a surety rated A+ or A by A.M. Best or Aaa or Aa by Moody's Rating System.
- 6.2 The Proposer should also provide proof of at least \$1 million in Professional Liability insurance through an insurance company rated A- or better by A.M. Best and approved to do business in the State of Florida. The Professional Liability insurance can be in the Proposer's name or the architect/engineer's name. This insurance is to cover design errors and omissions.

- 6.3 Provide any information concerning bankruptcies on behalf of Proposer, any of the Principal Team Members or key personnel associated with this Proposal.
- 6.4 Provide a report of any outstanding financial obligations to Hillsborough County and/or any form of court judgment or order against the Proposer in favor of Hillsborough County.

7. **Volume of Work (5 Total Points Available)**

- 7.1 A Volume of Work Score will be applied to the evaluation score for each firm submitting a response to the RFP.
- 7.2 The volume of work for a firm shall be the amount of payments made to a firm by the Tax Collector during the last 24 months. The amounts are retrieved from the Tax Collector's financial accounting system.
- 7.3 The volume of work will be converted by the following Volume of Work Matrix in Attachment 5.

8. **MBE Certification (5 Total Points Available)**

- 8.1 If Proposer is a certified Minority Business Enterprise (MBE) under Section 288.703, Florida Statutes, or a local MBE program, provide such certification.
- 8.2 MBE points will be awarded only for proof of MBE for the general contractor.

E. Response Format and Content

1. Format

The Response should be submitted on 8-1/2 inch-by-11 inch pages. Each page should be typewritten, single spaced, and single-sided on each separate page. Each response section should be tabbed to comply with the applicable sections referenced in Section C Submittal Requirements and must be submitted in individual 3-ring binders. **The Proposals should comprise 6 three-ring binders (including the original) and one CD for the electronic copy. All electronic files on the CD should be in PDF format AND CAD format, if applicable.**

The general contractor submitting the proposal must sign the submittal. Proposals that are incomplete or lack sufficient information may be rejected.

2. Content

Responses should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to fulfill the requirements of this RFP. In order to ensure a uniform review process and to obtain the

maximum degree of understanding of the Respondent's abilities, experience and qualifications, it is required that Responses be organized and submitted as follows:

Cover Page. The Response should provide a cover page that:

- States the RFP Title located on the cover page of this document.
- Contains the Respondent's name, mailing and location address, telephone number, facsimile number, e-mail address, and the name of the Respondent's contact person.
- List Company officials who are authorized to act on behalf of Proposer and bind the Proposer to all commitments made in the Proposal and subsequent negotiations.

Notarized Proposer Signature Form. (See page 20 of this RFP package)

Table of Contents

Response Requirements. The Response must, in order to be fully considered, contain responses to all questions contained in Section D, Submittal Requirements. Responses should be submitted in the order the questions and other information requests appear in Section D, Submittal Requirements. Respondents should list each question with the corresponding answer immediately thereafter. Responses should be arranged as follows:

Tab 1 – responses to 1 Ability of Design Team. (as related to the Scope of Services)

Tab 2 – responses to 2 Approach to Project.

Tab 3 – responses to 3 Successful Experience with Similar Projects.

Tab 4 – responses to 4 Ability to Meet Schedule and Budget.

Tab 5 – responses to 5 Effect of Project Team Location on Project.

Tab 6 – responses to 6 Financial Capability.

Tab 7 – responses to 8 MBE Certification, if applicable.

END

Proposer Signature Form
Request for Proposals No. 18637
Design-Build of Plant City Tax Collector's Office

Name of Proposer: _____
(Type or Print Name)

Business Address: _____

Telephone: _____

Email: _____

The above named Proposer affirms and declares:

- 1) That the Proposer understands all requirements of the RFP and will comply with all the stipulations included in the RFP package.
- 2) That the Proposer and Team are of lawful age and that no other person, firm, or corporation has any interest in this Proposal or in the contract proposed to be entered into;
- 3) That this Proposal is made without any understanding, contract, or connection with any other person, firm, or corporation making a Proposal for the same purpose, and is in all respects fair and without collusion or fraud;
- 4) That the Proposer is not in arrears to any entities, subagents or departments of Hillsborough County and the Hillsborough County Tax Collector's Office upon debt or contract and is not a defaulter, as surety or otherwise, upon any obligation to Hillsborough County or the Hillsborough County Tax Collector's Office;
- 5) That no officer or employee or person whose salary is payable in whole or in part from Hillsborough County government, the State of Florida or the Hillsborough County Tax Collector is, shall be, or will become interested, directly or indirectly, in this proposal; in the performance of the Contract; in the supplies, materials, equipment, and work or labor to which they relate; or in any portion of the profits thereof;
- 6) The Proposer acknowledges that he is certifying the accuracy of the information contained herein and that any statement herein that was untrue at the time it was made is grounds for immediate termination of the resulting Contract.
- 7) That the Proposer has received and carefully examined all Addenda issued prior to Opening.

- 8) Proposer understands, acknowledges, and agrees that the Tax Collector's Office will conduct comprehensive financial, criminal and other background checks on the top-ranked Proposer and principal team members.

Proposer:

By: _____
(Authorized Signature)

Date: _____

(Printed Name of Signer)

(Title of Signer)

ACKNOWLEDGEMENT OF PROPOSER, IF A CORPORATION

STATE OF _____)

SS

COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, who is personally known to me or who has produced _____ as identification and who did take an oath and who executed the foregoing instrument as _____ of _____,

a _____ corporation, and who severally and duly acknowledged the execution of such instrument as such officer aforesaid, for and on behalf of and as the act and deed of said corporation, pursuant to the powers conferred upon said officer by the corporation's Board of Directors or other appropriate authority of said corporation, and who, having knowledge of the several matters stated in said foregoing instrument, certified the same to be true in all respects.

He/She is personally known to me or has produced _____ as identification.

WITNESS my hand and official seal the date aforesaid.

_____ (Signature of the Person taking Acknowledgement)

_____ (Name of Acknowledger Typed, Printed or Stamped)

_____ (Title or Rank)

_____ (Serial Number, if any)

=====
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ACKNOWLEDGEMENT OF PROPOSER, IF A PARTNERSHIP OR INDIVIDUAL

STATE OF _____)

SS

COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, who is personally known to me or who has produced _____ as identification and who did take an oath and who _____

executed the foregoing instrument as a member of the firm of _____ (if applicable) and acknowledged the execution of same, for and on behalf of and as the act and deed of said firm, for the uses and purposes therein expressed.

He/She is personally known to me or has produced _____ as identification.

WITNESS my hand and official seal the date aforesaid.

_____ (Signature of the Person taking Acknowledgement)

_____ (Name of Acknowledger Typed, Printed or Stamped)

_____ (Title or Rank)

_____ (Serial Number, if any)