



Florida's Warmest Welcome

**CITY OF POMPANO BEACH  
REQUEST FOR PROPOSALS  
E-38-16**

**DESIGN-BUILD SERVICES FOR CONSTRUCTION OF  
NEW FIRE STATION NO. 24 (REBID)**

**OPTIONAL PRE-SUBMITTAL MEETING:  
APRIL 18, 2016, 1:30 P.M.  
ENGINEERING CONFERENCE ROOM  
1201 N.E. 5<sup>th</sup> AVENUE  
POMPANO BEACH, FLORIDA 33060**

**RFP OPENING: MAY 12, 2016 2:00 P.M.  
PURCHASING OFFICE  
1190 N.E. 3RD AVENUE, BUILDING C (Front)  
POMPANO BEACH, FLORIDA 33060**

April 11, 2016

CITY OF POMPANO BEACH, FLORIDA  
REQUEST FOR PROPOSALS  
E-38-16  
DESIGN BUILD SERVICES FOR FIRE STATION NO. 24

The City is seeking proposals from qualified firms to provide Cost Proposals along with qualifications and project approach for consideration to provide design-build services to the City for the design and construction of a replacement multi-bay Fire Station No. 24, located at 2001 NE 10th Street, Pompano Beach, FL 33060.

The City will receive sealed proposals until 2:00 p.m. (local), May 12, 2016, in the City's Purchasing Office, 1190 N.E. 3rd Avenue, Building C, Pompano Beach, Florida, 33060. E-mailed or faxed proposals will not be acceptable.

The City has chosen to utilize a single-step selection process. The Proposers will provide qualifications and approach along with a Cost Proposal to construct the project. The anticipated form of construction contract will be stipulated sum or a cost plus a fee not to exceed a Guaranteed Maximum Price (GMP).

1. Project Description

The CITY wishes to construct a new Fire Station No. 24, in lieu of rehabilitating the existing one. The CITY hereby requests proposals from interested Design-Build Service Providers to provide a turnkey project for the demolition of existing Fire Station No. 24 and the design/build of a new Fire Station No 24 on the existing site.

The scope-of-work includes the design and construction of a new CBS 2-story, multi-bay, fully fire protected, building. The existing fire station building and parking lot is to be demolished and the existing site is to be prepared for new construction. The scope of work includes design and construction of complete fire station facilities including all civil, emergency signalization, architectural, structural, plumbing, mechanical, and electrical components. New services and utilities will be required with connections to existing systems. New landscaping and irrigation will be required. The design and construction will achieve a minimum of Silver LEED Certification and will require full associated documentation. Incorporation of gender friendly dormitory design is required for the new fire station.

For this site, Design-Build Service Provider shall provide for **Alternate Proposal Item #1** for a temporary fire station operations facility required for use during existing site demo and construction. The requirements of the temporary (portable) trailer facilities including configuration and footprint dimensions with gender-friendly dormitory, and offices for firefighters along with assistance with various service hookups such as temporary electric and backup power, water and sanitary, IT, security, alarm and communication linkages will be as determined by City fire personnel. Design Team will be required to coordinate schedules and arrangements and perform installation of the required items for the relocation.

Compliance with all state and local codes, laws and ordinances, including but not limited to the CITY, OSHA, Federal and State ADA Standards for Accessible Design, Broward County Building Department, and the latest edition of the Florida Building Code, including the latest amendments to these codes is mandatory. The project must meet all applicable Development Review Committee (DRC), Planning and Zoning (P&Z), and Architectural Advisory Committee (AAC) requirements as well as CITY's Engineering, Parking, Fire, Police, Building Department, etc., requirements.

Incorporation of the CITY's security and information technology requirements are required. Provision of a complete fire station alerting system integrated with a complete PA system is included. Coordination with the County's Office of Communications Radio Shop requirements is required. Design Builder will be required to attend coordination meetings with the City IT Department and the County's Office of Communications Radio Shop

Responsible design-build professionals within the Team shall perform studies, investigations, designs and calculations. The professionals shall design and build a complete fire station facility that meets the operational expectations of the CITY. The responsible design professionals of the successful Design Build Services Team will be required to certify, sign, and seal their respective drawings and specifications.

The design and construction of the building and the site for Fire Station No 24 must meet FAA airspace requirements of the adjacent airpark. The CITY has commissioned a FAA Airspace Study Checklist. The selected Design-Build Services Provider will work in partnership with the CITY's FAA Consultant in creating a site plan and building plan in accordance with the FAA Airspace Study Checklist and submitting a final facility design for approval by the FAA. This collaborative team will address all comments and revisions in order to achieve an approved final design from the FAA.

Due to the proximity of the Air Park to the Fire Station No. 24 site and due to other site constraints at Fire Station No. 24, variances for right-of-way setbacks may be required from the CITY's Development Services Dept. and City's applicable advisory Boards. The successful Design Build Services Team will be required to perform activities and provide services on the CITY's behalf to achieve any variance that may be required to bring the project to fruition.

Platting with the County will be required for the site and the successful Design Build Services Team will be required to perform activities and provide services on the CITY's behalf to achieve platting of the site that may be required.

The project will incorporate a design build contract and shall include payment and a performance bond, applicable permits, fees, impacts, utility taps, and licenses.

## **2. Optional Pre-Submittal Meeting**

There will be an optional pre-submittal meeting to review the City's expectations for the project, including backgrounds and scopes, and answer questions from potential proposers on April 18, 2016, beginning at 1:30 p.m. in the Engineering Conference

Room, 1201 N.E. 5<sup>th</sup> Avenue, Pompano Beach, Florida, 33060. Attendance at the Pre-Submittal Meeting is highly recommended.

### 3. Introduction and Purpose

The City of Pompano Beach ("CITY") hereby requests proposals from interested development teams who shall be required to provide a turnkey design-build fire station project through a single-step selection process.

The City has recently constructed Fire Station 11 at 109 North Ocean Boulevard Pompano Beach. Fire Station 11 shall serve as a model for the desired design of the proposed station including floor space allocations, materials, finishes, equipment and architectural theme. General project specifications and requirements include, but are not limited to, the following items:

- A) The turnkey design and construction of a new Fire Station No 24.
- B) The demolition of the existing fire station and preparation of the site for new construction. Contractor shall make environmentally conscious choices when performing demolition and construction. Contractor shall divert and dispose of demolition and construction debris in accordance with all controlling federal, state, and county environmental agencies. Exhibits attached to this RFP outline the results of surveys to detect Asbestos Containing Materials, Lead Paint and Mold. All waste products shall be disposed of in accordance with Federal State and Local regulations
- C) The accommodation for provision of and relocation to on-site temporary fire station facilities and related service hookups for firefighters during construction in accordance with the requirements of City fire service personnel. **Temporary fire station facilities should be clearly marked "Alternate Proposal Item #1" with cost broken out separately on proposal documents.**
- D) Building areas will reflect the building program as coordinated with Pompano Beach Fire Rescue and will include the following building functions: 1) Storage, 2) Apparatus Bay, 3) Business, 4) Gender Friendly Dormitory; 5) Separate Battalion Chief Work and Dormitory Quarters; and 6) Pharmacy. . An outline program of proposed floor spaces is provided in Exhibit J-13. However, the City reserves the right to provide further coordination and development towards the ultimate project plan.
- E) Provide a complete fire station facility including all civil, emergency signalization, architectural, structural, plumbing, mechanical, fire alerting system, security access system, emergency generator, fire alarm system, and electrical system;
- F) A minimum of Silver LEED Certification and will require full documentation for the fire station project; The Design Build Consultant Team will be required to submit all applications, calculations and responses needed to achieve certification.
- G) Compliance with FAA airspace requirements of the adjacent airpark for the design of Fire Station No 24;
- H) Incorporation of the CITY's security and information technology requirements;
- I) Incorporation of the County's Office of Communications Radio Shop requirements for fire station alerting;
- J) Incorporation of gender friendly dormitory design; Each dormitory will be a private space with a bed, desk and three casework cabinets (20"x20"x84"). Private shower rooms with showers, toilets and sinks will be provided.

- K) Incorporation of design build contract including a payment and performance bond, applicable permits, fees, impacts, utility taps, and licenses;
- L) Provision of pre-design consulting services and stakeholder meetings to determine projects' scope, requirements, values, and community interests; Proposers should plan for a minimum of five public meetings as part of the program and design confirmation process.
- M) Preparation of preliminary and detailed fire station designs and/or design alternative recommendations, including (as required) various types of modeling, site inspections, surveying, value engineering and field data analysis;
- N) Preparation of preliminary project schedules and cost estimates; A construction cost estimate shall be provided consistent with each design development drawing submitted.
- O) Preparation of all required construction documents for the fire stations including schematic design drawings, design development drawings, contract documents, permit documents, and bid documents The DESIGN/BUILD Consultants will furnish to the CITY signed and sealed Plans and Specifications for the project. The Plans and Specifications must be sealed by a Registered Architect and Professional Engineers, as appropriate for the various disciplines, licensed to practice in Florida per the requirements of Chapter 481 or Chapter 471, Florida Statutes. The final conformed Construction Documents will form the basis for the GMP.
- P) Preparation of all required permit applications and submittal packages as required for permit issuance of all agency permits (i.e. Federal, State, County, and CITY); Permit fees are to be paid by the Contractor and reimbursed by the City under a permit fee allowance..
- Q) Provision of pre-construction services, construction management/administration and full construction services for the complete fire station (and all associated building systems) and for the site development;
- R) Provide project closeout services.

4. The following items are intended to set minimum requirements for various design aspects of the project:

A) **Intent**

The intent of the CITY is to solicit proposals and to issue a contract to a Design-Build team to provide professional services to the CITY for the New Fire Station No. 24 located 2001 NE 10th Street, Pompano Beach, FL 33060.

The CITY wishes for this project to have a lasting impression. It desires to make a new fire station compatible in design and theme with another recently built fire stations within the CITY; Fire Station 11 at 109 North Ocean Boulevard Pompano Beach. Fire Station 11 shall serve as a model for the desired design of the proposed station including floor space allocations, materials, finishes, equipment and architectural theme. The Architectural theme shall be Florida Vernacular Style characterized by wood frame appearance, metal roofs, raised floors, and large porch.

Exhibits attached to this RFP contain potential site plan layouts that were developed solely for the purpose of determining potential FAA impacts and which

are being used to comply with the provisions of Fla. Stat. 287.055 as part of the design criteria package. These site plans may be taken as a guide but they are not intended to convey any City preference for the proposed layout. Proposers shall use their experience and design expertise to propose the site layout that they feel works best for the City.

The new fire station has a preliminary estimated budget of \$3,500,000 including building design, construction activities, and site development. The CITY's preliminary budgets do not include furniture, fixtures, and equipment, however the D/B team will be required to specify these items and a City generated Allowance will be provided in order to purchase them.

The successful proposer will have to coordinate building design activities, site development, and building construction with various CITY Departments.

The CITY is seeking proposals that demonstrate creativity in addressing neighborhood compatibility, street frontage, pedestrian activity, quality design, and quality materials in construction.

Proposers will clearly demonstrate the experience of their team and their background of developing similar projects.

Proposers will present conceptual designs that are financially feasible prior to preparing construction documents.

**B) Project Site**

The project site for the New Fire Station No. 24 is 2001 NE 10th Street, Pompano Beach, FL 33060. Site and Utility surveys are included as exhibits to this RFP.

**C) Team Experience /Minimum Qualifications**

The CITY's goal is to hire an experienced and competent team to provide all identified services and successfully complete the project. Proposer must clearly demonstrate this experience in its response to this RFP. The Designer or Builder shall have completed a minimum of one (1) LEED Silver fire station in the last 5 years. In addition, the D/B firm shall have constructed a minimum of 3 fire stations (or projects of similar nature, as determined by the City) in the last 10 years and Designer on the team shall have designed a minimum of 3 fire stations in the last 10 years (or projects of similar nature, as determined by the City). This shall be a pass/fail requirement. Failure to meet this requirement will result in proposal being rejected. D/B firm shall possess a GC license and an Architectural/Engineering license issued by the State of Florida. D/B firm to provide sufficient backup to demonstrate qualifications

**D) Financial Capabilities**

The CITY's goal is to hire a team with sufficient financial resources to complete the project without delays. Proposer must provide sufficient information to verify

the team contractor has the financial capacity to secure bonding adequate to construct the projects.

Proposers are required to submit a Proposal security made payable to CITY in an amount of \$50,000.00 in the form of a cashier's check or a Proposal (bid) Bond issued on a form and by a surety satisfactory to the City and approved by the City Attorney or Risk Manager.

The Proposal security or Bond of the Successful Proposer will be retained until such Proposer has executed an Agreement and furnished the required contract security (Performance and Payment bonds.) If the Successful Proposer fails to execute and deliver the Agreement and/or furnish the required contract security within twenty-one (21) calendar days after receipt of the contract documents from the CITY, the CITY may annul the contract award and the Proposal security of that Proposer will be forfeited.

Performance and Payment bonds, written on the City's forms, shall be submitted with the executed contract by the Proposer receiving award, and written for 100% of the Contract award amount, the cost borne by the Proposer receiving an award.

**E) Project Design/Development Concept/Delivery**

- 1) The CITY's desire is to make the new Fire Station No. 24 compatible in design and theme with recently built new fire stations within the CITY.
- 2) The existing Fire Station No. 24 will be demolished and the existing site prepared for new construction. The successful construction management plan will allow for the establishment and accommodation of temporary and portable gender-friendly dormitories and offices for firefighters during construction (indicate as **Alternate Proposal Item #1**). The Fire Services department is requiring temporary operations facilities to house a minimum of seven (7) individuals. Proposer shall plan covered parking space and related ingress/egress with suitable weight loading surfaces for a minimum of three (3) vehicles (engine truck, rescue truck and battalion chief's vehicle) and related apparatus. The temporary facility shall be fenced for security control.
- 3) For Fire Station #24, the design and construction of building and site will be in accordance with FAA airspace requirements of the adjacent airpark. The CITY has commissioned a FAA Airspace Study Checklist. The selected Design-Build Services Provider will work in partnership with the CITY's FAA Consultant in creating a site plan and building plan in accordance with the FAA Airspace Study Checklist, submit a final facility design for approval by the FAA, and achieve an approved final design.
- 4) For Fire Station #24, the redevelopment will be subject to Pompano Beach Air Park (PMP) airspace obstruction limitations. The Air Park is a public use general aviation airport with three active runways. The Federal Aviation Administration (FAA) issues guidance for the safe, efficient use and preservation of navigable airspace under Federal Regulations Part 77.
- 5) For Fire Station #24, due to the proximity of the project to the Air Park a Notice of Proposed Construction or Alteration, Form 7460-1, will be

required to be submitted once the site plan and building elevations are finalized. The CITY will not issue a formal site plan approval until the FAA Issues a Notice of No Hazzard for the proposed improvements. The developing team should allow up to 90 days for FAA review and approval once the information is submitted.

- 6) For the new fire station, variances for right-of-way setbacks may be required from the CITY's Development Services Dept. The D/B firm shall include costs and time for this process.
- 7) In order to provide guidance for the development of Fire Station No 24, the included exhibits reflect anticipated maximum building heights at the property boundaries. Every effort should be made to remain below these elevations with considerations for antennae, equipment parapets, flagpoles and other potential obstructions taken into consideration.
- 8) Compliance with all state and local codes, laws and ordinances, including but not limited to the CITY, OSHA, Federal and State ADA Standards for Accessible Design, Broward County Building Department, and the Florida Building Code, including the latest amendments to these codes is mandatory.
- 9) The project will be subject to all City Codes, including the Land Use Code, and must meet all applicable requirements from the CITY's Engineering Department, Parking, Fire, Police, Building Department, etc.. The project will be subject to the Site Plan Approval Process through the City Development Services Department that includes approvals from the Development Review Committee (DRC), Planning and Zoning (P&Z), and Architectural Advisory Committee (AAC)
- 10) Project design shall include at a minimum a sufficient number of Leadership in Energy and Environmental Design (LEED) elements to ensure LEED Silver certification. The applicant is encouraged to propose a design that includes such elements as solar powered panels to reduce dependency on electricity, recyclable products, etc.
- 11) These are time sensitive project. The firm must be able to deliver the Fire Station and site in a timely fashion and as required by the CITY. The proposed schedule for this project is anticipated to be 18 months including Design Permitting and Construction (GMP preparation and negotiation excluded). The Design Build teams shall indicate their proposed schedule and any major milestones for successful project completion as part of their proposal. The City's current milestone-level planning schedule is provided in Exhibit J-15. The Contractor proposed schedule will be the basis of evaluation and will set the baseline for the Contractual obligation that will be subject to liquidated damages.
- 12) The CITY will impose liquidated damages of \$1,000.00 per day for failure to deliver on time, except when delays are not directly caused by the firm's negligence or lack of planning.
- 13) Platting with the County will be required for the site and the successful Design Build Services Team will be required to assist with the process. The CITY is handling the platting and D/B will only be required to help coordinate to avoid scheduling issues. The D/B teams will be required to accommodate any delays to the project schedule that may be caused by the platting process without additional costs to the City. Likewise, any delays caused by the platting process will not be subjected to liquidated damages.



- 14) The fire station will have designated construction project management and field supervision personnel assigned exclusively to this project.
- 15) The project shall be equipped with a standby generator with an automatic transfer switch. The generator shall be sized to run the full facility load under emergency operations. The generator shall be diesel with a standby tank to provide power for a minimum of 96 hours before fuel resupply is required. An option for natural gas will be considered as an alternate. The generator shall be housed within an enclosed structure that is either contiguous with the main building or stand-alone. The structure shall be enclosed with walls and a roof of similar design to the main building and shall be hardened against wind load for emergency facilities.
- 16) The buildings shall be designed for structural upgrades in accordance with a Risk Category IV building for a wind speed designated by the FBC Section 1620.2 for Broward County.
- 17) The minimum building floor elevation shall be set 2' above the base flood elevation in accordance to the Florida Building Code provisions for emergency facilities. Base Flood shall be in accordance with updated FIRM maps and Broward County requirements. Project shall be designed in North American Vertical Datum 1998 (NAVD88).
- 18) Civil design for the project shall be performed in accordance with City standards regarding paving, grading, drainage, signing, marking and utilities.
- 19) Reinforced concrete pavement shall be utilized for a minimum of 50' outward from the building face at the front and rear doors to the apparatus bay. Reinforced concrete shall be a minimum of 6" thick on 12" of compacted subgrade and shall be reinforced for the for the apparatus loads.
- 20) Other paved areas shall be a minimum of 2" of asphalt on 8" of limerock. Asphalt shall meet FDOT standards for SP9.5 or approved equal.
- 21) The project shall include a flag pole with uplighting.
- 22) The project shall include a monument sign similar to the City standard utilized at Fire Station 11. The sign shall be externally lit on a phot cell.
- 23) The project shall have a dumpster enclosure in accordance with City standards. The dumpster enclosure shall include a minimum 6" reinforced concrete pad that extends at least 8' from the face of the enclosure.
- 24) Bollards shall be provided at the entry points to the apparatus bay and dumpster enclosure as well as any other structure that could be struck by vehicular movement.
- 25) The proposed site will require a total of 25 parking spaces configured in such a way that 20 are set aside for staff within a secured fenced perimeter. The remaining 5 shall be arranged for visitors including one handicap parking space.
- 26) The site shall be fenced with the staff parking and private side of the building enclosed within secure perimeter. The public entrance and public parking shall be accessible from the street. Fencing shall be 6' aluminum picket estate style fencing with a remote controlled operating rolling gate for access
- 27) **Alternate Proposal Item #2:** Emergency Traffic Signal: Provision of mast arms and electronic signalization, material, equipment and labor in

the roadway immediately in front of the driveway exit from Fire Station #24. References to Emergency Traffic Signal should be clearly marked "**Alternate Proposal Item #2**" with cost broken out separately on proposal documents.

5. **Design Build Process**

The City is employing a Single-step design build competitive proposal selection process to retain a Design-Build firm to perform the work. The City has procured a design criteria package as required by Fla. Stat. 287.055. Such documents and requirements are included herein and also attached as exhibits.

Responses will be evaluated based on the scoring criteria provided in this document.

6. **Small Business Enterprise Program**

The Pompano Beach City Commission has established a voluntary Small Business Enterprise (SBE) Program to encourage and foster the participation of Small Business Enterprises in the central procurement activities of the City. The City of Pompano Beach is strongly committed to ensuring the participation of Small Business Enterprises (SBE's) as contractors and subcontractors for the procurement of goods and services. The definition of a SBE, for the purpose of the City's voluntary program, is taken from the State of Florida Statute 288.703(1).

As of the date of publication of this solicitation, a small business means an independently owned and operated business concern that employs 200 or fewer permanent full-time employees and that, together with its affiliates, has a net worth of not more than \$5 million or any firm based in Florida that has a Small Business Administration 8(a) certification. As applicable to sole proprietorships, the \$5 million net worth requirement shall include both personal and business investments.

The City encourages all firms to undertake good faith efforts to identify appropriate Small Business Enterprise partners. Sources of information on certified Small Business Enterprises include the Broward County Small Business Development Division, the State of Florida Office of Supplier Diversity, South Florida Water Management District, and other agencies throughout the State. The City includes links to these organizations from the City's website [www.pompanobeachfl.gov](http://www.pompanobeachfl.gov). Please indicate in your response if your firm is a certified Small Business Enterprise.

**The City has set a 10% voluntary Small Business Enterprise Goal for this project. SBE Forms are located at the end of this solicitation, and all firms responding must return a response of participation or non-participation in order to be considered responsive for evaluation purposes.**

Please indicate in your response if your firm is a certified Small Business Enterprise, and include the completed "Good Faith Effort Report" form with your proposal. Proposers should submit Exhibit A, detailing the list of SBE firms to be used on the proposed contract, and a completed Letter of Intent, Exhibit B, for all participating SBE firms. Submit Exhibit C listing SBE firms that were solicited but not selected. Submit Exhibit D explaining your firm's good faith efforts to include SBE firms on this contract.

## 7. **Local Business Program**

On March 23, 2010, the City Commission approved a Resolution establishing a Local Business Program, a policy to increase the participation of City of Pompano Beach businesses in the City's procurement process.

You can view the list of City businesses that have a current Business Tax Receipt on the City's website, and locate local firms that are available to perform the work required by the bid specifications. The business information, sorted by business use classification, is posted on the webpage for the Business Tax Receipt Division: [http://pompanobeachfl.gov/index.php/pages/dev\\_scv\\_btr/btr](http://pompanobeachfl.gov/index.php/pages/dev_scv_btr/btr)

**The City has set a 10% voluntary Local Business goal for this project. Local Business program forms are located at the end of this solicitation, and all firms responding must return a response of participation or non-participation in order to be considered responsive for evaluation purposes.**

The City of Pompano Beach is strongly committed to insuring the participation of City of Pompano Beach Businesses as contractors and subcontractors for the procurement of goods and services. Proposers are encouraged to participate in the City of Pompano Beach's voluntary Local Business Program by including, as part of their package, the Local Business Participation Form (Exhibit E,) listing the local businesses that will be used on the contract, and the Letter of Intent Form (Exhibit F) from each local business that will participate in the contract. Proposers should utilize businesses that are physically located in the City of Pompano Beach with a current Business Tax Receipt. Proposers who are unable to meet the recommended voluntary goals should also provide the Local Business Unavailability Form (Exhibit G,) listing firms that were contacted but not available, and the Good Faith Effort Report (Exhibit H) describing the efforts made to include local business participation in the contract.

## 8. **Required Proposal Submittal**

### **Submission/Format Requirements**

Submit one (1) original unbound and six (6) bound copies of the proposal. All copies will be on 8 ½" x 11" plain white paper, typed, and signed by an authorized representative who is able to contractually bind the Proposer. In addition, Proposers must submit one (1) original copy of the Proposal on electronic media in printable Adobe or Microsoft Word format (or other format approved by the City). Failure to adhere to the submittal quantity criteria may result in the Proposal being considered non-responsive.

**Information to be included in the proposal:** In order to maintain comparability and expedite the review process, it is required that proposals be organized in the manner specified below, with tabs or dividers between the sections:

#### **Title page:**

Show the project name and number, the name of the Proposer's firm, address, telephone number, name of contact person and the date.

#### **Table of Contents:**

Include a clear identification of the material by section and by page.

**Letter of Transmittal:**

Briefly state the Proposer’s understanding of the project and express a positive commitment to provide the services described herein. State the name(s) of the person(s) who will be authorized to make representations for the Proposer, their title(s), office and E-mail addresses and telephone numbers. Please limit this section to two pages.

**Understanding of the Project:**

Written understanding of the project needs and how your team intends to apply this information to the benefit of the City, the Master Development, and the community. (Maximum 10 pages, 8.5” x 11”, single sided).

**Coordination:**

Describe ability to coordinate and successfully complete the required building design by the team (maximum 3 pages, 8.5” x 11” single sided).

**Unique Capabilities:**

Identify any additional or unique resources, options, capabilities or assets which the Proposer would bring to this project.

**Technical Approach:**

Firms or teams shall submit their technical approach to the tasks described in the scope, including details of how each phase of the project would be completed, and how their firm proposes to maintain time schedules and cost controls. Submittal shall include Preliminary Plans (Site Plan, Building Plans) and Renderings for Site Plan and Building Elevations. The Submittal shall further include product information, LEED Scoresheet and technical specifications suitable to adequately describe the proposed project.

**Fees & Costs:**

Include a concise narrative with sufficient detail indicating the proposed approach to providing the required services, including a description of the types and qualities of service that would be provided. Provide a cost for each of the major services provided along with the estimated number of expected work hours for each qualified staff. Costs shall be comprehensive in order to deliver this turnkey project and include all material, labor, services, fees and other incidentals required to complete the Design-Build for the replacement of Fire Station #24 in its entirety, consistent with the enclosed Design Criteria package and all federal, state and local requirements.

Proposer shall itemize all costs to complete all and necessary tasks as described herein. Costs associated with travel as well as miscellaneous expenses should be adequately described.

At minimum, Contractors shall structure their proposal costs into the following general headings (additional headings for items that do not fit into those listed below shall be added with sufficient detail in order to clearly understand the nature of the costs):

Architectural & Engineering Design Costs  
Construction Costs (breakdown by major equipment discipline and work activity is desired)

**Total Design-Build Project Cost**

Allowance #1: Permitting Fee Allowance (\$10,000)

Allowance #2: Furniture, Fittings and Equipment (\$100,000). Contractor specified and purchased thru a City Allowance

Alternate Bid #1: Temporary Fire Station Operations Facility

Alternate Bid Item #2: Emergency Traffic Signal

The City reserves the right to declare any Proposer as “non-responsive” in the event of cost presentations that do not fully disclose all anticipated project costs or in cases where the numerical totals are not correct or sufficiently transparent.

**Schedule:**

Proposer shall provide a detailed timeline that highlights proposed tasks that will meet all applicable deadlines and milestones.

**Licensure:**

Provide copy of applicable license(s) for team member(s). Prime Contractor shall provide a Copy of the State of Florida General Contractors License. Design team to provide licenses for Architecture and Engineering Disciplines

**Organizational Chart:**

Specifically identify the management plan (if needed) and provide an organizational chart for the team. The proposer must describe at a minimum, the basic approach to the project, to include reporting hierarchy of staff and sub-consultants, clarify the individual(s) responsible for the co-ordination of separate components of the scope of services.

**Statement of Skills and Experience of Project Team:**

Brief corporate background and explanation of qualifications for this particular type of project as related to key members of the team. Describe experience as a fire station designer and fire station builder. Include the experience of the prime consultants as well as other members of the project team; i.e., additional personnel, sub-consultants, branch office, team members, and other resources anticipated to be utilized for this project. Name specific projects (successfully completed within the past five years) where the team members have performed similar projects previously. (Maximum 5 pages, 8.5” x 11” single sided). Highlight any projects in which both the Designer and the Prime Contractor have worked together to successfully deliver D/B projects and the total dollar value of said projects.

**Resumes of Key Personnel:**

Provide resumes for key project team members listing their location and role on this project and their associated fire station experience within the last 5 years (maximum 2 pages per individual 8.5 x 11 single sided.)

**References:**

Submit a client reference list, including name of contact, firm and/or governmental entity, address, telephone number and type of service provided to each reference.

**Litigation:**

Disclose any litigation within the past five (5) years arising out your firm's performance.

**Bonding Capacity:**

Letter from the surety company that would issue Performance and Payment bonds for the Contractor included on your team, providing information on the Contractor's bonding capacity.

**Office Locations:**

Identify the location of the office from which services will be rendered, and the number of professional and administrative staff at the prime office location. Also identify the location of office(s) of the prime and/or sub consultants that may be utilized to support any or all of the professional services listed above and the number of professional and administrative staff at the prime office location.

If firms are situated outside the local area, (Broward, Palm Beach, and Miami-Dade counties) include a brief statement as to whether or not the firm will arrange for a local office during the term of the contract, if necessary.

**Small Business Enterprises:**

Completed SBE program forms, Exhibits A-D, if applicable for your team. Include copies of all SBE certifications for firms listed on these forms. Eligible Small Business Enterprises shall be as defined under Federal, State and County programs

**Local Businesses:**

Completed Local Business program forms, Exhibits E-H, if applicable.

**Acknowledgement of all Addenda issued.**

**City Forms:**

The RFP Proposal Signature Page must be completed, signed and returned. Proposer should return all RFP pages, initialed where indicated.

**9. Insurance**

The insurance described herein reflects the insurance requirements deemed necessary for this contract by the City. It is not necessary to have this level of insurance in effect at the time of submittal, but certificates indicating that the insurance is currently carried or a letter from the Carrier indicating upgrade ability will speed the review process to determine the most qualified Proposer.

The successful Proposer(s) shall not commence operations until certification or proof of insurance, detailing terms and provisions of coverage, has been received and approved by the City of Pompano Beach Risk Manager.

The following insurance coverage shall be required.

- A. Worker's Compensation Insurance covering all employees and providing benefits as required by Florida Statute, Chapter 440, regardless of the size of the company (number of employees). The Contractor further agrees to be responsible for employment, control and conduct of its employees and for any injury sustained by such employees in the course of their employment.
  
- B. Liability Insurance
  - 1) Naming the City of Pompano Beach as an additional insured, on General Liability Insurance only, in connection with work being done under this contract.
  
  - 2) Such Liability insurance shall include the following checked types of insurance and indicated minimum policy limits.

**LIMITS OF LIABILITY**

Type of Insurance	each occurrence	aggregate
<b>GENERAL LIABILITY: MINIMUM \$1,000,000 per OCCURRENCE/\$2,000,000 AGGREGATE</b>		
* Policy to be written on a claims incurred basis		
XX comprehensive form		
XX premises - operations	bodily injury	
XX explosion & collapse hazard	property damage	
XX underground hazard		
XX products/completed operations hazard	bodily injury and property damage	
XX contractual insurance	combined	
XX broad form property damage		
XX independent contractors		
XX personal injury	personal injury	

**AUTOMOBILE LIABILITY: MINIMUM \$1,000,000 per OCCURRENCE/ \$2,000,000 AGGREGATE**

	bodily injury (each person)	
	bodily injury (each accident)	
XX comprehensive form	property damage	
XX owned		
XX hired	bodily injury and property damage	
XX non-owned	combined	

**REAL & PERSONAL PROPERTY**

XX comprehensive form      Consultant must show proof they have this coverage.

**EXCESS LIABILITY**

XX umbrella form	bodily injury and property damage		
— other than umbrella	combined	\$2,000,000.	\$2,000,000.

XX **PROFESSIONAL LIABILITY**      \$2,000,000.  
 \* Policy to be written on a claims made basis



- (3) If Professional Liability insurance is required, Contractor agrees the indemnification and hold harmless provisions of the Agreement shall survive the termination or expiration of the Agreement for a period of three (3) years unless terminated sooner by the applicable statute of limitations.
- C. Employer's Liability. CONTRACTOR and all subcontractors shall, for the benefit of their employees, provide, carry, maintain and pay for Employer's Liability Insurance in the minimum amount of One Hundred Thousand Dollars (\$100,000.00) per employee, Five Hundred Thousand Dollars (\$500,000) per aggregate.
  - D. Policies: Whenever, under the provisions of this Agreement, insurance is required of the CONTRACTOR, the CONTRACTOR shall promptly provide the following:
    - (1) Certificates of Insurance evidencing the required coverage;
    - (2) Names and addresses of companies providing coverage;
    - (3) Effective and expiration dates of policies; and
    - (4) A provision in all policies affording CITY thirty (30) days written notice by a carrier of any cancellation or material change in any policy.
  - E. Insurance Cancellation or Modification. Should any of the required insurance policies be canceled before the expiration date, or modified or substantially modified, the issuing company shall provide thirty (30) days written notice to the CITY.
  - F. Waiver of Subrogation. CONTRACTOR hereby waives any and all right of subrogation against the CITY, its officers, employees and agents for each required policy. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss agreement to waive subrogation without an endorsement, then CONTRACTOR shall notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy which includes a condition to the policy not specifically prohibiting such an endorsement, or voids coverage should CONTRACTOR enter into such an agreement on a pre-loss basis.

The successful proposer shall furnish to the City the certification or proof of insurance required by the provisions set forth above, within ten (10) days after notification of award of contract. Certificate(s) to be issued to City of Pompano Beach, Attention Risk Manager, 100 West Atlantic Boulevard, Pompano Beach, Florida, 33060.

## **10. Selection/Evaluation Process**

A Selection/Evaluation Committee will be appointed to select the most qualified firm(s). The Selection/Evaluation Committee will present their findings to the City Commission.

Proposals will be evaluated using the following criteria.

	<u>Criteria</u>	<u>Point Range</u>
A.	Qualifications	0-40
B.	Project understanding	0-20
C.	Scheduling	0-5
D.	Capability of the team to perform	0-20
E.	Cost Proposal	0-15
	<b>Total</b>	<b>0-100</b>

Value of Work Previously Awarded to Firm (Tie-breaker) - In the event of a tie, the firm with the lowest value of work as a prime contractor on City of Pompano Beach projects within the last five years will receive the higher ranking, the firm with the next lowest value of work shall receive the next highest ranking, and so on. The analysis of past work will be based on the City's Purchase Order and payment records.

The Committee has the option to use the above criteria for the initial ranking to short-list Proposers and to use an ordinal ranking system to score short-listed Proposers following presentations (if deemed necessary) with a score of "1" assigned to the short-listed Proposer deemed most qualified by the Committee.

Each firm should submit documentation that evidences the firm's capability to provide the services required for the Committee's review for short listing purposes. After an initial review of the Proposals, the City may invite Proposers for an interview to discuss the proposal and meet firm representatives, particularly key personnel who would be assigned to the project. Should interviews be deemed necessary, it is understood that the City shall incur no costs as a result of this interview, nor bear any obligation in further consideration of the submittal.

When more than three responses are received, the committee shall furnish the City Commission (for their approval) a listing, in ranked order, of no fewer than three firms deemed to be the most highly qualified to perform the service. If three or less firms respond to the RFP, the list will contain the ranking of all responses.

The City Commission has the authority to (including, but not limited to); approve the recommendation; reject the recommendation and direct staff to re-advertise the solicitation; or, review the responses themselves and/or request oral presentations and determine a ranking order that may be the same or different from what was originally presented to the City Commission.

**11. Hold Harmless and Indemnification**

Proposer covenants and agrees that it will indemnify and hold harmless the City and all of its officers, agents, and employees from any claim, loss, damage, cost, charge or expense arising out of any act, action, neglect or omission by the Proposer, whether direct or indirect, or whether to any person or property to which the City or said parties

may be subject, except that neither the Proposer nor any of its subcontractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused by or resulting from the sole negligence of the City or any of its officers, agents or employees.

**12. Retention of Records and Right to Access**

The selected firm shall maintain during the term of the contract all books of account, receipt invoices, reports and records in accordance with generally accepted accounting practices and standards. The form of all records and reports shall be subject to the approval of the City's Internal Auditor. The selected firm must comply with the Internal Auditor's recommendation for changes, additions, or deletions. The City's Internal Auditor must be permitted during normal business hours to audit and examine the books of account, reports, and records relating to this contract. The selected firm shall maintain and make available such records and files for the duration of the contract and retain them until the expiration of three years after final payment under the contract.

**13. Communications**

No negotiations, decisions, or actions shall be initiated or executed by the firm as a result of any discussions with any City employee. Only those communications, which are in writing from the City, may be considered as a duly authorized expression on behalf of the City. In addition, only communications from firms that are signed and in writing will be recognized by the City as duly authorized expressions on behalf of firms.

**14. No Discrimination**

There shall be no discrimination as to race, sex, color, age, religion, or national origin in the operations conducted under any contract with the City.

**15. Independent Contractor**

The selected firm will conduct business as an independent contractor under the terms of this contract. Personnel services provided by the firm shall be by employees of the firm and subject to supervision by the firm, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security and health insurance, employee benefits, purchasing policies and other similar administrative procedures applicable to services rendered under this agreement shall be those of the firm.

**16. Staff Assignment**

The City of Pompano Beach reserves the right to approve or reject, for any reasons, Proposer's staff assigned to this project at any time. Background checks may be required.

**17. Contract Terms**

The contract resulting from this RFP shall include, but not be limited to the following terms:

The contract shall include as a minimum, the entirety of this RFP document, together with the successful Proposer's proposal. **Contract shall be prepared by the City of Pompano Beach City Attorney in substantially the same form as provided in Exhibit J-14 attached to this RFP.** The City reserves the right to make further revision to the contract language prior to execution of the final Contract.

If the City of Pompano Beach defends any claim, demand, cause of action, or lawsuit arising out of any act, action, negligent acts or negligent omissions, or willful misconduct of the contractor, its employees, agents or servants during the performance of the contract, whether directly or indirectly, contractor agrees to reimburse the City of Pompano Beach for all expenses, attorney's fees, and court costs incurred in defending such claim, cause of action or lawsuit.

**18. Waiver**

It is agreed that no waiver or modification of the contract resulting from this RFP, or of any covenant, condition or limitation contained in it shall be valid unless it is in writing and duly executed by the party to be charged with it, and that no evidence of any waiver or modification shall be offered or received in evidence in any proceeding, arbitration, or litigation between the parties arising out of or affecting this contract, or the right or obligations of any party under it, unless such waiver or modification is in writing, duly executed as above. The parties agree that the provisions of this paragraph may not be waived except by a duly executed writing.

**19. Survivorship Rights**

This contract resulting from this RFP shall be binding on and inure to the benefit of the respective parties and their executors, administrators, heirs, personal representative, successors and assigns.

**20. Termination**

The contract resulting from this RFP may be terminated by the City of Pompano Beach without cause upon providing contractor with a least sixty (60) days prior written notice.

Should either party fail to perform any of its obligations under the contract resulting from this RFP for a period of thirty (30) days after receipt of written notice of such failure, the non-defaulting part will have the right to terminate the contract immediately upon delivery of written notice to the defaulting part of its election to do so. The foregoing rights of termination are in addition to any other rights and remedies that such party may have.

**21. Manner of Performance**

Proposer agrees to perform its duties and obligations under the contract resulting from this RFP in a professional manner and in accordance with all applicable local, federal and state laws, rules and regulations.

Proposer agrees that the services provided under the contract resulting from this RFP shall be provided by employees that are educated, trained and experienced, certified and licensed in all areas encompassed within their designated duties. Proposer agrees to furnish the City of Pompano Beach with all documentation, certification, authorization,

license, permit, or registration currently required by applicable laws or rules and regulations. Proposer further certifies that it and its employees are now in and will maintain good standing with such governmental agencies and that it and its employees will keep all license, permits, registration, authorization or certification required by applicable laws or regulations in full force and effect during the term of this contract. Failure of Proposer to comply with this paragraph shall constitute a material breach of contract.

**22. Acceptance Period**

Proposals submitted in response to this RFP must be valid for a period no less than ninety (90) days from the closing date of this solicitation.

**23. RFP Conditions and Provisions**

The completed and signed proposal (together with all required attachments) must be returned to City on or before the time and date stated herein. All Proposers, by submission of a proposal, shall agree to comply with all of the conditions, requirements and instructions of this RFP as stated or implied herein. All proposals and supporting materials submitted will become the property of the City.

Any alteration, erasure, or interlineations by the Proposer in this RFP shall constitute cause for rejection. Exceptions or deviations to this proposal may not be added after the submittal date.

All Proposers are required to provide all information requested in this RFP. Failure to do so may result in disqualification of the proposal.

The City reserves the right to postpone or cancel this RFP, or reject all proposals, if in its sole discretion it deems it to be in the best interest of the City to do so.

The City reserves the right to waive any technical or formal errors or omissions and to reject all proposals, or to award contract for the items herein, in part or whole, if it is determined to be in the best interests of the City to do so.

The City shall not be liable for any costs incurred by the Proposer in the preparation of proposals or for any work performed in connection therein.

**24. Standard Provisions**

a. Governing Law

Any agreement resulting from this RFP shall be governed by the laws of the State of Florida, and the venue for any legal action relating to such agreement will be in Broward County, Florida.

b. Licenses

In order to perform public work, the successful Proposer shall:

Be licensed to do business in Florida, if an entity, and hold or obtain such Contractor' and Business Licenses if required by State Statutes or local ordinances.

c. Conflict Of Interest

For purposes of determining any possible conflict of interest, each Proposer must disclose if any Elected Official, Appointed Official, or City Employee is also an owner, corporate officer, or an employee of the firm. If any Elected Official, Appointed Official, or City Employee is an owner, corporate officer, or an employee, the Proposer must file a statement with the Broward County Supervisor of Elections pursuant to §112.313, Florida Statutes.

d. Drug Free Workplace

The selected firm(s) will be required to verify they will operate a "Drug Free Workplace" as set forth in Florida Statute, 287.087.

e. Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction for 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 of real property to 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, Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

f. Patent Fees, Royalties, And Licenses

If the selected Proposer requires or desires to use any design, trademark, device, material or process covered by letters of patent or copyright, the selected Proposer and his surety shall indemnify and hold harmless the City from any and all claims for infringement by reason of the use of any such patented design, device, trademark, copyright, material or process in connection with the work agreed to be performed and shall indemnify the City from any cost, expense, royalty or damage which the City may be obligated to pay by reason of any infringement at any time during or after completion of the work.

g. Permits

The selected Proposer shall be responsible for obtaining all permits, licenses, certifications, etc., required by federal, state, county, and municipal laws, regulations, codes, and ordinances for the performance of the work required in these specifications and to conform to the requirements of said legislation.

h. Familiarity With Laws

It is assumed the selected firm(s) will be familiar with all federal, state and local laws, ordinances, rules and regulations that may affect its services pursuant to this RFP. Ignorance on the part of the firm will in no way relieve the firm from responsibility.

i. Withdrawal Of Proposals

A firm may withdraw its proposal without prejudice no later than the advertised deadline for submission of proposals by written communication to the General Services Department, 1190 N.E. 3<sup>rd</sup> Avenue, Building C, Pompano Beach, Florida 33060.

j. Composition Of Project Team

Firms are required to commit that the principals and personnel named in the proposal will perform the services throughout the contractual term unless otherwise provided for by way of a negotiated contract or written amendment to same executed by both parties. No diversion or substitution of principals or personnel will be allowed unless a written request that sets forth the qualifications and experience of the proposed replacement(s) is submitted to and approved by the City in writing.

k. Invoicing/Payment

All invoices should be sent to City of Pompano Beach, Accounts Payable, P.O. Drawer 1300, Pompano Beach, Florida, 33061. In accordance with Florida Statutes, Chapter 218, payment will be made within 45 days after receipt of a proper invoice.

l. Public Records

1. The City of Pompano Beach is a public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's Public Records Law. Specifically, the Contractor shall:

- a. Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service;
- b. Provide the public with access to such public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed that provided in chapter 119, Fla. Stat., or as otherwise provided by law;
- c. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and
- d. Meet all requirements for retaining public records and transfer to the City, at no cost, all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically

must be provided to the City in a format that is compatible with the information technology systems of the agency.

2. The failure of Contractor to comply with the provisions set forth in this Article shall constitute a Default and Breach of this Agreement and the City shall enforce the Default in accordance with the provisions set forth herein.

**25. Questions and Communication**

All questions regarding the RFP are to be submitted in writing to the Purchasing Office, 1190 N.E. 3rd Avenue, Building C (Front), Pompano Beach, Florida 33060, fax (954) 786-4168, or email [purchasing@copbfl.com](mailto:purchasing@copbfl.com). All questions must include the inquiring firm's name, address, telephone number and RFP name and number. Questions must be received at least seven (7) calendar days before the scheduled solicitation opening. Oral and other interpretations or clarifications will be without legal effect. Any addendum necessary to answer questions will be posted to the City's website, and it is the Proposer's responsibility to obtain all addenda before submitting a response to the solicitation.

**26. Addenda**

The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to this solicitation the City will attempt to notify all known prospective Proposers, however, it shall be the responsibility of each Proposer, prior to submitting their response, to contact the City Purchasing Office at (954) 786-4098 to determine if addenda were issued and to make such addenda a part of their proposal.

**27. WASTE REMOVAL SERVICES**

The City has contracted with Waste Management Inc. of Florida for residential and commercial solid waste collection and disposal services. The City has granted to Waste Management Inc. of Florida the sole and exclusive right, franchise, license and privilege to provide non-hazardous solid waste collection, removal and disposal services within the corporate limits of the City, including collection and removal of certain Construction and Demolition Debris. The successful Contractor shall coordinate with Waste Management Inc. of Florida the level and type of service to be provided and the manner of collection charges. Any Contractor or Subcontractor performing construction work within the City of Pompano Beach must use the City's franchised hauler for garbage removal services including removal of Construction and Demolition debris generated over 10 cubic yards, with the exception of Source Separated Recovered Materials as defined in section 403.703(24), Florida Statutes and Chapter 96 of the City Ordinance. The City's current franchised hauler is Waste Management Inc. of Florida. Please contact them directly for dumpsters and/or rolloffs at the following address and phone number: Waste Management Inc. of Florida, 2700 Wiles Road Pompano Beach, FL 33073, (954) 974-7500.



**PROPOSAL SIGNATURE PAGE**  
**RFP E-38-16, DESIGN BUILD SERVICES FOR CONSTRUCTION OF FIRE STATION NO. 24**  
**(REBID)**

To: The City of Pompano Beach, Florida

The below signed hereby agrees to furnish the proposed services under the terms stated subject to all instructions, terms, conditions, specifications, addenda, legal advertisement, and conditions contained in the RFP. I have read the RFP and all attachments, including the specifications, and fully understand what is required. By submitting this signed proposal, I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this proposal.

Proposal submitted by:

Name (printed) \_\_\_\_\_ Title \_\_\_\_\_

Company (Legal Registered) \_\_\_\_\_

Federal Tax Identification Number \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Addendum Acknowledgment - Proposer acknowledges that the following addenda have been received and are included in his/her proposal:

Addendum No. \_\_\_\_\_ Date Issued \_\_\_\_\_

**VENDOR CERTIFICATION REGARDING SCRUTINIZED COMPANIES LISTS**

Respondent Vendor Name: \_\_\_\_\_

Vendor FEIN: \_\_\_\_\_

Section 287.135, Florida Statutes, prohibits agencies from contracting with companies, for goods or services over \$1,000,000, that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or is engaged in business operations in Cuba or Syria.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or is engaged in business operations in Cuba or Syria. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs.

Certified By: \_\_\_\_\_

Authorized Signature Print Name and Title: \_\_\_\_\_

EXHIBIT "A"  
CITY OF POMPANO BEACH, FLORIDA  
SMALL BUSINESS ENTERPRISE  
PARTICIPATION FORM

RFP Number & Title:  
\_\_\_\_\_

Contractor's Name: \_\_\_\_\_

<u>Name of Firm</u>	<u>Contact Person, Telephone Number</u>	<u>Type of Work to be Performed</u>	<u>Contract Percentage of Work</u>

***(INCLUDE CERTIFICATES FOR ANY FIRMS LISTED ON THIS PAGE)***

FOR CITY USE ONLY

Total SBE Contract Participation \_\_\_\_\_

Are documents requested submitted accordingly    \_\_\_ YES    \_\_\_ NO

EXHIBIT "B"  
SMALL BUSINESS ENTERPRISE  
LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR

RFP Number \_\_\_\_\_

TO: \_\_\_\_\_  
(Name of Prime or General Contractor)

The undersigned intends to perform subcontracting work in connection with the above contract as (check below)

\_\_\_\_\_ an individual

\_\_\_\_\_ a corporation

\_\_\_\_\_ a partnership

\_\_\_\_\_ a joint venture

The undersigned is prepared to perform the following work in connection with the above Contract, as hereafter described in detail:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name of SBE Contractor)

BY: \_\_\_\_\_

EXHIBIT "C"  
SMALL BUSINESS ENTERPRISE  
UNAVAILABILITY FORM

RFP # \_\_\_\_\_

I, \_\_\_\_\_  
(Name and Title)

of \_\_\_\_\_, certify that on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, I invited the following SBE CONTRACTOR(s) to bid work items to be performed in the City of Pompano Beach:

SBE Contractor Address	Work Items Sought	Form of Bid Sought (i.e., Unit Price, Materials/Labor, Labor Only, etc.)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Said SBE CONTRACTOR(s):

- \_\_\_ Did not bid in response to the invitation
- \_\_\_ Submitted a bid that was not the low responsible bid
- \_\_\_ Other: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Attach additional documents as available.

EXHIBIT "D"  
SMALL BUSINESS ENTERPRISE  
GOOD FAITH EFFORT REPORT

RFP# \_\_\_\_\_

1. What portions of the contract have you identified as SBE opportunities?

---

---

---

2. Did you provide adequate information to identified SBE? Please comment on how you provided this information.

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---

3. Did you send written notices to SBEs?

\_\_\_\_\_ Yes                  \_\_\_\_\_ No

If yes, please include copy of the notice and the list of individuals who were forwarded copies of the notices.

4. Did you advertise in local publications?

\_\_\_\_\_ Yes                  \_\_\_\_\_ No

If yes, please attach copies of the ads, including name and dates of publication.

5. Did you contact any organizations with large constituents of SBE members for possible sub-contractors? Please attach list of resource organizations used.

6. What type of efforts did you make to assist SBEs in contracting with you?

---

---

7. List the SBEs you will utilize and subcontract percentage of work.

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8. Other comments: \_\_\_\_\_

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Note: Please attach the unavailability letters with this report.







EXHIBIT G  
LOCAL BUSINESS  
UNAVAILABILITY FORM

RFP # \_\_\_\_\_

I, \_\_\_\_\_  
(Name and Title)

of \_\_\_\_\_, certify that on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, I invited the following LOCAL BUSINESSES to bid work items to be performed in the City of Pompano Beach:

Business Name, Address	Work Items Sought	Form of Bid Sought (i.e., Unit Price, Materials/Labor, Labor Only, etc.)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Said Local Businesses:

- \_\_\_ Did not bid in response to the invitation
- \_\_\_ Submitted a bid which was not the low responsible bid
- \_\_\_ Other: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note: Attach additional documents as available.

EXHIBIT H  
GOOD FAITH EFFORT REPORT  
LOCAL BUSINESS PARTICIPATION

RFP # \_\_\_\_\_

1. What portions of the contract have you identified as Local Business opportunities?

---

---

---

---

2. Did you provide adequate information to identified Local Businesses? Please comment on how you provided this information.

---

---

---

3. Did you send written notices to Local Businesses?

\_\_\_\_ Yes    \_\_\_\_ No

If yes, please include copy of the notice and the list of individuals who were forwarded copies of the notices.

4. Did you advertise in local publications?

\_\_\_\_ Yes    \_\_\_\_ No

If yes, please attach copies of the ads, including name and dates of publication.

5. What type of efforts did you make to assist Local Businesses in contracting with you ?

---

---

7. List the Local Businesses you will utilize and percentage of work.

_____	_____
_____	_____
_____	_____

8. Other comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EXHIBIT J

### RFP E-38-16 DESIGN BUILD SERVICES FOR FIRE STATION NO. 24 PROJECT SPECIFIC EXHIBITS

1. Site Plan Alternate No. 1, prepared by Kimley-Horn and Associates, Inc., dated 5/27/15.
2. Air Space Study Plan Alternate No. 1, prepared by Kimley-Horn and Associates, Inc., dated 5/26/15.
3. Site Plan Alternate No. 1, prepared by Kimley-Horn and Associates, Inc., dated 5/27/15.
4. Air Space Study Plan Alternate No. 2, prepared by Kimley-Horn and Associates, Inc., dated 7/10/15.
5. Site Plan Aerial Alternate No. 2, prepared by Kimley-Horn and Associates, Inc., dated 5/27/15.
6. Boundary, Topographic, and Tree Survey prepared by AWN Design and Consulting Group., Surveyors & Mappers, dated 04/10/15.
7. Utilities Exhibit EX 101, Underground Utilities Survey prepared by Keith and Associates Consulting Engineers, dated 10/13/2015.
8. Fire Station 24 Utilities, Utilities Location Map prepared by City of Pompano Beach Engineering.
9. Information Technologies Specifications for Data & Telecommunications CAT5 Wiring/Security Access Control prepared by the City of Pompano Beach, revised 07/22/15.
10. Asbestos Containing Materials Survey prepared by Universal Engineering Services, dated 03/04/14.
11. Lead Based Paint Survey prepared by Universal Engineering Services, dated 03/04/14.
12. Limited Indoor Quality Assessment prepared by Universal Engineering Services, dated 03/04/14.
13. Outline Building Program for Fire Station 24
14. Sample Contract (Sample only. Final contract will be agreed to in substantially the same form as provided for in this exhibit)
15. City Design Build Conceptual Schedule