



CITY OF SEMINOLE

REQUEST FOR QUALIFICATIONS

RFQ NO. 24-0630: SEMINOLE BAY PINES FIRE STATION CONSTRUCTION

The City of Seminole, Florida, is accepting Statements of Qualifications (SOQ) from qualified firms for Construction Manager at Risk (CMAR) Services for the purpose of selecting a provider to furnish all necessary labor, services, materials, equipment, tools, consumables, transportation, skills and incidentals required to construct a new Fire Station. Responses are due:

11:00 a.m., Friday, September 27, 2024.

Responses should be mailed or delivered to:

**City of Seminole
Office of the City Clerk
9199 113th Street N.
Seminole, FL 33772**

Responses should be submitted by mail, hand delivery or express mail in a sealed envelope with the respondent's name and return address. The outside of the envelope/box used for the sealed proposals should be marked as follows:

**“DO NOT OPEN”
“RFQ NO. 24-0630: SEMINOLE BAY PINES FIRE STATION CONSTRUCTION”
Firm's Name and Address**

Proposals are due no later than the time and date specified in the RFQ. Any proposals received after that time and date will not be opened. No proposal may be withdrawn or modified after the due date and time. Any individual requiring special assistance must notify ytenaglia@myseminole.com in writing 48 hours in advance so that arrangements can be made. Proposals by electronic mail, telephone or transmitted by facsimile (FAX) machine will not be accepted. The City of Seminole reserves the right to reject any and all proposals if it is deemed to be in the best interest of the City.

Any and all questions concerning this Request for Qualifications should be in writing and emailed to Vince Tenaglia at ytenaglia@myseminole.com on or before September 13, 2024.

Complete RFQ documents and addendum can be downloaded from www.demandstar.com and at the City website at www.MySeminole.com under Public Notices. Respondents are responsible to check for addendums prior to submittal.

RFQ NO. 24-0630: SEMINOLE BAY PINES FIRE STATION CONSTRUCTION

1. PROJECT DESCRIPTION

- 1.1 The City of Seminole is requesting Statements of Qualification from licensed Certified General Contractors (CGC) to construct a new Fire Station, located at Parcel ID: 02-31-15-00000-220-0300 on 100th Way in Seminole, Florida. Architectural and Engineering (A/E) Services are currently underway. The selected CGC will be expected to provide preconstruction services and construction management for the new Fire Station.
- 1.2 Prohibition Against Contracting With Scrutinized Companies. Pursuant to Florida Statutes § 287.135, Firms responding to this RFQ must certify that the Firm is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List and that it does not have business operations in Cuba or Syria. Additionally, the Firm must certify that it is not on the Scrutinized Companies that Boycott Israel List and is not participating in a boycott of Israel. The City shall have the option to terminate its contract with the Firm if the Firm is found to have submitted a false certification, been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, been engaged in business operations in Cuba or Syria, or if the Firm is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.
- 1.3 Trade Secrets. The Florida Legislature has determined in Florida Statutes § 815.04(3) (as to electronic records), and § 815.045 (as to all other records) that trade secret information, as defined in Florida Statutes § 812.081(1)(c), is confidential and exempt from public records disclosure. The statutory definition provides:

“Trade secret” means the whole or any portion or phase of any formula, pattern, device, combination of devices, or compilation of information which is for use, or is used, in the operation of a business and which provides the business an advantage, or an opportunity to obtain an advantage, over those who do not know or use it. The term includes any scientific, technical, or commercial information, including financial information, and includes any design, process, procedure, list of suppliers, list of customers, business code, or improvement thereof. Irrespective of novelty, invention, patentability, the state of the prior art, and the level of skill in the business, art, or field to which the subject matter pertains, a trade secret is considered to be:

 1. Secret;
 2. Of value;
 3. For use or in use by the business; and
 4. Of advantage to the business, or providing an opportunity to obtain an advantage, over those who do not know or use it when the owner thereof takes measures to prevent it from becoming available to persons other than those selected by the owner to have access thereto for limited purposes.
- 1.4 However, the City will not be aware that a bid, proposal, or other response to a procurement solicitation contains such information. Therefore, bidders, proposers or other persons or entities responding to City solicitations must specifically and clearly identify all portions of their responses which are believed to be a trade secret, as defined by the law, and must, as to each such designation, provide the basis upon which the designated information is a trade secret. PLEASE NOTE that under Florida law, a private party cannot render public records exempt from disclosure as containing trade secrets merely by designating information it furnishes a governmental agency confidential. Thus, the mere designation of an entire submission as “confidential” will be insufficient to comply with this requirement.

- 1.5 While the City will, to the extent possible, cooperate in any court action a bidder, proposer or responder may bring against any third-party requesting to inspect and copy portions of a response asserted to be a trade secret, if a bidder, proposer or responder fails, prior to the submission of their materials to the City, to specifically and clearly designate information therein as a trade secret and to provide the supporting explanation for the designation, the right to assert the exemption may be lost, and the information may be subject to inspection and copying as otherwise provided for under the Public Records Act.
- 1.6 In the event any record is requested under the Public Records Act, procurement staff will consult with the City's legal counsel and, if City's legal counsel agrees with the designation, the City will assert the exemption and redact the relevant materials. If the City's counsel disagrees with the designation, City staff will inform the bidder, proposer or responder and that person or entity may file an injunctive or declaratory judgment action and seek such emergency orders as desired to protect the information. The City notes that absent some unusual justification, a bidder's or proposer's contract price shall not constitute a trade secret.

Pursuant to Florida Statutes § 218.80(3), Construction Manager will have to pay before or during construction all necessary and applicable permits and associated fees before or during construction.

2. SCOPE OF SERVICES

- 2.1 Anticipated services include, but are not necessarily limited to, the following:

2.2 PHASE I: PRECONSTRUCTION

- 2.2.1 Review design documents and provide estimated guaranteed maximum price (GMP) for project.
- 2.2.2 Identify all long-lead items that may impact the construction schedule.
- 2.2.3 Secure and monitor the review and approval process of all required permits as may be applicable for the project (e.g., building permit, Southwest Florida Water Management District permit).
- 2.2.4 Develop the project's schedule of values (SOV).
- 2.2.5 Solicit, evaluate and select bidders and subcontractors.
- 2.2.6 Monitor and review all requests for information (RFI) and prepare written responses.
- 2.2.7 Provide value engineering recommendations.
- 2.2.8 Contract with all subcontractors and suppliers for service delivery.
- 2.2.9 Provide bonding for the project.
- 2.2.10 Provide a final GMP and execute GMP Amendment.

2.3 PHASE II: CONSTRUCTION

- 2.3.1 Schedule and facilitate pre-construction conference(s).
- 2.3.3 Schedule, administer and directly supervise all construction activities.
- 2.3.3 Prepare and submit pay applications per AIA form G702. Prepare all submittals, drawings, change orders, pay requests, and field orders in compliance with contract documents.
- 2.3.4 Schedule and facilitate all project related meetings.
- 2.3.5 Prepare and distribute meeting minutes.
- 2.3.6 Provide comprehensive inspection services for all work, materials, tests, including substantial completion.
- 2.3.7 Coordinate all ordering and delivery of supplies.
- 2.3.8 Coordinate, document, and verify the testing, inspections and approvals of project related equipment, including operating systems. Document and verify all maintenance and warranty manuals from subcontractors.
- 2.3.9 Construct the Fire Station per final design.

- 2.3.10 Perform all work and submit all information as required to close out applicable permits.
- 2.3.11 Assist in the transfer of the project to the City including delivery of warranties, guarantees, operating instructions, and manuals.
- 2.3.12 Submit all requested data, engineering drawings, certifications, and as-builts to the City in digital format.
- 2.3.13 Assist City in warranty inspections and completion of warranty work pursuant to such inspections during the warranty period.

3. **REQUIREMENTS**

3.1 Firms must meet the following requirements:

- 3.1.1 Experience constructing Fire Stations for municipal, county, or other similar governmental agencies in the State of Florida;
- 3.1.2 Experience working with architectural/engineering firms participating in both the design and construction phases of projects;
- 3.1.3 Demonstrated experience working in a collaborative team environment with project owner and other stakeholders;
- 3.1.4 Experience with public input process;
- 3.1.5 Authorized to do business in the State of Florida and must possess professional service registrations in accordance with applicable statutes, regulations, and rules;
- 3.1.6 Personnel of the Firm must have current licenses in the State of Florida and be in good standing;
- 3.1.7 Firms must be knowledgeable of, and in compliance with, the requirements of all federal, state, and local laws and regulations applicable to the provision of their services;
- 3.1.8 The selected Firm(s) and its (their) subconsultants (if any), will be required to meet the insurance requirements of the City specified in **Exhibit 1**.
- 3.1.9 Firms must provide evidence that they have sufficient insurance coverages at the time of proposal submission by completing **Attachment "L"**. Insurance Capacity shall include the following: Umbrella liability insurance shall not be less than \$1,000,000 each occurrence and \$1,000,000 aggregate. Professional liability insurance shall have limits of not less than \$1,000,000 each claim and aggregate.
- 3.1.10 By submission of response to the Request for Proposal on this project, proposer acknowledges and agrees to the following: A person or affiliate who has been placed on the Convicted Vendor List following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals for leases of real property to a public entity, may not be awarded or perform work as a Successful Proposer, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the Convicted Vendor List (Section 287.133, Florida Statutes). In accordance with the foregoing, selected Firm(s) will be required to make sworn Statements regarding Public Entity Crimes and Contingent Fees;
- 3.1.11 Statements of Qualifications must be submitted to the City on or before the time and date and at the place and in the manner indicated in this RFQ; and
- 3.1.12 Costs of participating in the selection process, including presentations to the City, are solely those

of the Firm and the City will assume no responsibility for any cost.

3.1.13 Additional construction-related requirements:

- Prior to construction, a list of supervisors that will act as emergency contacts shall be submitted to the City;
- Prior to construction, installation of any drainage infrastructure as needed to ensure stormwater runoff will not leave the project site as a result of impervious construction and to ensure compliance with NPDES regulations.
- The firefighting water supply shall be certified and in service prior to construction materials (including storage of construction materials) arriving on the site.
- Trees to be preserved on the site shall be properly barricaded and protected during construction.

4. STATEMENT OF QUALIFICATIONS SUBMITTAL FORMAT

4.1 All of the components outlined below must be included with each copy of the RFQ Package and submitted as follows: one (1) original hard copy and one (1) exact electronic copy on USB drive, submitted in a sealed envelope or container labeled with Company name and RFQ Number and name or submitted electronically on www.demandstar.com.

4.2 Statements of Qualifications should be mechanically bound, printed on one side, in no less than 11-point font. Proposals should be presented in a clear and concise manner consistent with the stated RFQ requirements.

4.3 The RFQ Package format must sufficiently address and demonstrate all required components **and follow the order of sections described below**. The aim of the required format is to simplify the preparation and evaluation of the RFQ Packages.

4.4 All RFQ Packages must include the following components sections:

Section 1. Cover Page and Cover Letter

Section 2. Company and Staff Qualifications

Section 3. Related Experience and References

Section 4. Approach to Services and Methodology

Section 5. Performance, Quality Control and Cost Control

Section 6. Administrative Information

4.5 **Section 1: RFQ Cover Page (Complete and Submit) and Cover Letter**

4.5.1 In this section of the package, Respondents shall provide a cover letter. Include in the original a cover letter with the original proposal and a copy of the cover letter with the PDF copy of the proposal.

4.5.2 The cover letter shall be signed by an officer or partner of the responding Firm or, if joint venture, an officer or partner from each member of the joint venture must sign. The cover letter should provide the following:

- Full legal company name;
- Physical street address and mailing address if different than street address (include location address of office that will perform the services under this Contract);
- Primary company phone and fax numbers and email address;
- Company type, i.e. Corporation, Partnership, etc.;
- Names and titles of principals;
- Brief statement of company history (date of establishment, number of years in business, number of employees, etc.);

- Brief description of business philosophy; and
- Reason for interest in submitting a response to this solicitation.

4.5.3 **Delegation of Authority**

A contract entered on behalf of the Respondent may only be signed by an individual who has been delegated signature authority.

If the individual signing the required forms for this RFP is not a principal of the firm, the Respondent must provide with the submitted proposal a Letter of Delegation of Authority listing agents of the Respondent authorized to negotiate on behalf of and contractually bind the Respondent.

The Letter of Delegation of Authority must be on company letterhead, be signed by a principal of the Responding firm, and must list the authorized agents' name, title, and limit of authority.

4.6 **Section 2: Company & Staff Qualifications**

4.6.1 In this section, Respondents shall provide documentation to fully demonstrate the experience, education, and abilities of any personnel that shall be performing work under this contract. This may be submitted in the form of resumes for any and all employees who will be performing work, documentation of past or current contracts held by the Respondent for services similar in size, scope and complexity as those described herein, or any other documentation or information demonstrating the experience and qualifications of the Respondent.

4.6.2 Also in this section, Respondents shall complete and submit the following attachments to fully demonstrate the firm's qualifications and resources:

- **Attachment "A": Company Organizational Chart.** Submit an Organization Chart reflecting the organization of the company.
- **Attachment "B": Licenses and Certifications.** Complete and submit information on all required and applicable licenses, permits and certifications held by the Respondent as well as Key Personnel.
- **Attachment "C": Team Organizational Chart.** Submit a team organization chart that demonstrates the hierarchy of the Key Personnel that will be responsible for completion of the required services, including names, titles and organization of the proposed team members.
- **Attachment "D": Key Personnel.** Submit information to demonstrate the qualifications and experience of personnel shown on the Team Organization Chart who are proposed to perform the scope of work. Brief comprehensive resumes should be provided for each staff member listed.
- **Attachment "E": Proposed Sub-Consultants.** submit information to demonstrate the qualifications and experience of Sub-Consultants proposed to perform any portion of work specified herein by completing all information. Brief comprehensive resumes, including any and all licenses/certifications held, should be provided for each Sub-Consultant listed. All proposed Sub-Consultants are subject to approval by the City.

4.7 **Section 3: Related Experience and References**

4.7.1 In this section, Respondents shall submit a written narrative describing any and all contracts or engagements successfully completed in the last seven (7) calendar years including services similar in scope to those described herein. Respondents must include the type of services performed, timeframe of performance, whether or not the contract was renewed/extended.

4.7.2 Respondents must also complete and submit **Attachment "F": Similar Projects.** Project References shall provide a list of five (5) project references from individuals, firms, or agencies that have

contracted with the respondent to perform services of similar size and scope as those described herein. The information required must include: reference company name, date(s) of service, project information, and a contact person name, title, phone number and email address. References should include the primary contracts for the projects listed in the narrative submitted in this section. References shall be checked City staff for any Respondent the City enters negotiations with, to verify the capability to perform the work, and responsibility to fulfill the requirements of the contract.

4.8 **Section 4: Approach to Services & Methodology**

- 4.8.1 **Proposed Approach & Methodology.** In this section of the package, Respondents shall provide a written narrative describing the proposed approach and methodology for performing the services required for this project. The narrative must provide a synopsis of the respondent's understanding of the scope of services and the intent of the project. Briefly describe the approach the Firm intends to take to successfully complete a quality and timely project using the most cost-effective solutions and best practices. Include in this section the Firm's approach to project cost control.
- 4.8.2 **Proposed Project Schedule.** Submit a proposed project schedule that includes all four phases.
- 4.8.3 **Schedule Control Narrative.** Submit a written narrative of the Firm's project management methods to establish, monitor, and track the coordination of sub-consultants and ability to meet schedules in a timely manner.

4.9 **Section 5: Performance, Quality Control, & Cost Control**

- 4.9.1 **Most Recently Completed Projects.** Complete and submitting **Attachment "G": Most Recently Completed Projects.** The last seven (5) projects completed by the firm as a prime consultant may or may not be projects similar in the type, size and dollar value of this proposed project.
- 4.9.2 Include the Project Name, Original Completion Date, Final Completion Date, Variances that resulted in the project being completed on time or ahead of schedule, Variances that caused the project to take longer to complete, and Variances that resulted in construction cost overage.
- 4.9.3 If needed, provide additional narrative support to the description of any project variances with **Attachment "G"**.

4.10 **Section 6: Administrative Information**

- 4.10.1 In this section, respondents shall submit the following Attachments:
- **Attachment "H": Sworn Statement on Public Entity Crimes;**
 - **Attachment "I": Conflict of Interest Disclosure;**
 - **Attachment "J": Affidavit of Financial Solvency;**
 - **Attachment "K": Claims, Liens, & Litigation;**
 - **Attachment "L": Certificate of Insurance;**
 - **Attachment "M": Affidavit and**
 - **Copies of all Acknowledged (signed) Addenda (as posted).**

5. **DETERMINATION OF RESPONSIVENESS**

- 5.1 The City shall make a determination for each Respondent, as to the responsiveness of the submitted RFQ Package to the requirements provided herein. Any Respondent who is not responsive to the requirements of this Request for Qualifications may be determined non-responsive and may be removed from

consideration by the Evaluation Committee. Only those respondents who are fully responsive to the requirements herein will be evaluated for consideration of award.

- 5.2 The City reserves the right to waive any minor formality or irregularity in any submitted RFQ Proposal. However, any missing information or document(s) that are material to the purpose of the RFQ shall not be waived as a minor formality.

6. EVALUATION OF STATEMENTS OF QUALIFICATIONS

- 6.1 All properly submitted RFQ Packages that are determined to be responsive to the requirements of this RFQ will be evaluated by an Evaluation Committee of no less than three (3) representatives. Each Evaluation Committee Team Member will receive an electronic copy of all responsive RFQ Packages submitted, an electronic copy of the RFQ Document with all issued Addenda, an Evaluator's Score Sheet, and an Evaluator's Narrative Sheet.
- 6.2 Evaluators will review and score the submitted, responsive, RFQ Packages individually, with no interaction or communication with any other individual. Scores and rankings will be summarized at the Public Evaluation Meeting, and the list of respondents will be shortlisted to no fewer than 3 firms to participate in interviews. Pursuant to Florida Statutes § 287.05701(3), prospective Proposers are notified that the City will not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor, nor will it give preference to a vendor based on the vendor's social, political, or ideological interests.
- 6.3 The City will evaluate and rank respondents that submit RFQ Packages from highest to lowest in each of the specific evaluation criteria listed below.

Evaluation Criteria:

- 6.3.1 Company & Staff Qualifications
 - 6.3.2 Related Experience and References
 - 6.3.3 Approach to Services & Methodology
 - 6.3.4 Performance, Quality Control & Cost Control
- 6.4 Respondents will be assigned a score that is the sum of their rank in each category by each Evaluation Committee member. The lowest score will yield the Respondent with the highest ranking.
 - 6.5 The Evaluation Committee, at its sole discretion, may schedule interviews with one or more top-ranked Respondents. If the Evaluation Committee determines that interviews and/or presentations are necessary to make a final decision for selection, the top-ranked firms will be shortlisted. These shortlisted firms will be notified of the required information that must be included in any presentation. The Evaluation Committee will then rank the interviews with the shortlisted firms to determine the firm selected for award.
 - 6.6 The City will make a final selection for award based on the scoring from the qualifications and, and if needed, the scoring from presentations.
 - 6.7 Staff may consider any evidence available regarding financial, technical, and other qualifications or abilities prior to recommending award to the City Council.

7. RECOMMENDATION FOR AWARD

- 7.1 Recommendation shall be made to the City Council by staff to enter into negotiations with only the highest ranked firm as determined by the Evaluation Committee, with the intention of coming to an agreement over terms, conditions, and pricing in order to award a Contract for the services described herein.

- 7.2 The number one ranked firm will be submitted to the City Council for approval to enter into negotiations, and upon successful negotiations, award and execution of a contract. In the event that negotiations are unsuccessful and an agreement cannot be reached with the top ranked firm, staff will cease negotiations, and begin negotiations with the second ranked firm. This process will continue until such time as an agreement can be reached, or the City, in its sole discretion, determines that moving to a subsequent firm would not be in the best interest of the City.
- 7.3 The City of Seminole reserves the right to reject any or all qualifications packages, waive minor formalities or award to/negotiate with the firm whose qualifications package best serves the interest of the City.

8. GENERAL INSTRUCTIONS

- 8.1 Costs of participating in the selection process, including presentations to the Evaluation Committee or City, are solely those of the Firm(s) and the City will assume no responsibility for any costs.
- 8.2 The City reserves the right to waive informalities and to terminate this RFQ process.
- 8.3 Submit in a sealed envelope in accordance with the requirements contained in the Request for Qualifications (RFQ). Submittals are to be clearly marked with the RFQ number and the Firm’s name and address on the outside of the sealed envelope. To prevent opening by unauthorized individuals, your SOQ should be identified on the envelope or wrapper as follows:

<u>REQUEST FOR QUALIFICATIONS</u>	
SEMINOLE BAY PINES FIRE STATION CONSTRUCTION	
RFQ NO. 24-0630	
Name of CONSULTANT:	_____
Address of CONSULTANT:	_____

- 8.4 The contents of a Firm’s Statement of Qualifications may become incorporated into, and a part of, its resulting Contract with the City.
- 8.5 Statements of Qualifications must be typed with the exception of physical signatures. All corrections made by submitting Firms prior to the opening shall be initialed and dated by the Firm. No changes or corrections will be allowed after the Statements of Qualifications have been opened.
- 8.6 **Questions.** Any questions concerning the RFQ should be directed in writing to Vince Tenaglia at vtenaglia@myseminole.com no later than August 9, 2024. Only the responses of the above-identified City official shall be binding and Firms are advised that no other source of information as to this RFQ is authorized, and no other City official is authorized to explain or interpret the RFQ or to respond to questions related thereto. Responses to all appropriately-submitted questions shall be made by way of the issuance of one or more Addenda/Addendum, which shall be published on the City’s website under Public Notices and on www.demandstar.com by August 23, 2024.
- 8.7 Any lobbying by or on behalf of a responder or potential responder will result in rejection of a Statement of Qualifications and disqualification of the offending Firm. Bidders shall refrain from any

contact with City Council Members and City staff regarding their respective responses.

8.8 DURING THE PERIOD BETWEEN THE ISSUANCE OF THIS RFQ AND THE AWARD OF ALL CONTRACTS TO RESULT THEREFROM, RESPONDERS OR POTENTIAL RESPONDERS, INCLUDING THEIR AGENTS AND REPRESENTATIVES, SHALL NOT DIRECTLY DISCUSS OR PROMOTE THEIR RESPONSES OR POTENTIAL RESPONSES WITH ANY MEMBER OF THE CITY COUNCIL OR CITY STAFF EXCEPT UPON THE EXPRESS WRITTEN APPROVAL OF THE PERSON DESIGNATED IN SECTION 9.9.

8.9 This provision is not meant to preclude bidders from discussing other, unrelated matters with City Council Members or City staff. This policy is intended to create a level playing field for all potential responders, to assure that contract decisions are made in public, and to protect the integrity of the solicitation process. Its purpose is to stimulate competition, prevent favoritism, and secure the best services, work and materials at the lowest practicable price, for the best interests and benefit of the taxpayers and property owners of the City.

9. TERMS AND CONDITIONS:

9.1 City reserves the right to accept or reject any or all proposals in the best interest of City. The City reserves the right to waive any formalities in the selection process except to the extent such formalities are required by Florida Statutes § 287.055 or other state or federal law applicable to this procurement.

9.2 It is mutually understood and agreed that the nature, amount, and frequency of the Services shall be determined solely by City and that City does not represent or guarantee unto Firm that any specific amount of services will be requested or required of Firm pursuant to this RFQ.

9.3 Proposals which do not comply with these instructions or that do not include the requested information, documentation or responses shall be deemed not responsive and will therefore not be considered.

9.4 The successful Firm shall not discriminate against any person in accordance with Federal, State or local law.

9.5 It is the sole responsibility of the submitting Firm to ensure proposals are received at the proper place on or before the time and date required, and in the format stated.

9.6 A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to 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 Statutes § 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

9.7 The City of Seminole does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability or any other reason prohibited by law.

9.8 By submitting a response to this solicitation, the submitting entity is agreeing that it consents to the City contacting any parties referenced in the entity's response including, but not limited to, all project

owners and references.

- 9.9 The form of agreement the City intends to use in awarding contracts pursuant to this RFQ is attached hereto as **Exhibit 1: Construction Manager At Risk Agreement**. By submitting a response to this solicitation, the submitting entity acknowledges and agrees that, while the negotiation process will allow for requests to revise any portion of the form of agreement, the City does not anticipate, and will not favor, substantial revisions to the terms stated therein.
- 9.10 By submitting a response to this solicitation, the submitting entity acknowledges the lobbying prohibitions set forth herein, agrees to ensure its officers, employees, agents, attorneys, and lobbyists understand these prohibitions, and agrees that should it, or any officer, employee, agent, attorney, or lobbyist on its behalf, violate such prohibitions, the submitting entity shall be disqualified from further consideration.
- 9.11 **RECORDS EXEMPTION:** Pursuant to Florida Statutes § 119.071(1)(b), sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from public records disclosure until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.
- 9.12 **ACCOMMODATION OF DISABILITIES:** Prospective Proposers with disabilities requiring an accommodation to attend the pre-Proposal meeting or to otherwise participate in this RFq process should contact the City's point of contact as promptly as possible to allow the City to examine the request and determine what if any accommodations are possible.
- 9.10 **ADDITIONAL TERMS & CONDITIONS** - The City reserves the right to reject proposals containing any additional terms or conditions not specifically requested in the original conditions and specifications.
- 9.10 **DISCRIMINATORY VENDOR LIST:** An entity or affiliate placed on the Discriminatory Vendor List shall not submit a Proposal for a contract to provide goods or services to a public entity, shall not submit a Proposal on a contract with a public entity for the construction or repair of a public building or perform any public work, shall not submit Proposals for leases of real property to a public entity, shall not award or perform work as a contractor, supplier, subcontractor, or consultant under any contract with any public entity, and shall not transact business with any public entity. See, Florida Statutes § 287.134(3)(d).
- 9.10 **TRAFFICING AFFIDAVIT:** The successful Proposer will be required to provide the City with the no-coercion affidavit required by Florida Statutes § 787.06(13) upon vendor's entering, extending or renewing its agreement with the City.

**REQUIRED SUPPLEMENTAL INFORMATION
CHECKLIST**

SECTION	RFQ PACKAGE COMPONENTS	CHECK BOX
Section 1	Cover Page and Cover Letter	()
Section 2	Company & Staff Qualifications	
	Attachment "A": Company Organizational Chart	()
	Attachment "B": Licenses and Certifications	()
	Attachment "C": Team Organizational Chart	()
	Attachment "D": Key Personnel	()
	Attachment "E": Proposed Sub-Consultants	()
Section 3	Related Experience and References	
	Related Experience Narrative	()
	Attachment "F": Similar Projects	()
Section 4	Approach to Services and Methodology	
	Approach to Services and Methodology Narrative	()
Section 5	Performance, Quality Control and Cost Control	
	Performance, Quality Control & Cost Control Narrative	()
	Attachment "G": Most Recently Completed Projects	()
Section 6	Administrative Information	
	Attachment "H": Sworn Statement on Public Entity Crimes	()
	Attachment "I": Conflict of Interest Disclosure	()
	Attachment "J": Affidavit of Financial Solvency	()
	Attachment "K": Claims, Liens, & Litigation	()
	Attachment "L": Certificate of Insurance	()
	Copies of all Acknowledged (signed) Addenda (as posted)	()

**REQUEST FOR QUALIFICATIONS (RFQ) NO: 24-0630:
SEMINOLE BAY PINES FIRE STATION CONSTRUCTION SERVICES**

COVER PAGE

SUBMIT ONE (1) HARD-COPY ORIGINAL PROPOSAL, AND ONE (1) EXACT ELECTRONIC PDF COPY OF THE SUBMITTED PROPOSAL ON USB DRIVE IN A SEALED ENVELOPE OR CONTAINER TO:

CITY CLERK
CITY OF SEMINOLE
9199 113TH STREET N.
SEMINOLE, FLORIDA 33772

FULL LEGAL NAME OF COMPANY: _____

DATE: _____

Mailing Address (Street Address, City, State, Zip Code)

AUTHORIZED COMPANY REPRESENTATIVE

Printed Name & Title

Phone Number

E-Mail Address

ATTACHMENT "A":

COMPANY ORGANIZATIONAL CHART

(Attach or insert copy here)

ATTACHMENT “C”:

TEAM ORGANIZATIONAL CHART

(Attach or insert copy here)

ATTACHMENT "E":

PROPOSED SUB-CONSULTANT LIST

Each Respondent shall provide any and all sub-consultants or major materials suppliers proposed to perform any portion of work specified herein. Attach brief comprehensive resumes, including any and all licenses/certifications held. All proposed sub-consultants are subject to approval by the City.

Division of Work	Name and Address of Sub-Consultant

ATTACHMENT "F":

SIMILAR PROJECT REFERENCES

Each Respondent must submit a list of five (5) project references from individuals, firms or agencies that have contracted with the respondent in the past seven (7) years to perform services of similar size and scope as those described in this RFQ. The information required shall include: reference company name, date(s) of service, project information including name of project, and a contact person name, title, phone number and email address.

REFERENCE 1.

Reference Company Name	
Dates of Service	
Project Name and Information	
Primary Contact Name and Title	
Contact Phone Number	
Contact Email Address	

REFERENCE 2.

Reference Company Name	
Dates of Service	
Project Name and Information	
Primary Contact Name and Title	
Contact Phone Number	
Contact Email Address	

REFERENCE 3.

Reference Company Name	
Dates of Service	
Project Name and Information	
Primary Contact Name and Title	
Contact Phone Number	
Contact Email Address	

REFERENCE 4.

Reference Company Name	
Dates of Service	
Project Name and Information	
Primary Contact Name and Title	
Contact Phone Number	
Contact Email Address	

REFERENCE 5.

Reference Company Name	
Dates of Service	
Project Name and Information	
Primary Contact Name and Title	
Contact Phone Number	
Contact Email Address	

ATTACHMENT "G":

MOST RECENTLY COMPLETED PROJECTS

PROJECT 1

Project			
Description			
Original Completion Date		Final Completion Date	
Original Construction Cost Estimate		Final Construction Cost	
Brief Explanation of Variances			

PROJECT 2

Project			
Description			
Original Completion Date:		Final Completion Date:	
Original Construction Cost Estimate		Final Construction Cost	
Brief Explanation of Schedule Variance			

PROJECT 3

Project			
Description			
Original Completion Date:		Final Completion Date:	
Original Construction Cost Estimate		Final Construction Cost	
Brief Explanation of Schedule Variance			

PROJECT 4

Project			
Description			
Original Completion Date:		Final Completion Date:	
Original Construction Cost Estimate		Final Construction Cost	
Brief Explanation of Schedule Variance			

PROJECT 5

Project			
Description			
Original Completion Date:		Final Completion Date:	
Original Construction Cost Estimate		Final Construction Cost	
Brief Explanation of Schedule Variance			

ATTACHMENT "H":

SWORN STATEMENT ON PUBLIC ENTITY CRIMES

**VENDOR SWORN STATEMENT ON PUBLIC ENTITY CRIMES
FLORIDA STATUTES, SECTION 287.133(3)(a)**

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

1. This sworn statement is submitted to _____

(print name of public entity)

by _____

(print individual's name and title)

for _____

(print name of entity submitting sworn statement)

whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime; or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a “person” as defined in Paragraph 287.133(1)(a), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order.)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

Sworn to and subscribed before me this _____ day of _____, 2024.

Personally known _____ or produced identification _____.
(Type of identification)

State of Florida

City of _____

My commission expires:

(Notary Public)

ATTACHMENT "I":

CONFLICT OF INTEREST DISCLOSURE FORM

Project (RFQ) Number/Description: RFQ No 24-0630; Seminole Bay Pines Fire Station Construction Services.

The term "conflict of interest" refers to situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting a consultant's professional judgment in completing work for the benefit of the City of Seminole ("City"). The bias such conflicts could conceivably impart may inappropriately affect the goals, processes, methods of analysis or outcomes desired by the City.

Consultants are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the benefit of the City. Consultants, therefore must there avoid situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting the Consultant's professional judgement when completing work for the benefit of the City.

The mere appearance of a conflict may be as serious and potentially damaging as an actual distortion of goals, processes, and methods of analysis or outcomes. Reports of conflicts based upon appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

It is expressly understood that failure to disclose conflicts of interest as described herein may result in immediate disqualification from evaluation or immediate termination from work for the City.

Please check the appropriate statement:

I hereby attest that the undersigned Respondent has no actual or potential conflict of interest due to any other clients, contracts, or property interests for completing work on the above referenced project.

The undersigned Respondent, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts or property interests for completing work on the above referenced project.

Legal Name of Respondent: _____

Authorized Representative(s): _____
Signature

Print Name/Title

Signature

Print Name/Title

ATTACHMENT "J"

AFFIDAVIT OF SOLVENCY

PERTAINING TO THE SOLVENCY OF {insert entity name} , being of lawful age and being duly sworn I, {insert affiant name} , as {insert position or title} (ex: CEO, officer, president, duly authorized representative, etc.) hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this _____ day of _____, 20_____.

Signature of Affiant

STATE OF _____)

COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____, 20____, by who personally appeared before me at the time of notarization, and who is personally known to me or who has produced as identification.

Notary Public

My commission expires:

ATTACHMENT "K":

CLAIMS, LIENS, LITIGATION

Within the past 7 years, has your organization filed suit or a formal claim against a project owner (as a prime or subconsultant) or been sued by or had a formal claim filed by an owner, subconsultant or supplier resulting from a construction dispute? Yes_____ No_____ If yes, please attach additional sheet(s) to include:

Description of every action Captions of the Litigation or Arbitration

Amount at issue: _____ Name (s) of the attorneys representing all parties:

Amount actually recovered, if any: _____

Name(s) of the project owner(s)/manager(s) to include address and phone number:

2. List all pending litigation and or arbitration.

3. List and explain all litigation and arbitration within the past seven (7) years - pending, resolved, dismissed, etc.

4. Within the past 7 years, please list all Liens, including Federal, State and Local, which have been filed against your Company. List in detail the type of Lien, date, amount and current status of each Lien.

5. Have you ever abandoned a job, been terminated or had a performance/surety bond called to complete a job?

Yes_____ No_____ If yes, please explain in detail:

6. For all claims filed against your company within the past five-(5) years, have all been resolved satisfactorily with final judgment in favor of your company within 90 days of the date the judgment became final? Yes _____ No_____

If no, please explain why?

7. List the status of all pending claims currently filed against your company:

Liquidated Damages

1. Has a project owner ever withheld retainage, issued liquidated damages or made a claim against any Performance and Payment Bonds? Yes _____ No _____ If yes, please explain in detail:

(Use additional or supplemental pages as needed)

ATTACHMENT “L”:

CERTIFICATE OF INSURANCE

Respondents shall provide certificates of insurance as part of their submittal package. Certificates of insurance shall meet or exceed the following requirements as described within the solicitation:

Firms must provide evidence that they have all insurance coverages as specified in attached contract form. Umbrella liability insurance shall not be less than \$1,000,000 each occurrence and \$1,000,000 aggregate. Professional liability insurance shall have limits of not less than \$1,000,000 each claim and aggregate.

Failure to provide proof of current insurance coverage or ability to obtain the required coverages may result in being deemed non-responsive and removed from further consideration.

(Attach or insert copy of “Certificate of Insurance” here)

ATTACHMENT "M":

AFFIDAVIT

**STATE OF FLORIDA
COUNTY OF PINELLAS**

NO COERCION OF LABOR AFFIDAVIT

BEFORE ME, the undersigned authority, personally appeared _____, who, after being duly sworn, deposes and states that he/she is an adult person, over the age of 18, competent to testify as to the following matters to which he/she has personal knowledge:

1. My name is _____.
2. I am currently the _____ of _____.
3. In that capacity, I am authorized to make this attestation.
4. Pursuant to the requirement of Florida Statutes § 787.06(13), my company attests, under penalty of perjury, that it does not use coercion, as defined in Florida Statutes § 787.06(2)(a), for labor or services.

FURTHER AFFIANT SAYETH NOT:

The foregoing instrument was attested to 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 under penalty of perjury, and who appeared before me at the time of notarization.

seal:

Sign: _____
Print: _____
Notary Public-State of Florida
Commission No: _____
Commission Expires: _____

EXHIBIT 1:

AGREEMENT FOR CONSTRUCTION SERVICES