

REQUEST FOR PROPOSALS

17-038

ARCHITECTURAL AND ENGINEERING SERVICE FOR THE HIGHLANDS
COUNTY SHERIFF'S OFFICE DETENTION RECONFIGURATION
PROJECT NO. 16056

July 2017

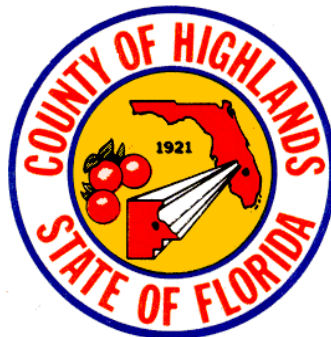


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**HIGHLANDS COUNTY BOARD OF
COUNTY COMMISSIONERS**
Administration

REQUEST FOR PROPOSALS (“RFP”)

The Board of County Commissioners (“Board”), Highlands County, a political subdivision of the State of Florida (“County”) will receive sealed Proposals in the Highlands County Purchasing Department (“Purchasing Department”) for:

**RFP NO. 17-038 ARCHITECTURAL AND ENGINEERING SERVICES FOR THE HIGHLANDS
COUNTY SHERIFF’S OFFICE DETENTION RECONFIGURATION**

Specifications may be obtained by downloading from our website: www.hbcc.net or by contacting: Danielle Gilbert, CPPB, Purchasing Manager; 4320 George Boulevard., Sebring, Florida 33875-5803, Phone: 863-402-6524; Fax: 863-402-6735; or E Mail: dgilbert@hbcc.org.

A PRE-PROPOSAL meeting will not be held for this solicitation. Each submittal shall include one (1) original and five (5) exact paper copies and five (5) electronic copies (CD’s or thumb drives) of the Proposal submission packet. PROPOSALS MUST BE DELIVERED to the Purchasing Department, 4320 George Blvd., Sebring, FL. 33875-5803 so as to reach said office no later than **4:00 P.M., Wednesday; August 16, 2017** at which time they will be opened. The Public is invited to attend this meeting. Proposal envelopes must be sealed and marked with the Proposal number and name so as to identify the enclosed Proposal. Proposals received later than the date and time as specified will be rejected. The County will not be responsible for the late deliveries of Proposals that are incorrectly addressed, delivered in person, by mail or any other type of delivery service.

One or more County Commissioners may be in attendance at the Proposal opening.

The Board does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the Board's functions, including one's access to, participation, employment or treatment in its programs or activities. Anyone requiring reasonable accommodation as provided for in the Americans with Disabilities Act or Section 286.26, Florida Statutes should contact Ms. Pam Rogers, ADA Coordinator at: 863-402-6509 (Voice), or via Florida Relay Service 711, or by e-mail: progers@hbcc.org. Requests for CART or interpreter services should be made at least 24 hours in advance to permit coordination of the service.

Board of County Commissioners, Highlands County, FL

www.hbcc.net

SECTION I. GENERAL TERMS AND CONDITIONS

- A. For purposes of this RFP, the following terms are defined as follows:
- (1) Proposer means the person or entity submitting a Proposal in response to this RFP.
 - (2) Consultant means the person who will actually be performing the Scope of Work. The Consultant may be the Contractor or the employee of the Contractor designated in the Proposal.
 - (3) Contractor means the Proposer who signs a contract with the County to perform the Scope of Work.
- B. All Proposals shall become the property of the County.
- C. Compliance with Florida Statutes Sections 287.087, on Drug Free WorkPlace, 287.133(2)(a), on Public Entity Crimes, and 287.134, on Discrimination, is required.

F.S. 287.087, Preference to businesses with drug free workplace programs:

In order to have a drug free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug free workplace through implementation of this section.

NOTE: PLEASE INCLUDE YOUR "DRUG FREE" STATUS AS PART OF THE GENERAL COMMENTS IN YOUR PROPOSAL OR WHERE INDICATED ON THE PROPOSAL FORM.

F.S. 287.133, Public entity crime; denial or revocation of the right to transact business with public entities:

(2)(a) 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 bid, proposal or reply on a contract to provide any goods or services to a public entity, may not submit a bid, proposal or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals or replies on

leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

F.S. 287.134, Discrimination; denial or revocation of the right to transact business with public entities:

(2)(a) An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal or reply on a contract or provide goods and services to a public entity; may not submit a bid, proposal or reply on a contract with a public entity for construction or repair of a public building or public work; may not submit bids proposals or replies on leases of real property to a public entity; may not awarded or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity; and may not transact business with a public entity.

F.S. 287.135, Prohibition against contracting with scrutinized companies:

(2) A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with an agency or local governmental entity for goods or services of \$1 million or more if at the time of bidding or submitting a proposal for a new contract or renewal of an existing contract, the company:

(a) Is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel;

(b) Is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes.

(c) Is engaged in business operations in Cuba or Syria.

(5) At the time a company submits a bid or proposal for a contract or before the company enters into or renews a contract with an agency or governmental entity for goods or services of \$1 million or more, the company must certify that the company is not participating in a boycott of Israel, on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or that it does not have business operations in Cuba or Syria.

CERTIFICATIONS OF COMPLIANCE WITH THE ABOVE REFERENCED STATUTES ARE LOCATED ON SECTION VII, AND MUST BE INCLUDED WITH THE PROPOSAL, SIGNED AND NOTARIZED.

- D. Proposals are due and must be received in accordance with the instructions given in the announcement page.
- E. The County will not reimburse Proposers for any costs associated with the preparation and submittal of any Proposal.
- F. Proposers, their agents and associates shall not solicit any County Official and shall not contact any County Official other than the individual listed in Section XII of this RFP for additional information and clarification.
- G. Due care and diligence has been exercised in the preparation of this RFP and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent

of the services required rests solely with those submitting a Proposal. Neither the County nor its representatives shall be responsible for any error or omission in the Proposals submitted, nor for the failure on the part of the Proposers to determine the full extent of the exposures.

- H. All timely Proposals meeting the specifications set forth in this RFP will be considered. However, Proposers are cautioned to clearly indicate any deviations from these specifications. The terms and conditions contained herein are those desired by the County and preference will be given to those Proposals in full or substantially full compliance with them.
- I. Each Proposer is responsible for full and complete compliance with all laws, rules and regulations including those of the Federal Government, the State of Florida and the County of Highlands. Failure or inability on the part of the Proposer to have complete knowledge and intent to comply with such laws, rules and regulations shall not relieve any Proposer from its obligation to honor its Proposal and to perform completely in accordance with its Proposal.
- J. The County, at its discretion, reserves the right to waive minor informalities or irregularities in any Proposals, to reject any and all Proposals in whole or in part, with or without cause, and to accept that Proposal, if any, which in its judgment will be in its best interest.
- K. Award will be made to the Proposer whose Proposal is determined to be the most advantageous to the County, taking into consideration those Proposals in compliance with the requirements as set forth in this RFP. The County reserves the right to reject any and all Proposals for any reason or make no award whatsoever or request clarification of information from the Proposers.
- L. Any interpretation, clarification, correction or change to this RFP will be made by written addendum issued by the Purchasing Department. Any oral or other type of communication concerning this RFP shall not be binding.
- M. Proposals must be signed by an individual of the Proposer's organization legally authorized to commit the Proposer to the performance of services contemplated by this RFP.
- N. Unless otherwise stated in the specifications, the following Insurance Requirements will be included in the contract and must be met before delivery of goods and performance of services:
 - 1. Workers' Compensation Insurance: The Contractor shall have and maintain workers' compensation insurance for all employees for statutory limits in compliance with Florida law and Federal law. The policy must include Employer' Liability with a limit of \$100,000 each accident, \$100,000 each employee, \$500,000 policy limit for disease.
 - 2. Commercial General Liability Insurance: Occurrence Form Required: The Contractor shall have and maintain commercial general liability (CGL) insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to the work performed pursuant to this RFP in the amount of \$1,000,000. Products and completed operations aggregate shall be \$1,000,000. CGL insurance shall be written on an occurrence form and shall include bodily injury and property damage liability for premises, operations, independent contractors, products and completed operations, contractual liability, broad form property damage

and property damage resulting from explosion, collapse or underground (x, c, u) exposures, personal injury and advertising injury. Fire damage liability shall be included at \$100,000.

3. Commercial Automobile Liability Insurance: The Contractor shall have and maintain automobile liability insurance with a limit of not less than \$1,000,000 combined single commercial limit per occurrence for bodily injury and property damage liability. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos). The policy shall be endorsed to provide contractual liability coverage.
4. Professional Liability Insurance: The Contractor shall have and maintain professional liability insurance with a limit not less than \$1,000,000 for each occurrence and an aggregate limit of not less than \$1,000,000. If coverage is provided on a claims-made basis, the retroactive date shall be prior or equal to the effective date of any contract with the County. The coverage shall be renewed or include a "tail" or discovery, or continuous renewal of coverage for a period of three (3) years following the termination of the contract entered into in connection with this RFP
5. Special Requirements / Evidence of Insurance:
 - a. A copy of the Proposer's current certificate of insurance MUST be provided with the Proposal submitted in response to this RFP. A formal certificate shall be provided upon announcement that a Proposer has been awarded the work as called for in this RFP. The Certificate(s) shall be signed by a person authorized by that insurer to bind coverage on its behalf. All Certificates of Insurance must be on file with and approved by the County before commencement of any work activities. The formal insurance certificate shall also comply with the following:
 - (1) "Highlands County, a Political Subdivision of the State of Florida and its elected officials, agents, employees, and volunteers" shall be named as an "Additional Insured" on all policies except Worker's Compensation and Professional Liability.
 - (2) Contractor shall deliver written notice to the County by overnight delivery return receipt requested, hand delivery or confirmed facsimile thirty (30) days prior to giving or within three (3) days after receiving notice of cancellation, modification, non-renewal, or any other lapse in coverage of any required insurance policies.
 - b. It should be remembered that these are minimum requirements, which are subject to modification in response to high hazard operations.
 - c. The policies of insurance shall be written on forms acceptable to the County and placed with insurance carriers authorized by the Insurance Department in the State of Florida and meet a minimum financial AM Best company rating of no less than "A- Excellent: FSC VII.
 - d. The Contractor shall hold the County, its agents and employees, harmless on account of claims for damages to persons, property or premises arising out of the services performed to in connection with this RFP. The County reserves the right to require Contractor to provide and pay for any other insurance coverage the County deems necessary, depending upon the possible exposure to liability.
 - e. All policies must include Waiver of subrogation; any liability aggregate limits shall apply "Per Jobsite"/Per Job Aggregate. All liability insurance except Professional Liability shall be Primary and Non-Contributory. Certificate of Insurance shall confirm in writing that these provisions apply.

6. Renewal:
- a. In the event the insurance coverage expires prior to termination of the contract entered into in connection with this RFP, a renewal shall be issued 30 days prior to said expiration date.
 - b. Such notification will be in writing by registered mail, return receipt requested, and addressed to the County Purchasing Manager, 4320 George Boulevard, Sebring, FL 33875-5803.
- O. The following "Statement of Indemnification" will be incorporated in the contract entered into in connection with this RFP.
- Contractor shall, in addition to any other obligation to indemnify the County and to the fullest extent permitted by law, protect, defend, indemnify and hold harmless the County, its elected officials, employees, agents, and volunteers from and against all claims, actions, liabilities, losses (including economic losses), costs, including attorneys' fees and all costs of litigation, and judgments of every name and description arising out of or incidental to the performance of this Contract or work performed under or related to this Contract, unless caused by the sole negligence of the County, its elected officials, employees, agents, or volunteers. Any cost or expenses, including attorney's fees (including appellate, bankruptcy or patent counsel fees), incurred by the County to enforce this Indemnification shall be borne by the Contractor. This Indemnification shall also cover all claims brought against the County, its elected officials, employees, agents, or volunteers by any employee of the Contractor. The Contractor's obligation under this Indemnification shall not be limited in any way to the agreed upon contract price as shown in this Contract or the Contractor's limit on or lack of sufficient insurance protection. Upon completion of all services, obligations and duties provided for in this Contract, or in the event of termination of this Contract for any reason, the terms and conditions of this Indemnification shall survive indefinitely.
- P. All pages included in or attached by reference to this RFP shall be called and constitute the Request for Proposals as stated on the front page of this RFP.
- Q. If submitting a Proposal for more than one RFP, each Proposal must be in a separate envelope and correctly marked. Only one Proposal per RFP shall be accepted from any person, corporation or firm. Modifications will not be accepted or acknowledged.
- R. Each Proposal must contain proof of enrollment in E-Verify. Minority Owned and Women Owned businesses must submit a copy of the certificate to receive credit.
- S. Board policy prohibits any County employee or members of their family from receiving any gift, benefit, and/or profit resulting from any contract or purchase. Board policy also prohibits acceptance of gifts of any kind other than advertising novelties valued less than \$10.00
- T. Proposals are only accepted if delivered to the location and prior to the time specified on the RFP. Proposals must be delivered in sealed envelope or box. Late Proposals will not be accepted under any circumstances. If Proposals received after the scheduled time of the Proposal Opening Meeting, the Proposer will be contacted for disposition. The Purchasing Department, at the Proposer's expense, can return the unopened envelope, or, at the Proposer's request in writing, can destroy it.
- U. Emailed and faxed Proposals will not be accepted. Any blank spaces on the required Proposal form or the absence of required submittals or signatures may cause the Proposal to be declared non-responsive.

- V. The County is not responsible for correcting any errors or typos made on the Proposal. Incorrect calculations or errors may cause the Proposal to be declared non-responsive.
- W. The Proposer shall comply with the Florida Sales and Use Tax Law as it may apply to the contract. The quoted amount(s) shall include any and all Florida Sales and Use Tax payment obligations required by Florida Law of the successful Proposer and its material suppliers.
- X. Any material submitted in response to this RFP will become public record pursuant to Section 119, Florida Statutes.
- Y. In the event of legal proceedings to enforce the terms of a contract entered into in connection with this RFP, the prevailing party will be entitled to legal fees. Venue is in Highlands County, Florida.
- Z. If any Proposer violates or is a party to a violation of the code of ethics of the County or the State of Florida, with respect to this RFP, such Proposer may be disqualified from performing the work described in this RFP or from furnishing the goods or services for which this RFP is issued and shall be further disqualified from bidding on any future requests for work, goods or services for the County.
- AA. Responding firms must be any individual, firm, partnership, corporation, association, or other legal entity permitted by law to practice architecture, engineering, or surveying in the State of Florida.

SECTION II. THE COUNTY'S RESERVATION OF RIGHTS

This RFP constitutes only as an invitation to submit a Proposal to the County. The County reserves, holds and may in its own discretion, exercise any or all of the following rights and options with respect to this RFP:

- A. To supplement, amend or otherwise modify this RFP, and to cancel this RFP with or without the substitution of another Invitation to Bid (ITB) or Request for Proposals (RFP).
- B. To issue additional subsequent ITBs or RFPs.
- C. To reject all incomplete / non-responsive Proposals, or Proposals with errors.
- D. The County reserves the right to determine, in its sole discretion, whether any aspect of the submitted Proposals is satisfactory to meet the criteria established in this RFP, the right to seek clarification and/or additional information from any submitting Proposer.
- E. The County also reserves the right to modify the Scope of Work to be performed.
- F. The County shall have no liability to any Proposer for any costs or expenses incurred in connection with the preparation and submittal of a Proposal in response to this RFP.
- G. If the County believes that collusion exists among Proposers, all Proposals will be rejected.

SECTION III. ADDITIONAL TERMS AND CONDITIONS FOR RFP 17-038

- A. **ADDENDUMS**: In this RFP the County has attempted to address most situations that may occur. However, should situations arise that are not addressed, they will be dealt with on a case by case basis, at the discretion of the County. If deemed necessary, the Purchasing Department will supplement this RFP document with Addendums. These Addendums will be posted on the County's website, www.hbcc.net. It is the sole responsibility of the Proposer to check the website for Addendums. Proposers must acknowledge receipt of Addendums by completing the respective section on the Proposal Submittal Form.

- B. **AFFIRMATION**: By submitting a Proposal, the Proposer affirms that the Proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; that the Proposer has not directly or indirectly induced or solicited any other person to submit a false or sham Proposal; that the Proposer has not solicited or induced any person, firm or corporation to refrain from submitting a Proposal; and that the Proposer has not sought by collusion to obtain for him/herself/itself any advantage over other persons or over the County.

- C. **COUNTY EMPLOYEES / CONFLICT OF INTEREST**: All Proposers must disclose the name of any officer, director or agent who is also an employee of the Board. All Proposers must disclose the name of any Board employee who owns, directly or indirectly, any interest in the Proposer's business or any of its branches.

- D. **MISUNDERSTANDINGS**: The failure or omission of the Proposer to receive or examine any instruction or document, or any part of the specifications, or to visit the site and acquaint themselves as to the nature and location of the work (where applicable), the general and local conditions, and all matters which may in any way affect performance shall not relieve the Proposer of any obligation to perform as specified herein. The Proposer understands the intent and purpose thereof and their obligations and will not make any claim for, or have any right to damages resulting from any misunderstanding or misinterpretation of this RFP, or because of any lack of information.

- E. **ASSIGNMENT OF CONTRACT**: The selected Proposer and the person designated by the Proposer to perform the services required by this RFP in its Proposal submitted in response to this RFP shall not assign, transfer, convey, sublet or sell any portion of any contract entered into in connection with this RFP unless permission is first given in writing by the County.

- F. **COMPLAINTS**: The contract will provide that complaints against the Contractor or the Consultant will be processed through the County Leisure Services Department and are to be corrected within five (5) business days. Written response to the County Leisure Services Department Director is required. Failure to properly resolve complaints within five (5) business days may result in cancellation of the contract. Repeat complaints against the Contractor or the Consultant may result in termination of contract.

- G. REQUEST FOR CHANGE OF RFP SPECIFICATIONS: Requests for changes to specifications must be submitted for consideration in writing to the person identified in Section XII of this RFP. Requests must be submitted by the RFI Cut-Off date stated in Section XIII of this RFP. The request will be evaluated by the Contract Manager, and the County's response will be made in an Addendum.
- H. EXCEPTIONS / ITEMS NOT IDENTIFIED IN THE SCOPE OF WORK: Any modification to these specifications by a Proposer shall be an exception to the RFP and must be discussed in detail by the Proposer in its Proposal under "Exceptions / Items not Identified in Scope of Work", unless otherwise specified.
- I. DOCUMENTATION RESULTING FROM SERVICES RENDERED: The contract will prohibit the Contractor from publishing or releasing any information related to the requested services without prior written permission from the County. All reports, documents, resulting from the ensuing contract will remain the sole property of the County.

SECTION IV. GENERAL SPECIFICATIONS FOR RFP 17-038

INTRODUCTION

The Board of County Commissioners, Highlands County, Florida hereby gives notice that it intends to award a contract for the Architectural and Engineering Services for the Highlands County Sheriff's Office Detention Reconfiguration and invites Requests for Proposals for this project for these services as defined by the laws of the State of Florida. This solicitation is intended to comply with Florida Statute, 287.055, Consultant's Competitive Negotiation Act (CCNA).

SCOPE OF PROJECT

Highlands County hereby requests and invites qualified Architectural or Architectural and Engineering firms to submit statements of qualifications to participate in a competitive process in which the County and the Sheriff's Office of Highlands County, Florida will select a firm to provide professional services associated with the design and construction of a reconfiguration of space within the Highlands County Sheriff's Office Detention Facility. Services shall consist of design, preparations of construction documents, and performance of construction phase services. This project will consist of expansion of booking, medical and laundry areas and additional housing space for female inmates.

SPECIALIZED NATURE OF PROJECT

Due to the unique characteristics and complexity of Detention Facilities, experience in the planning and design of this type of facility is an essential criterion for selection. As a part of the proposal, firms are required to submit statement of qualifications and specific experience in Detention Facilities design on projects completed within the past ten (10) years. Experience for these project types must be firm experience, i.e., the submitting firm must have served as the Architect of Record. References, with appropriate contact information, are to be provided for those completed projects.

This project shall be designed using sustainable design principles (within practical funding constraints) and an integrated team approach to provide a facility that (a) optimizes energy efficiency; (b) promotes occupant productivity and health; and (c) utilizes construction techniques and materials that promote resource conservation and environmental responsibility during construction.

SERVICES TO BE PROVIDED BY THE ARCHITECT

The Architect must meet with designated County and Sheriff's Office staff who will provide information and make decisions with regard to the project. The requirements for data and programming will be reviewed and established. The Architect shall collect information from the County and other sources as necessary.

PROGRAMMING AND PLANNING

- a) Meet with Staff to discuss requirements for the project.
- b) Prepare a Project Program defining the specific requirements of the project.
- c) Based on the approved Project Program prepare a Schematic Plan and provide estimated construction budget.

ARCHITECTURAL SERVICES

- a) Provide all architectural design and construction documents.
- b) Provide all electrical, systems, HVAC, and plumbing design and construction documents.
- c) Provide all structural engineering design and construction documents including, but not limited to, 30%, 60%, 90%, and 100% design plans.
- d) Provide all specifications for all material and equipment used on the Project.
- e) Provide construction cost estimate at 60% review submittal and update at 90% and 100%.
- f) Provide final construction drawings, signed and sealed as required by the County's Building Department, and other County Departments.
- g) Provide County with construction plans, specifications and CADD files in formats acceptable to County.
- h) Attend County Commission and work group meeting(s) as directed by the County during the design and permitting, and also the construction phases, including review and/or modification to the proposed 30%, 60%, 90% and 100% design plans.

BID AND CONSTRUCTION MANAGEMENT SERVICES

- a) Attend pre-bid and construction selection meeting(s) as required.
- b) Evaluate bids and make recommendations to County for Contractor selection.
- c) Review and approve Shop Drawings.
- d) Attend scheduled project meetings.
- e) Review and advise owner on all requests for change orders.
- f) Review Contractor's monthly pay requests.
- g) Provide progress inspections of construction as required by the construction schedule.
- h) Conduct punch list inspections as required.
- i) Review all required close-out documentation.
- j) Provide Certificate of Substantial Completion of the Project.
- k) Review as-built drawings for technical completeness and thoroughness.

SECTION V. PROPOSAL FORMAT CRITERIA

- A. Each Proposer must fully complete and submit the Proposal Submittal Form provided in Section VII of this RFP and provide all necessary documentation to fully demonstrate the Proposer's and, if not the Proposer, the Consultant's, capabilities and qualifications. Failure to supply the required documentation will be grounds for rejection of the Proposal.
- B. Proposals must be sealed and marked with the name of the Proposer, the RFP number and title so as to identify the enclosed Proposal.
- C. Each Proposal shall include one (1) original and five (5) exact paper copies and six (6) exact electronic copies (such as compact discs or thumb drives) of the Proposal, all of which are properly indexed and tabbed.
 1. Electronic copies:
 - a. No macros, audio-start media allowed.
 - b. PDF or Word formats are allowed.
 - c. The Proposer must ensure that the electronic copy includes only one (1) file of the entire submittal and that the electronic file is the exact copy of the original.
- D. It is imperative that the information submitted is precise, clear, and complete. All Proposals must be presented in an 8 1/2" by 11" bound document. Proposals shall not exceed fifty (50) pages single sided print. Proposals not conforming to this format may be disqualified from further consideration or will receive a lower score under criteria B-7 of the Evaluation Score Sheet, an example of which is provided in Section VIII of this RFP.

- E. At the discretion of the Evaluation Committee, Proposers, and if not the Proposer, the Consultant and the Proposer, may be asked to give short presentations / interviews as part of the selection and ranking process.
- F. Sections and subsections of the Proposal must correspond to the sequence/tabbed format identified below.

TAB-A

----- (No points)

- 1. Proposal Submittal Form (required, see Section VII of this RFP)
- 2. Table of Contents (optional)
- 3. Acord Insurance Form or letter from an insurance agent confirming that the Proposer is able to obtain the required coverage at the time of contract execution. (required)
- 4. Local Preference Affidavit from Section VII. (if applicable)
- 5. Professional Licenses
- 6. Executive Summary, not to exceed three (3) additional pages
- 7. Certificates from Section VII.
 - a. Certificate pursuant to F.S. 287.135
 - b. Certificate pursuant to F.S. 287.087
 - c. Certificate pursuant to F.S. 287.133(3)(A)
 - d. Certificate pursuant to F.S. 287.134
 - e. Certification of participation in E-Verify (Not required for Owner-Operators having no employees)

The pages from Tab-A do not count toward the 50-page allowance.

TAB-B

1. Ability of Professional Personnel

----- (Maximum 20 points)

- a. Illustrate the proposer's organizational chart as it relates to professional services categories listed in Section VI of this RFP, indicating key personnel and their relationship to project categories, especially the Project Manager.
- b. Indicate the general and specific project related capability, including training and experience, of all the proposed staff and indicate the adequate depth and abilities from within the organization which can be drawn upon as needed, including management, technical, and support staff. Include a minimum of one paragraph about each member of the project team, including his or her role in this proposed work.

2. Project Understanding/Project Approach

----- (Maximum 30 points)

- a. Describe your understanding of the Project Scope.
- b. Describe project approach;

- c. Describe Quality Assurance and Technical Procedures
- d. Describe in-house capabilities of your firm to provide construction scheduling, cost control, value engineering, change order negotiations, construction management control system operation, or other similar capabilities.

3. Relevant Firm Experience -----(Maximum 30 points)

- a. Describe the firm's background, history, and experience for each category of services.
- b. Describe the firm's past and current related experience completed in the last ten (10) years having similar or greater relative size and complexity as the proposed project. Consideration will be given to the successful completion of previous projects and their complexity. List the projects which best illustrate the experience of the firm and current staff, including partners and members assigned for such project(s).

4. Location/Accessibility -----(Maximum 10 points)

- a. State the Proposer's office location(s)
- b. Describe office where work will be performed.

5. Past Performance of Firm including Partners and Team Members ----(Maximum 20 points)

The Proposer must provide five (5) references from clients for similar work completed in the last ten (10) years by the Consultant (i.e. the person who will perform the services). The Scope of Work shall be indicated. Provide references including address, contact name, telephone number, and e-mail address. Evaluator's might submit questions to the references in a uniform manner. Please provide a current email address for the person listed if he or she is no longer available at the client.

6. Financial Capability ----(Maximum 20 points)

Financial Capability – Provide a statement describing the financial capability of the firm. Provide an audited financial statement, if available, or financial report that includes a balance sheet and income statement covering the two most recent fiscal years.

Note: If this is considered confidential, it must be sealed and marked as confidential.

7. Minority/Woman Owned Business -----(Maximum 10 points)

Include a copy of the certificate, if applicable.

8. Current and Projected Workload -----(Maximum 10 points)

Include a statement of the firm's current workload versus capacity of firm and joint venture partners. Include experience working within guidelines established by the

Department of Homeland Security in the construction of Public Safety facilities. Include experience with and level of knowledge the firm has working with or for the Commission for Florida Law Enforcement Accreditation.

9. RFP Format

----- (Maximum 10 points)

The Proposal shall be prepared and submitted in accordance with the Proposal Format Criteria required by this Section.

TAB-C

----- (No points)

The Proposer may include additional promotional material under Tab-C. Please note that pages under Tab-C count toward the 50-page allowance. Promotional material cannot be substituted for the documents that must be included in the Proposal under Tabs A and B pursuant to subsection F of this Section.

SECTION VI. PROPOSAL SUBMITTAL FORM

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

RFP IDENTIFICATION:

RFP 17-038 – ARCHITECTURAL AND
ENGINEERING SERVICES FOR THE HIGHLANDS
COUNTY SHERIFF’S OFFICE DETENTION
RECONFIGURATION

PROPOSAL SUBMITTED TO:

HIGHLANDS COUNTY BOARD OF COUNTY
COMMISSIONERS – PURCHASING DEPARTMENT

PROPOSAL SUBMITTED BY:

Proposer’s Name

Proposer’s Authorized Representative’s Name

Proposer’s Address 1

Proposer’s Address 2

Contact’s Name (Print)

Contact's E-mail Address

Contact's Phone Number

Name of Consultant (i.e. the person who will perform the contracted services)

In submitting this Proposal, Proposer represents that:

- Proposer has examined and carefully studied this RFP and the following Addenda (receipt of all which is hereby acknowledged):

Date	Number	Date	Number	Date	Number	Date	Number

- This Proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation. Proposer has not directly or indirectly induced or solicited any other Proposer to submit a false or sham Proposal. Proposer has not solicited or induced any person, firm or corporation to refrain from submitting a Proposal. Proposer has not sought by collusion to obtain for itself any advantage over any other Proposer or over the County.

SUBMITTED ON: _____, 20_____.

SIGNATURE: _____ (seal)

Proposer's Authorized Representative

PRINTED NAME: _____

TITLE: _____

CERTIFICATION PURSUANT TO SECTION 287.135, FLORIDA STATUTES

RFP 17-038

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 the HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

by _____
[Print individual's name and title]

for _____
[Print name and state of incorporation or other formation of the entity submitting this sworn statement]

whose business address is _____ and

whose its Federal Employer Identification Number (FEIN) is _____ (hereinafter referred to as "Proposer")

2. **CERTIFICATION**

Proposer hereby certifies that at the time of its Proposal the Proposer is not on the Scrutinized Companies that Boycott Israel list created pursuant to Section 215.4725, Florida Statutes, is not participating in a boycott of Israel, is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List created pursuant to Section 215.473, Florida Statutes, and that it does not have business operations in Cuba or Syria.

THIS CERTIFICATION IS MADE PURSUANT TO SECTION 287.135(5), FLORIDA STATUTES, AND IS, UPON DELIVERY, A PUBLIC RECORD.

Print Name: _____

STATE OF _____
COUNTY OF _____

The foregoing Certification was sworn to before me this ___ day of _____, 2017, by _____, as _____, the duly authorized officer of _____, on its behalf, who is either personally known to me [] or has produced _____ as identification [].

(AFFIX NOTARY SEAL)

Print Name: _____
Notary Public, State of Florida
Commission No. _____
My Commission Expires: _____

CERTIFICATION PURSUANT TO SECTION 287.087, FLORIDA STATUTES

PREFERENCE TO DO BUSINESS WITH DRUG FREE WORKPLACE PROGRAMS

RFP 17-038

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 the HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

by _____
[Print individual's name and title]

for _____
[Print name and state of incorporation or other formation of the entity submitting this sworn statement]

whose business address is _____ and

whose Federal Employer Identification Number (FEIN) is _____ (hereinafter referred to as "Proposer")

2. CERTIFICATION

Proposer hereby certifies that at the time of its Proposal the Proposer has a drug free workplace program in place. The program meets the requirements of Section 287.087, Florida Statutes.

THIS CERTIFICATION IS MADE PURSUANT TO SECTION 287.087, FLORIDA STATUTES, AND IS, UPON DELIVERY, A PUBLIC RECORD.

Print Name: _____ Date: ____/____/____

STATE OF _____
COUNTY OF _____

The foregoing Certification was sworn to before me this ____ day of _____, 20____, by _____, as _____, the duly authorized officer of _____, on its behalf, who is either personally known to me [] or has produced _____ as identification [].

Signature: _____
Print _____ Name: _____

(AFFIX NOTARY SEAL) Notary Public, State of _____
Commission No. _____
My Commission Expires: _____

SWORN STATEMENT UNDER SECTION 287.133(3)(A), FLORIDA STATUTES,

ON PUBLIC ENTITY CRIMES

RFP 17-038

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

DESCRIPTION OF CONTRACT: _____

STATE OF FLORIDA }ss
COUNTY OF _____ }

Before me, the undersigned authority, personally appeared _____ who, being by me first duly sworn, made the following statement:

1. The business address of _____(name of Proposer or contractor), is

2. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes 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 in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.

3. I understand that "convicted" or "conviction" is defined by the statute to mean 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, non-jury trial, or entry of a plea of guilt or nolo contendere.

4. I understand that "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation 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, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

5. Neither the bidder or contractor nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the bidder or contractor nor any affiliate of the bidder or contractor has been convicted of a public entity crime subsequent to July 1, 1989.

(Draw a line through paragraph 5 if paragraph 6 below applies.)

6. There has been a conviction of a public entity crime by the bidder or contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the bidder or contractor who is active in the management of the bidder or contractor or an affiliate of the bidder or contractor. A determination has been made pursuant to 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is _____.

A copy of the order of the Division of Administrative Hearings is attached to this statement.

(Draw a line through paragraph 6 if paragraph 5 above applies.)

THIS SWORN STATEMENT IS MADE PURSUANT TO SECTION 287.133(3)A, FLORIDA STATUTES, AND IS, UPON DELIVERY, A PUBLIC RECORD

Signature: _____

Print Name: _____

Print Title: _____

On _____ day of _____, 20_____.

STATE OF _____

COUNTY OF _____

Sworn and subscribed before me in the State and County first mentioned above on the _____ day of _____, 20_____.

Signature: _____

Print Name: _____

Notary Public, State of _____

Commission No. _____

My Commission Expires: _____

(AFFIX NOTARY SEAL)

**CERTIFICATION PURSUANT TO SECTION 287.134, FLORIDA STATUTES
DISCRIMINATION; DENIAL OR REVOCATION OF THE RIGHT TO TRANSACT BUSINESS WITH PUBLIC
ENTITIES
RFP 17-038
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 the HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

by _____
[Print individual's name and title]

for _____
[Print name and state of incorporation or other formation of the entity submitting this sworn statement]

whose business address is _____ and

whose Federal Employer Identification Number (FEIN) is _____ (hereinafter referred to as "Proposer")

2. CERTIFICATION

Proposer hereby certifies that at the time of its Bid the Bidder has not been placed on the discriminatory vendor list by the Department of Management Services.

THIS CERTIFICATION IS MADE PURSUANT TO SECTION 287.134, FLORIDA STATUTES, AND IS, UPON DELIVERY, A PUBLIC RECORD.

Print Name: _____ Date: ____/____/____

STATE OF _____
COUNTY OF _____

The foregoing Certification was sworn to before me this ____ day of _____, 20____, by _____, as _____, the duly authorized officer of _____, on its behalf, who is either personally known to me [] or has produced _____ as identification [].

(AFFIX NOTARY SEAL)

Signature: _____
Print Name: _____
Notary Public, State of _____
Commission No. _____
My Commission Expires: _____

**CERTIFICATION OF PARTICIPATION IN THE UNITED STATES CITIZENSHIP AND IMMIGRATION
SERVICE BUREAU'S E-VERIFY PROGRAM
RFP 17-038**

**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 the HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

by _____

[Print individual's name and title]

for _____

[Print name and state of incorporation or other formation of the entity submitting this sworn statement]

whose business address is _____ and

whose Federal Employer Identification Number (FEIN) is _____ (hereinafter referred to as "Proposer")

2. CERTIFICATION

Bidder hereby certifies that at the time of its Proposal the Proposer participates in the United States Citizenship and Immigration Services Bureau's E-Verify Program, and does not knowingly employ, hire for employment, or continue to employ an unauthorized alien.

Proposer's E-verify Company ID #: _____

THIS CERTIFICATION IS, UPON DELIVERY, A PUBLIC RECORD.

Print Name: _____ Date: ____/____/____

STATE OF _____

COUNTY OF _____

The foregoing Certification was sworn to before me this ____ day of _____, 20____, by _____, as _____, the duly authorized officer of _____, on its behalf, who is either personally known to me [] or has produced _____ as identification [].

Signature: _____

Print Name: _____

(AFFIX NOTARY SEAL)

Notary Public, State of _____

Commission No. _____

My Commission Expires: _____

SECTION VII. SAMPLE EVALUATION SCORE SHEET

**EVALUATION SCORE SHEET FOR:
RFP 17-038
ARCHITECTURAL AND ENGINEERING SERVICES FOR THE HIGHLANDS COUNTY SHERIFF'S
OFFICE DETENTION RECONFIGURATION**

CRITERIA FOR EVALUATION			EVALUATOR'S SCORE	WEIGHT	TOTAL SCORE PER CRITERIA	TOTAL POSSIBLE POINTS
			0 - 10			
B	1	Ability of Professional Personnel		2	-	20
B	2	Project Understanding/Project Approach		3		30
B	3	Relevant Firm Experience		3		30
B	4	Location/ Accessibility		1		10
B	5	Past Performance of Firm including Partners and Team Members		2		20
B	6	Financial Capability		2		20
B	7	Minority/Woman Owned Business		1		10
B	8	Current and Projected Workload		1		10
B	9	RFP format		1		10
SUBTOTAL						160
Presentations shall be requested by at least 3 proposers						50
TOTAL						210

* Certified Minority Business Enterprise criteria is scored either 10 points (if certified) or 0 points (if not certified)

PROPOSER'S NAME: _____

EVALUATOR'S NAME: _____

EVALUATOR'S SIGNATURE: _____

DATE: _____

SECTION VIII. SELECTION PROCESS AND PRESENTATIONS

The selection process shall be open to the public and records shall be maintained in accordance with Florida's records retention requirements. The Proposal Evaluators have the right to correct any errors in the evaluation and selection process that may be made. The County is not obligated to award a contract and the Proposal Evaluators may decide to reject all Proposals. If the Proposal Evaluators decide not to reject all Proposals, the County may proceed in accordance with the Evaluation Committee's recommendation.

1. Proposals will be reviewed by the Evaluation Committee and the Proposers will be PRELIMINARILY ranked based upon the RFP Evaluation Criteria. Each Evaluation Committee member shall perform their own independent ranking. The County reserves the right to consider any Proposal as non-responsive if any part of the Proposal does not meet established scope and/or criteria.
2. After PRELIMINARY review of the Proposals, the top Proposers (up to 3) shall be asked to give presentations, in person, as part of the selection and ranking process. The presentations will be scheduled at least two weeks from the time the invitation is sent to the selected Proposers.
3. After presentations, the Evaluators will finalize their scores for each criterion, and each Evaluator may assign up to 50 points for the presentation itself.

SECTION IX. CONTRACT NEGOTIATION AND EXECUTION

Negotiation of a contract for services will follow the initial selection process with the top ranked firm. Should a satisfactory contract not be achieved with the top ranked proposer, the next ranked proposer will be contacted and negotiation will begin with that proposer and so on. Procurement and contracting of all Professional Services will conform to all Board, State and Federal regulations including 24 CFR, Part 85, and the Florida CCNA.

After negotiation, the recommended firm and contract will be submitted for review by the County Administrator and County Attorney prior to submittal to the Board. After review, the contract will be placed on a Board of County Commissioner's Agenda for approval and execution.

SECTION X. TENTATIVE SCHEDULE

DATE	TIME	EVENT
Sunday; July 16 & 23, 2017		First & Second Advertisement
Friday; Aug. 4, 2017	5 P.M.	Deadline to submit questions (RFI's)
Wednesday; Aug. 9, 2017	5 P.M.	Deadline to release responses by County to RFI's
Wednesday; Aug. 16, 2017	4 P.M.	Proposal due date
Wednesday; Aug. 30, 2017	10 A.M.	Review/Ranking of Proposals by the Evaluation Committee
Wednesday; Sept. 13, 2017	9 A.M.	Presentations
Wednesday; Sept. 13, 2017	11 A.M.	Final ranking by the Evaluation Committee

Thursday; Sept. 14, 2017	5 P.M.	Anticipated award date
Tuesday; Oct. 3, 2017	9 A.M.	Anticipated contract consideration by the Board of County Commissioners

SECTION XI. RFP CONTACT INFORMATION

All questions during the RFP process regarding this RFP and the details of the services to be performed shall be submitted by Proposers in writing to:

*Ms. Danielle Gilbert, CPPB
 Highlands County Purchasing Department
 4320 George Boulevard, Sebring, FL 33875-5803
 Phone: (863) 402-6524; Email: dgilbert1@hcbcc.org*

SECTION XII. REQUEST FOR INFORMATION (RFI) CUT-OFF

All questions regarding this RFP shall be submitted by Proposers in writing by 5 P.M. on Friday; August 4th, 2017 to the person identified in Section XII of this RFP. The County shall release responses by 5 P.M. on Wednesday; August 9th, 2017.

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