



## NON-MANDATORY PREPROPOSAL MEETING

April 22, 2020 AT 10:30 AM

DERBYSHIRE SIDEWALKS PHASE II - CEI SERVICES

ITB No 20314

via telephone 386.671.3178

### PURPOSE OF PREPROPOSAL MEETING:

- Introductions
- Review Proposal Requirements
- Review Contract Requirements
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### INTRODUCTION:

City Staff: Joanne Flick, CPPO, CPPB  
Michelle Martin, Project Manager

### DISCUSSION:

1. NON-MANDATORY PRE-BID CONFERENCE for **ITB 20314, DERBYSHIRE SIDEWALKS PHASE II - CEI SERVICES**. Attendees, Those that did not preregister please email your contact information to [purchasing@codb.us](mailto:purchasing@codb.us). We need your email address to make sure you receive notification if any addenda should be posted for this project.
2. **DUE DATE: Submit before 2:00 pm. sharp on May 15, 2020.** No Proposals will be accepted after **2:00 pm**.

SUBMIT your bid online at [www.codb.us/841/purchasing](http://www.codb.us/841/purchasing) then click "public solicitation", then click your desired bid, then click "submit bid" at the top of the page. Submit before 2:00 pm. sharp on May 15, 2020. No Proposals will be accepted after 2:00 pm.

3. ALL QUESTIONS or requests for interpretation must be submitted in writing to Joanne Flick, CPPO, CPPB, at **Fax Number (386) 671-3964**, via email to [purchasing@codb.us](mailto:purchasing@codb.us), or through the website listed above by submitting a question. All clarifications or corrections to the solicitation documents will be accomplished by written Addendum to all those currently listed as being in possession of the ITB. To be given consideration, such requests should be received 10 days prior to the bid opening.

4. COMMISSION: The City of Daytona Beach Commissioners reserves the right to accept or reject any or all Proposals.
5. EVALUATION CRITERIA: Each criterion will be scored between 1 and 5; 1=poor, 2=below average, 3=average, 4=above average, 5=excellent, unless otherwise noted below. Scores will be multiplied by the criterion weight for a weighted score; weighted scores will be totaled for the weighted total score.

Project Understanding and Firm's Experience	15
Experience and Qualifications of the Proposed Project Team	30
Project Approach	20
Key Personnel's Experience with FDOT LAP Projects	35

Total Weight = 100

6. Reserved

7. DRUG FREE WORKPLACE: The awarded firm must provide the Drug Free Workplace Form in accordance with Florida Statute 287.087, prior to Contract award.

8. M/WBE: Proposers should be aware of The City of Daytona Beach's Minority Business Enterprise (MBE) requirements contained in Chapter 30, Purchasing Code.

9. REFERENCES: The contact person(s) listed as a reference shall be someone who has personal knowledge of the contractor's performance during the referenced project. Contact persons must have been informed that they are being used as a reference and that the City may be calling them. More than one person can be listed but all must have knowledge of the project. DO NOT list principals or officers who will not be able to answer specific questions regarding the project.

10. LOCAL PREFERENCE: The RFP is subject to the City's Local Preference ordinance, as outlined in Section 8 of the Instructions to Proposers. Vendors requesting status as a Local Vendor must complete the Local Vendor Affidavit.

A Proposer qualifying as a Local Vendor will be given the following Preferences:

1. At the City's discretion, the Proposer may be given bonus points of up to 10% of the total available points used to score Proposals for purposes of ranking them. The ranking process is described further in Paragraph 8, of the RFP. The exact percentage awarded may be adjusted based on the extent of work to be subcontracted to non-local vendors.



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