



**CONSTRUCTION MANAGER AT RISK FOR THE  
RENOVATIONS OF THE RIDGEWOOD DRIVE BANK BUILDING**

*Commodity Codes 95826, 92544*

**RFQ 21-001**

**PURCHASING AGENT:  
LISA OSHA  
368 SOUTH COMMERCE AVENUE  
SEBRING, FL 33870  
[purchasing@mysebring.com](mailto:purchasing@mysebring.com)**

The City of Sebring will receive sealed proposals in the City Purchasing Department for:

**REQUEST FOR QUALIFICATIONS  
CONSTRUCTION MANAGER AT RISK  
FOR THE RENOVATIONS OF THE RIDGEWOOD DRIVE BANK BUILDING  
RFQ 21 -001  
*Commodity Codes*  
*95826, 92544***

The City of Sebring, Florida is accepting sealed qualifications to provide services under **RFQ 21- 001, Construction Manager at Risk for the Renovations of the Ridgewood Drive Bank Building** in accordance with the specifications stated herein. Specifications & General Terms and Conditions may be obtained at **VendorRegistry.com** at the following link:

<https://vrapp.vendorregistry.com/Bids/View/BidsList?buyerId=5eaf1991-2f54-44c6-bf94-352cb201ceb3>

Any questions regarding the specifications, terms and conditions, and/or the bidding process should be submitted to **purchasing@mysebring.com**.

Sealed qualifications must be marked with the RFQ number and delivered to the **City of Sebring Purchasing Office Attn: Lisa Osha, 368 S. Commerce Ave., Sebring, FL 33870** so as to reach the said office no later than **November 30, 2020 at 3:00 p.m.** of the official time clock in the purchasing office, at which time they will be opened. Submittals received later than the date and time specified will be rejected. The City will not be responsible for the late delivery of any submittals that are incorrectly addressed, delivered in person, by mail, or any other type of delivery service. The Sebring City Council reserves the right to accept or reject any or all bids/proposals/submittals or any parts thereof; and the award; if an award is made, will be made to the most responsible bidder/proposer whose bid/proposal and qualifications indicate that the award will be in the best interest of the City of Sebring. The council reserves the right to waive irregularities in the bid/proposal/submittal.

**Fair Housing / Equal Opportunity Employer**

Lisa Osha, Purchasing Agent

Sebring, Florida

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## **SECTION 1 – DEFINITIONS**

**AGREEMENT** - The written instrument which is evidence of the agreement between City and Contractor covering the work.

**CHANGE ORDER** - The signed contract serves to define the terms and conditions for the services, work, or project as described in the contract documents. A Change Order shall be considered a written order to the Contractor signed by the City, after execution of the contract, authorizing a change in the work or an adjustment in the contract price or the contract time.

**CONTRACT** - The entire and integrated agreement between the Contractor and the City, defining its terms and conditions, which supersedes all prior negotiations, representations or agreements, either written or oral.

**CONTRACTOR** - Any person having a contract, agreement or purchase order with the City.

**CONTRACT DOCUMENTS** - Those items so designated in the agreement. Only printed or hard copies of the items listed in the agreement are contract documents.

**CITY OR OWNER** - The City of Sebring, a Florida municipal corporation - The entity for whom the work is to be performed. City Hall, 368 South Commerce Avenue, Sebring, Florida 33870, phone 863-471-5100.

**NOTICE OF AWARD** - The written notice by the City to the successful bidder or proposer, including instructions and conditions which are to be complied with in a designated time and stating that upon that timely compliance with all conditions listed therein, the City will execute the agreement and contract documents and provide the Contractor with a notice to proceed.

**NOTICE TO PROCEED OR PURCHASE ORDER** - A written notice given by the City stating the date on which the contract time will commence and when the Contractor shall start to perform the work under the contract documents.

**PAYMENT BOND** - A payment bond guarantees that the Contractor will pay suppliers, laborers, and subcontractors (subject to contract terms) for labor and materials.

**PERFORMANCE BOND** - A performance bond guarantees the City that the Contractor will complete the contract according to its terms including price and time.

**PROJECT** - The total construction of which the work to be performed under the contract documents may be the whole, or a part.

**RESPONSIBLE VENDOR** – A vendor who has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance.

**RESPONSIVE VENDOR** - A vendor that has submitted a bid, proposal, or reply that conforms in all material respects to the solicitation.

**SITE** - Lands or areas indicated in the contract documents as being furnished by City upon which the work or project is to be performed, including right-of-ways and easements for access thereto, and such other lands furnished by the City which are designated for the use of Contractor.

**SPECIFICATIONS** - The written requirements for materials, equipment, construction systems, standards, and workmanship for the work, and performance of related services.

**SUBCONTRACTOR** - An individual or entity having a direct contract with the Contractor or with any other Subcontractor for the performance of a part of the work at the site.

**SUBSTANTIAL COMPLETION** - The time at which the work (or a specified part thereof) has progressed to the point where the work (or a specified part thereof) is sufficiently complete, in accordance with the contract documents, so that the work (or a specified part thereof) can be utilized for the purposes for which it is intended.

**SUCCESSFUL BIDDER OR PROPOSER** - The bidder or proposer to whom the City provides written notice of award.

**WORK** - Construction and services required by the contract, whether completed or partially completed and includes all other labor, materials, equipment and services provided or to be provided by the Contractor to fulfill the Contractor's obligations.

## **SECTION 2 - GENERAL TERMS AND CONDITIONS (Rev 7/2020)**

All responses shall become the property of the City of Sebring. The City, at its discretion, reserves the right to waive minor informalities or irregularities in any response, to reject any and all responses, in whole or in part, with or without cause, and to accept that response, if any, which in its judgment will be in its best interest.

### **COMPLIANCE WITH APPLICABLE LAWS:**

The submitting company will be required to comply with all applicable laws, regulations, rules and ordinances of local, state and federal authorities having jurisdiction, including, but not limited to: all provisions of the Federal Government Equal Employment Opportunity clauses issued by the Secretary of Labor on May 21, 1968 and published in the Federal Register (41 CFR Part 60-1, 33 F.2 7804); all provisions of the Public Entity Crimes (Fla. Stat. §287.133, et. seq, as amended); shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable; shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874; 40 U.S.C. 3145) as supplemented in Department of Labor regulations (29 CFR Part 3); shall comply with section 6002 of the Solid Waste Disposal Act, Environmental Protection Agency (EPA) at 40 CFR part 247; and the provisions in Fla. Stat. §287.134, et seq, as amended, regarding discrimination.

City of Sebring in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Statute 252) (49 CFR, Part 23), hereby notifies all bidders/proposers that it will require that affirmative efforts be made to ensure participation by minorities in any contract for services entered into pursuant to this advertisement. Minority business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, sex or national origin in consideration for selection.

Contractor acknowledges that City is a drug-free workplace. Contractor covenants that all employees of the Contractor working on City property shall be subject to the implementation of all possible provisions to maintain a drug-free environment and that Contractor will adhere to the provisions of Florida Statute 287.087.

The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.

Contractor represents that it is not subject to a System for Award Management (SAM) exclusion and

has not been debarred, suspended or otherwise excluded as a party declared eligible under statutory or regulatory authority to receive Federal grant funds.

The contractor is required to keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service sought herein. The Contractor is required to provide the public with access to public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed the cost provided in Ch. 119.07 et seq, Fla. Stat. or as otherwise provided by law. The contractor must ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law and must meet all requirements for retaining public records and transfer, at no cost, to the City all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the City.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 863-471-5100, 368 S. Commerce Ave., Sebring FL 33870, or [kathyhaley@mysebring.com](mailto:kathyhaley@mysebring.com).**

Successful proposer shall comply with all laws, ordinances, rules, orders, and regulations relating to the performance of the services and the protection of persons and property.

**ACCEPTANCE AND WARRANTY:** Neither the final certificate of payment nor any provision in this document, or partial or complete use of the project by the City shall constitute an acceptance of work not done in accordance with the contract document or relieve the Contractor of liability in respect to any expressed or implied warranties or responsibilities for faulty material or workmanship. Contractor shall remedy any defects and pay for any damages resulting there from which appear within a period of one year after final acceptance of the work unless otherwise stated in the specifications herein.

**ADDENDUMS:** If it becomes necessary to revise or amend any part of this document, an addendum will be issued and will be posted on [VendorRegistry.com](http://VendorRegistry.com). **It shall be the sole responsibility of the proposers to check the website to ensure that all available information has been received prior to submitting a proposal.**

**ADDITIONAL WORK:** Contractor may recommend additional work needed in addition to the original specifications. City purchasing policies will be followed for such additional work.

**ASSIGNMENT:** Awarded Contractor shall not assign this contract, in whole or in part, or any monies due hereunder, without the written consent of the City.

**BONDING:** A payment bond and performance bond will be required of the awarded proposer for any contract that is greater than \$100,000. The performance and payment bonds will each be in an amount equal to 100% of the price specified in the contract. The bonds shall be executed by a surety company authorized to do business in the State of Florida, or otherwise secured in a manner satisfactory to the City for the protection of all persons supplying labor and material to the Contractor or its subcontractors for the performance of the work provided in the contract. See attached bond forms.

**CHANGE ORDERS:** The signed contract serves to define the terms and conditions for the services, work or project as described in the contract documents. A Change Order shall be considered a written order to the Contractor signed by the City, after execution of the contract, authorizing a change in the work or an adjustment in the contract price or the contract time.

**CONTACT INFORMATION:** Lisa Osha, Purchasing Agent, purchasing@mysebring.com. Any interpretation, clarification, correction or change to this document will be made by written addendum issued by the City Purchasing Department and posted on VendorRegistry.com. **Any oral or other type of communication concerning this document shall not be binding.**

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the City posting the notice of staff recommendation, excluding Saturdays, Sundays, and state holidays, any employee or official of the City concerning any aspect of this solicitation, except in writing to the purchasing agent or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

**COPYRIGHTS:**

1) If awarded a contract, the contractor agrees that the work requested herein is “work for hire” and shall irrevocably transfer, assign, set over, and convey to the City all right, title, and interest, including sole exclusive and complete copyright interest, in any and all copyrightable works created pursuant to the contract. The contractor further agrees to execute such documents as the City may request to effect such transfer or assignment.

2) Further, the Contractor agrees that the rights granted to the City by this section are irrevocable. Notwithstanding anything else in this invitation, the contractor’s remedy in the event of termination of or dispute over any agreement entered into as a result of this invitation shall not include any right to rescind, terminate or otherwise revoke or invalidate in any way the rights conferred in this section. Similarly, no termination of any agreement entered into as a result of this invitation shall have the effect of rescinding, terminating, or otherwise invalidating the rights acquired pursuant to the provisions of this “Copyright” section.

3) The use of subcontractors or third parties in developing or creating input into any copyrightable materials produced as part of any agreement entered into as a result of this invitation is prohibited unless the City approves the use of subcontractors or third parties in writing in advance and such subcontractors or third parties agree to include the provision of this section as part of any contract they enter into with the contractor for work related to this contract.

4) If anything included in a deliverable limit the rights of the City to use the information for its own internal use, the deliverable shall be considered defective and not acceptable.

**DAMAGE TO PROPERTY:** Contractor agrees that all City or third party owned property that is damaged by the Contractor’s personnel or equipment shall be repaired or replaced promptly, at Contractor’s expense.

**DEFAULT:** In any action brought by either party for the interpretation or enforcement of obligations of either party, including appeals, the prevailing party shall be entitled to recover reasonable attorney fees, court and other costs from the non-prevailing party, whether incurred before or at trial, on appeal, in bankruptcy, or in post judgment collections.

**DOCUMENT DEEMED AS A CONTRACT:** In the event that the Sebring City Council awards the project described herein to a Contractor(s), and/or a purchase order is processed then this document shall

become a legally binding contract unless a separate document is drawn up by the City Attorney in which case the Attorney's contract is primary and this document is secondary.

**DUE CARE AND DILIGENCE** has been exercised in the preparation of this document and all information contained herein is believed to be substantially correct; however, the responsibility for determining the full extent of the service required rest solely with those making response. Neither the City nor its representative shall be responsible for any error or omission in the responses submitted, nor for the failure on the part of the respondents to determine the full extent of the exposures.

**EARLY TERMINATION:** City may, by written notice, terminate the contract in whole or in part at any time, either for City's convenience or because of failure of Contractor to perform any material provision or portion of the services or project, including a failure to pay vendors, suppliers, or sub-subcontractors as required and failure to undertake adequate safety measures during the performance of the services or project. Upon receipt of such notice, services shall be immediately discontinued (unless the notice directs otherwise) and all materials as may have been accumulated in performance of the contract, whether completed or in process, shall be delivered to City. If the termination is for the convenience of the City, an equitable adjustment in the contract price shall be made, but no amount shall be allowed for anticipated profit on unperformed services. If the termination is due to failure to fulfill the Contractor's obligations, the City may take over the work and prosecute the same to completion by contract or otherwise. In such case, the Contractor shall be liable to the City for any additional cost occasioned to the City thereby. If, after notice of termination for failure to fulfill contract obligations, it is determined that the Contractor had not failed, the termination shall be deemed to have been effected for the convenience of the City. In such event, adjustment in the contract price shall be made as described in the first sentence of this paragraph.

**EQUIPMENT:** Contractor will provide, at Contractor's expense, all machinery, equipment, tools, superintendence, labor, insurance, and all other accessories necessary to provide the product(s) or service(s) in accordance with the description of the work described herein.

**INDEPENDENT CONTRACTOR:** The parties expressly recognize that the relationship between the City and the Contractor is that of independent contractors, and that neither Contractor nor any of its servants, agents, or employees shall ever be considered as an agent, servant, or employee of the City.

**INSPECTION & CORRECTION OF WORK:** All work done by the awarded Contractor will be monitored by an authorized designated City employee. Contractor shall notify the designated person of completion of each cycle within twenty-four hours of such completion. The designated contact person will then inspect the work and if they find it has not been done satisfactorily, said work shall be promptly corrected by the Contractor at the Contractor's expense.

**INSURANCE REQUIREMENTS:** Unless otherwise stated in the specifications, the following insurance requirements must be met before delivery of goods and services and maintained throughout the duration of this project:

Contractor, upon its part, agrees to protect, indemnify, save harmless, and insure the City from any liability to any persons for injuries to the person, including homicide, or damage to property, resulting from the acts or omissions of the Contractor for performing its obligations under this contract. The parties expressly recognize that the relationship between the City and the Contractor is that of independent contractors, and that neither Contractor, nor any of its servants, agents, or employees shall ever be considered to be an agent, servant, or employee of the City. Contractor shall obtain and maintain, at Contractor's expense, the following insurance and shall not commence work hereunder

until such insurance is obtained and approved by the City:

- 1) The respondent shall purchase and maintain Errors and Omissions insurance with minimum limits of \$2,000,000 per occurrence. If a claims-made form of coverage is provided, the retroactive date of coverage shall be no later than the inception date of claims made coverage, unless the prior policy was extended indefinitely to cover prior acts. Coverage shall be extended beyond the policy year either by a supplemental extended reporting period (ERP) of as great duration as available, and with no less coverage and with reinstated aggregate limits, or by requiring that any new policy provide a retroactive date no later than the inception date of claims made coverage.
- 2) The respondent shall maintain, during the life of the contract, commercial general liability insurance in the amount of at least \$1,000,000 combined single limit. If such CGL contains a general aggregate limit, it shall apply separately to this project in the amount of \$2,000,000. CGL insurance shall include broad form contractual liability insurance and coverage for independent contractors, bodily injury, property damage liability for premises, products, and completed operations, and personal injury.
- 3) The respondent shall maintain, during the life of the contract, comprehensive automobile liability insurance in the amounts of \$500,000 combined single limit for bodily injury and property damage to protect the respondent from claims for damages for bodily injury, including wrongful death, as well as from claims from property damage, which may arise from the ownership, use, or maintenance of owned and non-owned automobiles, including rented automobiles whether such operations be by the respondent or by anyone directly or indirectly employed by the respondent.
- 4) Worker's Compensation coverage is to apply to all employees for statutory limits in compliance with the applicable state and federal laws. The policy must include Employers' Liability with a limit of \$500,000 each accident, \$500,000 each employee, \$500,000 policy limit for disease.
- 5) Umbrella or Excess Liability Insurance of at least \$5,000,000 per occurrence.

Evidence of Insurance shall be furnished by the vendor to the City of Sebring. Certificates of insurance are to be signed by a person authorized by the insurer to bind coverage on its behalf. The City of Sebring is to be specifically included as additional insured on all policies except workers' compensation and Errors and Omissions insurance. If the vendor is exempt from workers' compensation requirements they are to submit a DWC-252 Certificate of Exemption Form. In the event the insurance coverage expires prior to the completion of this contract, a renewal certificate shall be issued 30-days prior to the expiration date. The policy shall provide a 30-day notification clause in the event of cancellation or modification to the policy. All certificates of insurance must be on file with and approved by the City of Sebring before the commencement of work activities.

**LICENSING:** Proposers shall be fully licensed in the state of Florida and shall comply with all applicable laws, regulations, rules, and ordinances of local, state, and federal authorities having jurisdiction. Failure or inability on the part of the respondent to have complete knowledge and intent to comply with such laws, rules and regulations shall not relieve any respondent from its obligation to honor its response and to perform completely in accordance with its response. Proof of all relevant licenses is required as part of your submittal.

**LIQUIDATED DAMAGES:** Not applicable to this solicitation.

**LOCAL PREFERENCE:** Not applicable to this solicitation.



**NOTICES:** All notices provided under or pursuant to this contract shall be in writing, either by hand delivery or first class certified mail – return receipt requested.

**PAYMENTS:** All payments must be approved by Sebring City Council, which meets the first and third Tuesday of each month. To be considered for payment at any meeting, the invoice must be signed by the department head and received by Accounts Payable, 368 South Commerce Avenue, Sebring, Florida 33870 one week prior to a City Council meeting. Separate invoices must be rendered for each purchase order.

**PERFORMANCE & WORKMANSHIP:** Contractor shall, in good workmanlike manner, perform all services pursuant to the specifications. Should the Contractor fail to provide prudent and competent professional service, the City may notify the Contractor in writing stating the City's intention to terminate the contract and stating the reasons therefore. Unless Contractor remedies such default or has made satisfactory arrangements with the City for such remedy within five (5) business days after service of said notice upon Contractor, this contract may be terminated by the City. In the event of such termination, the City may take over and complete the work at the expense of the Contractor. The Contractor shall be liable to the City for any excess costs the City incurs.

**PRE-BID MEETING:** Not applicable to this solicitation.

**PREPARATION COSTS:** The City will not reimburse respondent(s) for any costs associated with the preparation and submittal of any responses.

**PRICE:** Pricing is not included as an evaluated criterion for this solicitation. Any payments made by the City would be based on a negotiated contractual agreement that may result from this solicitation.

**PROVISIONS REQUIRED BY LAW DEEMED INSERTED:** Each and every provision of law and clause required by law to be inserted herein and the contract shall be read and enforced as though it were included, and if, through mistake or otherwise, any such provision is not inserted, or is not correctly inserted, then upon application of either party, the contract shall forthwith be physically amended to make such insertion or correction.

**PURCHASING AGREEMENT WITH OTHER PUBLIC AGENCIES:** Not applicable to this solicitation.

**PURCHASE CARDS:** When accepted by the vendor, transactions totaling \$5,000.00 or less may be paid by purchase card. Purchase cards can be used as an alternate form of payment for contracted services which are a result of the competitive bidding process.

**PURCHASE ORDERS** are required by the City of Sebring when a contract/agreement is established as a result of the competitive bidding process. Once the contract/agreement is in effect, it will be the responsibility of the department to submit a request for a purchase order. The purchasing office will generate the purchase order, which is then emailed to the vendor at the email address provided by the vendor, as well as the department initiating the request.

**RENEWAL:** Not applicable to this solicitation.

**RESPONSES/BIDS** are due and must be received in accordance with the instructions given in the announcement page. Responses/bids received later than the time designated will be deemed as non-responsive and will not be considered. Responses/bids must be signed by an individual of the respondent's organization legally authorized to commit the respondent's organization to the performance of the product(s) and/or service(s) contemplated by this document.

**STATEMENT OF INDEMNIFICATION** – The Contractor/Consultant hereby acknowledges and confirms

that the contract price includes the consideration for this indemnification / hold harmless. The Contractor/Consultant shall, in addition to any other obligation to indemnify the City and to the fullest extent permitted by law, protect, defend, indemnify and hold harmless the City, its elected officials, employees, agents, and volunteers from and against all claims, actions, liabilities, losses, (including economic losses), costs, including attorney fees and all costs of litigation, and judgments of every name and description arising out of, or incidental to the performance of this contract, unless caused by the sole negligence of the City, its elected officials, employees, agents, or volunteers. Any cost or expenses, including attorney fees (including appellate, bankruptcy, or patent council fees), incurred by the City to enforce this agreement shall be borne by the Contractor. This indemnification shall also cover all claims brought against the City, its elected officials, employees, agents, or volunteers by any employee of the Contractor, any subcontractor, or anyone directly or indirectly employed by any of them. The Contractor's obligation under this article shall be limited to \$10,000,000 and shall not be limited in any way to the agreed upon contract price as shown in this contract or the Contractor's limit 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 article shall survive indefinitely.

**SUBCONTRACTOR:** If subcontracting has been agreed upon by the parties herein and made a part of the terms of this contract, the Contractor shall be responsible for monitoring all subcontractors to make sure all conditions of the contract are being executed. Furthermore, the City has the right to refuse subcontractors work on the project.

**TERM:** The term of the contract is until completion.

**TERMINATION:** Should Contractor violate any provision in this document, City may notify Contractor, in writing, stating the City's intention to terminate the contract and stating the reasons thereof. Unless Contractor remedies such default or has made satisfactory arrangements with the City for such remedy within five (5) business days after service of said notice upon Contractor, this Contractor may be terminated by the City.

**TIME:** Time is of the essence of this agreement.

**PROTEST:** Failure to file a protest within the time prescribed in the City of Sebring's Purchasing Policy shall constitute a waiver of the bidder's right to protest.

**PROPOSERS ARE URGED TO PROMPTLY REVIEW THE REQUIREMENTS OF ALL SPECIFICATIONS AND SUBMIT QUESTIONS FOR RESOLUTIONS AS EARLY AS POSSIBLE. QUESTIONS OR CONCERNS MUST BE SUBMITTED IN WRITING TO THE PURCHASING AGENT DURING THE BID PERIOD AND SHALL BECOME PART OF THE PACKAGE. ALL QUESTIONS WILL BE ANSWERED UP FIVE (5) DAYS PRIOR TO THE SUBMISSION DATE. ALL QUESTIONS SHOULD BE SUBMITTED TO PURCHASING@MYSEBRING.COM. ALL ANSWERS WILL BE POSTED AS AN ADDENDUM ON VENDORREGISTRY.COM. OTHERWISE, THIS WILL BE CONSTRUED AS ACCEPTANCE BY THE BIDDERS THAT THE INTENT OF THE SPECIFICATIONS IS CLEAR AND THAT COMPETITIVE BIDS MAY BE OBTAINED AS SPECIFIED HEREIN. PROTESTS WITH REGARD TO SPECIFICATION DOCUMENTS SHALL NOT BE CONSIDERED AFTER BIDS ARE OPENED.**

### **SECTION 3—ADDITIONAL TERMS AND CONDITIONS**

#### **1) Information or Clarification**

Bidders are urged to promptly review the requirements of all specifications and submit questions to the Purchasing Agent at [purchasing@mysebring.com](mailto:purchasing@mysebring.com) for resolutions as early as possible during the bid period. All questions will be answered up five (5) days prior to the bid opening and posted on the

official solicitation website, VendorRegistry.com. Otherwise, this will be construed as acceptance by the bidders that the intent of the specifications is clear and that competitive bids may be obtained as specified herein. Protests with regard to specification documents shall not be considered after bids are opened.

## **2) Development Costs**

Neither the City nor its representatives shall be liable for any expenses incurred in connection with the preparation of a response to the RFP. Respondents should prepare their submittals simply and economically, providing a straightforward and concise description of the respondent's ability to meet the requirements of the RFP.

## **3) Equal Opportunity**

The City recognizes fair and open competition as a basic tenet of public procurement and encourages participation by minority and women business enterprises.

## **4) Copeland "Anti-Kickback" Act**

The Contractor must comply with the Copeland "Anti-Kickback" Act, 18 USC 874 as supplemented in Department of Labor regulations, 29 CFR Part 3, prohibiting employers from inducing any person employed to give up any part of the compensation to which he or she is otherwise entitled.

## **5) Public Entity Crimes**

Pursuant to § 287.133(2)(a), Fla. Stat., 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 § 287.017, Florida Statutes, for CATEGORY TWO purchases for a period of 36 months following the date of being placed on the convicted vendor list.

## **6) Legal Requirements**

Federal, State, County, and local laws ordinances, rules and regulations that in any manner affect the item(s) covered herein apply. Lack of knowledge by the respondent will in no way be cause for relief from responsibility.

## **7) Wage Rates/Equal Employment Opportunity**

Wage rates for laborers, mechanics and apprentices shall not be less than those established by the Florida Department of Labor and Employment Security and/or the United States Department of Labor for the work herein. The Contractor must insure Equal Employment Opportunity as part of the awarded contract and also subcontracts awarded by the contractor.

## **SECTION 3 – PURPOSE OF PROJECT**

The City of Sebring (City) invites the submission of professional qualifications from qualified Construction Managers at Risk (CMAR) for the renovation of the Ridgewood Drive Bank Building Renovations (Project), 228 North Ridgewood Drive, Sebring, Florida, 33870 (Project Site) which is anticipated to be the future site of the City Hall offices and Council Chambers.

## **SECTION 4 – BACKGROUND**

In 1973 the First National Bank of Sebring constructed a nice newly designed building on what had been the Sebring Tourist Club. The new bank building was the talk of the town in 1973. The three-story semi-circle shaped building changed the landscape of North Ridgewood Drive forever. The people who banked at the First National Bank were happy and proud of the new building. As times changed, so did the banking business and in time, the building became vacant and has been so for a long time. In February of 2019, the building and the entire block was purchased by the City of Sebring CRA. The question has arisen about the possible use of the three story, 21,434 square foot building as the next City Hall.

## **SECTION 5 – OVERVIEW OF PROJECT**

The City is soliciting Statements of Qualifications in response to this Request for Qualifications (RFQ) from qualified individuals or companies to provide professional Construction Management at Risk services for the renovations of the Ridgewood Drive bank building property. Services will also include coordination and scheduling during the permitting and design phase, cost estimating, administering subcontracts and all related work required for a number of completed improvements. Services will be provided under contract phases as set forth herein.

The CMAR will serve as the owners' representative and work with the architect who will be under contract with the City. The City will require the CMAR to provide pre-construction services such as analysis of the current condition of the building, assistance in the solicitation of an architect for this project, production of budget estimates, value engineering, analyzation of the design documents for constructability, coordination, detailing, materials, and systems, and development of a guaranteed Maximum Price (GMP) proposal based on 100% construction documents.

The cost of the work will include all costs related to completing the work, including a fixed fee for the pre-construction phase and a proposed percentage fee for overhead and profit, which will be negotiated within the not-to-exceed percentage for the construction phase of the project. The CMAR will be required to seek competitive bids for all subcontracted work and materials, which will be included as part of the GMP. The City Purchasing Department will work closely with the CMAR to establish a procedure to be used for soliciting and selecting subcontractors as well as material suppliers.

The estimated budget is not to exceed \$2,000,000.00.

## **SECTION 6 – SCOPE OF WORK**

The scopes of work to be performed by the CMAR with a GMP are linked to those separate phases of the project: Pre-design/project definition phase, preconstruction phase, and construction/post construction services phase. Each phase will have a separate proposal. The City's goal is for the CMAR contracted to perform the Preconstruction Phase services to contract for the subsequent construction phase services. However, there is no guarantee for award of the construction phase; therefore, if the City does not award the construction phase, there will be no recovery of any monetary awards associated with the construction phase, such as cost and/or anticipated profit.

Specific design and renovations may include, but are not limited to:

- 1) Renovation/construction of approximately 20 offices on the first and second floor
- 2) Renovation/construction of approximately 8 restrooms

- 3) Renovation/construction of approximately 2 breakrooms
- 4) Renovation/upgrade electrical system
- 5) Renovation/upgrade HVAC system
- 6) Renovation/upgrade plumbing system
- 7) Renovation/upgrade fire alarm system
- 8) Renovation/upgrade security system
- 9) Renovation/upgrade/replacement of elevator
- 10) Demolition of the former drive-thru teller structure
- 11) Parking lot and landscaping demolition/construction/upgrades
- 12) Construction of City Council Chambers
- 13) Demolish and clear all existing rooms on the third floor

A proposed layout for the first and second floor is attached as Exhibit A for reference. Approximately half of the third floor was used as a storage location with finished offices/rooms and one restroom. It is anticipated that this area will be demolished and cleared for possible future growth.

#### **Pre-Design/Project Definition Work Scope:**

- 1) Evaluation: CMAR will evaluate the current state of the condition of the building and its structural, plumbing, electrical and mechanical systems and components and provide the City with a detailed evaluation report of the current condition of the building.
- 2) Analysis: CMAR will analyze the City's space needs and provide the City with a recommendation report on the proposed building layout.
- 3) Estimate: CMAR will provide a construction estimate with a margin of error of 20-30%.
- 4) Solicit Architect: CMAR will assist the City in soliciting an architect for the design development.

#### **Preconstruction Work Scope:**

- 1) Meetings: CMAR will attend Project Team meetings with the City and the Project Architect at regularly scheduled intervals throughout the Preconstruction Phase.
- 2) Timeline: CMAR will prepare an estimating and permitting timeline outlining the tasks required during the Preconstruction phase.
- 3) Estimates/Estimating - Design Development: CMAR will prepare an updated estimate based on drawings and specifications within (30) calendar days of receipt of drawings and specifications.
  - a) 50% Construction Documents: CMAR will prepare an updated estimate based on drawings and specifications within (30) calendar days of receipt of drawings and specifications. Any significant deviations from the previous estimate relative to quantities, costs and schedule will be identified along with a suggested action plan to realign the project with the budget. The estimate will be a detailed and comprehensive exercise further narrowing the scope of assumptions and qualifications.
  - b) 100% Construction Documents: At 100% completion of the Construction Documents, CMAR shall submit the Guaranteed Maximum Price Estimate within (45) calendar days of receipt of

drawings and specifications per station/location. The Estimate will be a summary of general conditions, general requirements, insurances, bonds, fees, costs of the work and actual subcontractor proposals tabulated with detailed scope completeness and accuracy, along with assumptions and qualifications. CMAR shall also provide a Guaranteed Completion Date.

c) **Value Analysis and Constructability:** Concurrent with each estimate, CMAR will submit a detailed list of value engineering options, complete with estimated costs and schedule impacts. CMAR shall also provide the City with continual input addressing constructability, availability of materials and qualified trades for specialized systems, comparative cost/benefit analyses for various building systems, construction means and methods and budget/schedule impact as specific phases of the overall design are developed in order to ensure the development and completion of contract documents within the budget and schedule limitations.

4) **Subcontractor Bid Package & Procurement:** CMAR will develop comprehensive bid packages for each construction trade during the GMP subcontractor bidding. The ultimate contract between the City and the successful CMAR will address subcontractor bidding and selection.

### **Construction Work Scope**

Following negotiation of a GMP and execution of a Construction Services Contract with a GMP, the CMAR shall become the Construction Manager (CM)/General Contractor (GC) and manage all facets of construction as agreed to in the Construction Services Contract.

### **Post Construction Services**

- 1) Receive and coordinate all closeout items including as-built drawings, operation and maintenance manuals, and warranties as required;
- 2) Assist in resolving all outstanding contract issues, warranties, and bonds at project closeout;
- 3) Prepare a final closeout report with recommendation regarding final payment, notice of completion, and file system for retrieval of closeout documentation;
- 4) Coordinate maintenance personnel building operation training;
- 5) Submit original "marked-up" as-built drawings; and
- 6) Submit warranties and guarantees.

## **SECTION 7 – PROPOSAL CRITERIA**

### **COVER LETTER/LETTER OF INTEREST**

Letter of interest including reference to this solicitation. (2 pages maximum)

### **SECTION A**

#### **Company Information and Qualifications:**

The CMAR shall provide the following information about their company:

- 1) Name of company and parent company, if any.
- 2) Specify the address of company's designated office where the majority of the work will be performed for the services. Indicate percentage total overall of the services to be performed by the company's office specified above. Specify address of company's other office(s) where any part of the work for these services will be performed, if applicable.

- 3) Name, address, phone number of person to receive notification and to reply to City inquiries.
- 4) Include a resume for all key personnel assigned to this project. The resume should include, but not be limited to, educational background, academic degrees, professional associations, job title, and responsibilities.

## **SECTION B**

### **Experience:**

- 1) Company/Team Experience – The Proposer shall identify the years of experience the company and the principals who will be assigned to this project have with this type of construction project. Please indicate years of experience both on a company and an individual basis with CMAR projects. Include all experience specific to renovation projects, preferably for governmental entities.

## **SECTION C**

### **Approach and Methodology:**

Provide a detailed description of the approach and methodology to be used to accomplish the scope of work of this RFQ. The methodology section should include:

- 1) Provide details of the Proposer's understanding of the needs of small municipalities and the Proposer's sensitivity to financial constraints. Include a detailed description of efforts your company or entity will undertake to achieve client satisfaction and to satisfy the requirements of the scope of work.
- 2) An implementation plan that describes in detail (a) the methods, including controls by which your company or entity manages CMAR projects; (b) methodology for soliciting, documenting and incorporating views of the City and the applicable regulatory bodies; (c) and any other project management or implementation strategies or techniques that the Proposer intends to employ in carrying out the work.
- 3) Provide a project schedule, identifying tasks and deliverables to be performed, durations for each task, and overall time of completion, including a phase transition plan.
- 4) Detailed description of tasks you will require from City staff. Explain what the respective roles of City staff and your staff would be to complete the tasks specified in the scope of work.
- 5) Proposers are encouraged to provide additional innovative and/or creative approaches for providing the service that will maximize efficient, cost-effective operations or increased performance capabilities.

## **SECTION D**

### **Litigation Statement:**

- 1) Provide a list of current litigation pending against the proposing company and any of the principals indicated to be assigned to this project. Please include a list of outstanding judgments and liens, if any, against the firm or personnel to be assigned to this project or that may have been filed in the last five (5) years.

## **SECTION E**

### **References:**

The Proposer shall submit a minimum of five (5) CMAR projects, preferably governmental agencies, of similar size and complexity completed by the company during the last ten (10) years to include the following:

- 1) Name of entity and contact information
- 2) Name of project
- 3) Project details
- 4) Overall cost of project
- 5) Completion period
- 6) Whether work was completed satisfactorily and on time

The services provided to these entities should have characteristics as similar as possible to those requested in this RFQ.

## **SECTION F**

Forms (attached): Non-Collusion Affidavit of Prime Proposer Submittal Page, Drug-Free Workplace Submittal Page, Insurance Submittal Page, Indemnification, and Public Entities Crime Statement. In addition, provide company's W9, insurance certificates, and MBE/WBE certificate (if applicable).

## **SECTION 8 – EVALUATION OF SUBMISSIONS**

### **EVALUATION METHOD AND CRITERIA**

<b>EVALUATION</b>	<b>Score 1-5</b>	<b>Weighted Score</b>
COMPANY INFORMATION AND ADEQUACY OF PERSONNEL		x15/
EXPERIENCE		x20/
APPROACH AND METHODOLOGY		x25/
LITIGATION STATEMENT		x5/
REFERENCES		x30/
FORMS – MBE/WBE CERTIFICATION (0 or 5)		x5/
<b>Total Points Possible (Ranking 0-5 multiplied by weight) 500 points</b>		
<b>TOTAL SCORE</b>		

The City shall be the sole judge of the best interests of the City, the submission and the resulting negotiated agreement.



## **SELECTION PROCESS**

The evaluation committee will be comprised of three (3) City of Sebring elected officials and will be responsible for evaluating and ranking the qualification statements submitted by all of the companies regarding this proposal in accordance with the criteria contained in this RFQ, and applicable City code provisions to the extent not otherwise prohibited by law. The evaluation committee will evaluate the proposals and may require some or all of the Proposers to provide additional information in the form of an interview/presentation. The evaluation committee will make its recommendation to City Council for award and execution of contract(s). The City of Sebring reserves the right to reject any and all responses, or portions thereof, received as a result of this request, as may be deemed to be in the best interest of City of Sebring. City of Sebring further retains the right to waive any irregularities of any submission. City shall make its selection in accordance with Florida laws and the Sebring Code.

Proposals must be clear, concise, and specific. To facilitate effective evaluation by the City, proposals shall be limited to 50 pages, excluding sectional dividers, front and back covers. Proposals which exceed this length will be considered non-responsive and will not be evaluated. Failure to supply the required documentation or failure to address all criteria will be grounds for rejection of the Proposal.

## **ANTICIPATED TIMELINE**

Proposals due:	November 30, 2020
Evaluation and ranking:	TBD
Firm Interviews:	TBD
Approval by City Council:	January 5, 2021

**NON-COLLUSION AFFIDAVIT OF PRIME PROPOSER  
(SUBMITTAL PAGE)**

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, deposes and says that:

1. he/she is \_\_\_\_\_ of \_\_\_\_\_, the Proposer that has submitted the attached Proposal;
2. he/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;
3. Such Proposal is genuine and is not a collusive or sham Proposal;
4. Neither the said Proposers nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiliate has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with such Contract or has in any manner, directly or indirectly, sought by agreement or collusion of communication or conference with any other Proposer, company or person to fix the price or prices in the attached proposal of any other Proposer, or to fix any overhead, profit or cost element of the Proposal Price or the Proposal Price of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City or any person interested in the proposed Contract; and
5. The price or prices quoted in the attached Proposals are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees or parties in interest, including this affiliate.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Title)

My Commission Expires: \_\_\_\_\_

**DRUG-FREE WORKPLACE FORM  
(SUBMITTAL PAGE)**

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies

That \_\_\_\_\_ does:  
(Name of Business)

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 employee 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 programs, 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 proposal a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the Terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893 or of any controlled substance law of United States any state, for a violation occurring in the workplace no later than five (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.

As the person authorized to sign the statement, I certify that this company complies fully with the above requirements.

\_\_\_\_\_  
Proposer's Signature

\_\_\_\_\_  
Date

**INSURANCE  
(SUBMITTAL PAGE)**

By signing below the Proposer is stating that they fully understand the insurance requirements for the project and if awarded the proposal will provide all insurance coverage as required in RFQ #\_\_\_\_\_.

The requirements are as follows:

- Proposer is insured with a company licensed to do business in the State of Florida
- The insurance company is rated A VIII or better by A.M. Best Rating Company (Workers Compensation, General and Automobile policies)
- The City will be named as an additional insured for general and automobile liability
- The certificate will contain a 30-day written notice of cancellation and a 10-day written notice of non-payment
- The General Liability and Worker's Compensation policies will contain waiver of subrogation in favor of the City

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Company Name

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Proposer (signature)

## INDEMNIFICATION

To the fullest extent permitted by laws and regulations, and in consideration of the amount stated on any Purchase Order, the Contractor shall defend, indemnify, and hold harmless the City, its officers, directors, agents, guests, invitees, and employees from and against all liabilities, damages, losses, and costs, direct, indirect, or consequential (including but not limited to reasonable fees and charges of engineers, architects, attorneys, and other professionals and court and arbitration costs) to the extent arising out of or resulting from any acts of negligence, recklessness or intentional wrongful misconduct in the performance of the work by the Contractor, any Subcontractor, or any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable. This indemnification is limited to \$10,000,000.

In any and all claims against the City, or any of its officers, directors, agents, or employees by any employee of the Contractor, any Subcontractor, any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, this indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or any Subcontractor or other person or organization under workers' or workmen's compensation acts, disability benefit acts, or other employee benefit acts, nor shall this indemnification obligation be limited in any way by any limitation on the amount or type of insurance coverage provided by the City, the Contractor, or any of his Subcontractors. To the extent this Indemnification conflicts with any provision of Florida Law or Statute, this indemnification shall be deemed to be amended in such manner as to be consistent with such Law or Statute.

Subrogation: The Contractor and his Subcontractors agree by entering into this contract to a Waiver of Subrogation for each required policy herein. When required by the insurer, or should a policy condition not permit Contractor or Subcontractor to enter into a pre-loss agreement to waive subrogation without an endorsement, then Contractor or Subcontractor agrees to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which includes a condition specifically prohibiting such an endorsement, or voids coverage should Contractor or Subcontractor enter into such an agreement on a pre-loss basis.

BY: \_\_\_\_\_  
Signature of Owner or Officer

DATE: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Corporate Secretary or Witness

\_\_\_\_\_

Organization Phone Number

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day \_\_\_\_\_ of  
20\_\_\_\_\_ by \_\_\_\_\_, \_\_\_\_\_ of  
\_\_\_\_\_(Company Name).

He/She is personally known to me or has produced \_\_\_\_\_  
as identification, and did \_\_\_\_\_/did not \_\_\_\_\_ take an oath.

\_\_\_\_\_  
Signature of Person Taking Acknowledgment

\_\_\_\_\_  
Printed Name of Person Taking Acknowledgment

\_\_\_\_\_  
Notary Seal

**SWORN STATEMENT PURSUANT TO  
FLORIDA STATUTES SECTION 287.133(3)(a) ON PUBLIC ENTITY CRIMES**

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 the public entity]

by \_\_\_\_\_ for  
[print individual's name and title]

\_\_\_\_\_  
[print name of entity submitting sworn statement]

whose business address is \_\_\_\_\_

and its Federal Employer Identification Number (FEIN) or Social Security Number (SSN)

of the individual signing this sworn statement is \_\_\_\_\_

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 or 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, non-jury 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:

- A predecessor or successor of a person convicted of a public entity crime; or

- 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" included 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 market value under an arm's length agreement, shall be a prima facie 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)(e), 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. [attached is 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]

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me on this \_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_

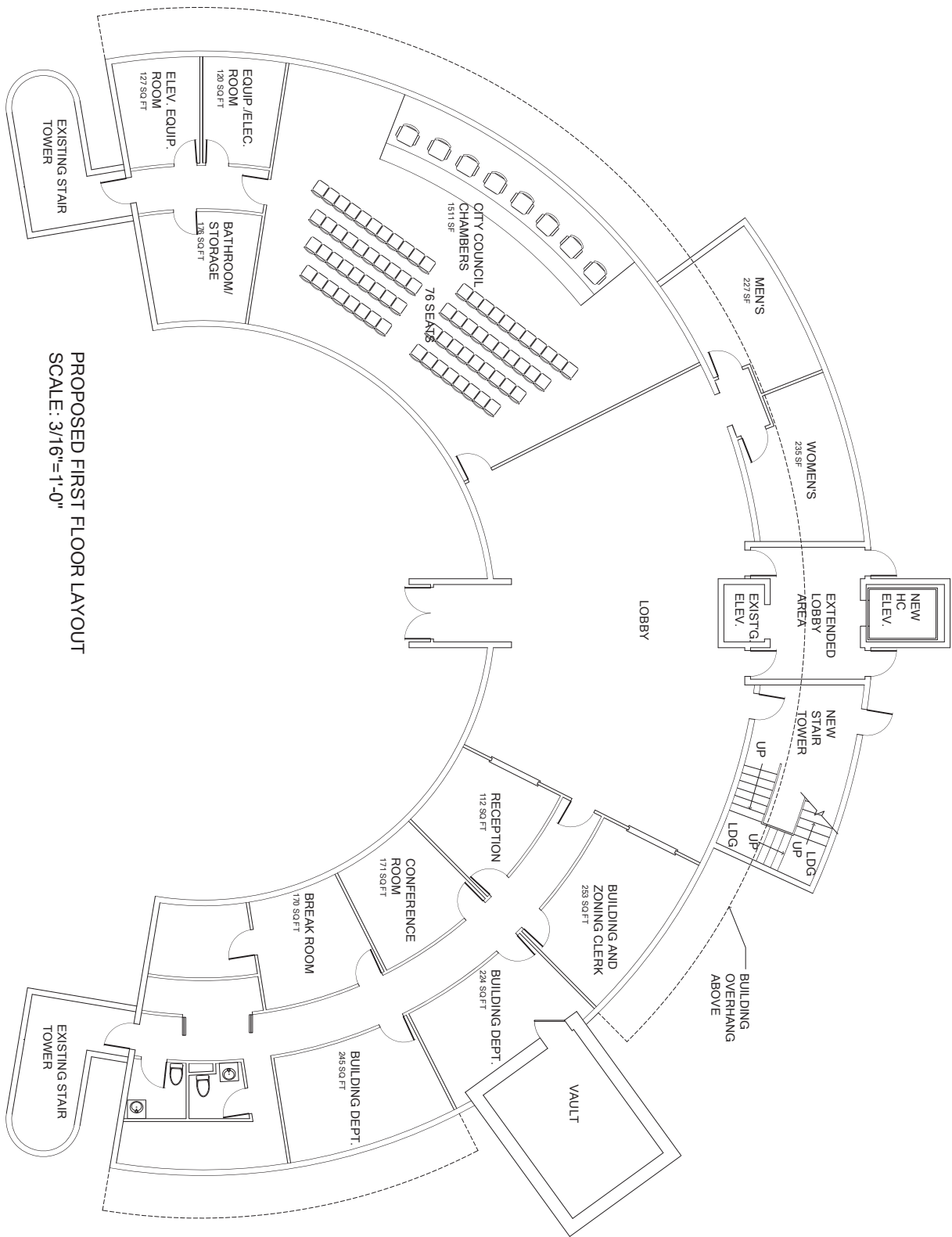
who is personally known to me and who \_\_\_\_\_ did / \_\_\_\_\_ did not take an oath.

\_\_\_\_\_  
(Signature)

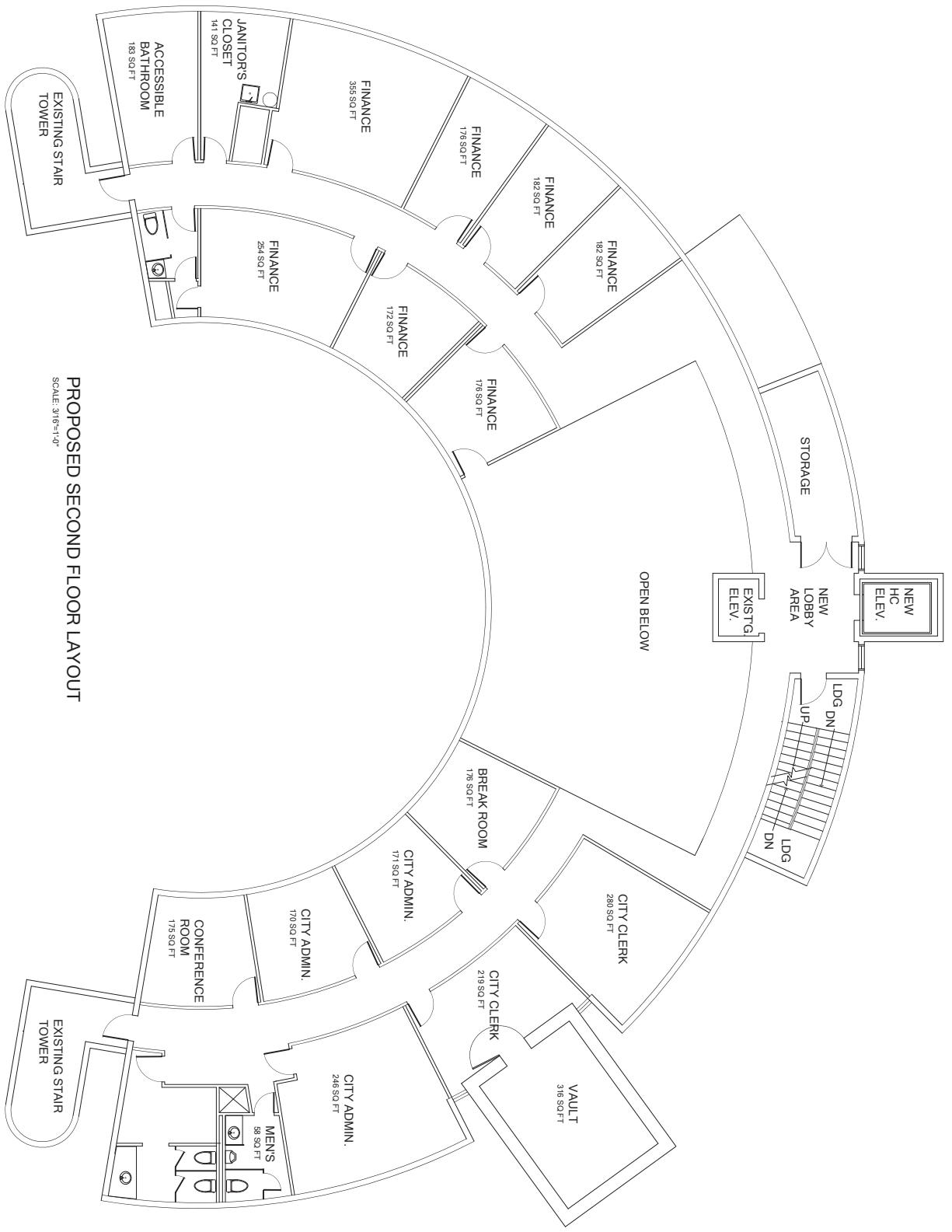
Printed Name: \_\_\_\_\_

Commission No.: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



PROPOSED FIRST FLOOR LAYOUT  
SCALE: 3/16"=1'-0"



PROPOSED SECOND FLOOR LAYOUT  
SCALE: 3/16"=1'-0"

