

Board of County Commissioners Columbia County, Florida

RFQ NO. 2017-Z

PROJECT:
CONSTRUCTION MANAGER
FOR VARIOUS COLUMBIA COUNTY PROJECTS
INCLUDING A NEW JAIL

RFQ FOR CONSTRUCTION MANAGER RFQ NUMBER: 2017-Z

The Columbia County Board of County Commissioners is inviting licensed and qualified Construction Management professionals to submit proposals to provide construction management services for a new jail at the current site of the Sheriff Administrative Complex.

To be eligible for consideration, all proposers must be registered in the State of Florida to practice their profession at the time of proposal. Proposers without a complete proposal described will be considered incomplete.

The Request for Qualifications information is available online only at:

<http://www.columbiacountyfla.com/PurchasingBids.asp>

Deadline for receipt of sealed proposals is 2:00 p.m. November 22, 2017. Send or deliver in person one (1) original and five (5) copies and one electronic copy, on a thumb drive or cd to: Columbia County Board of County Commissioners, 135 NE Hernando Ave., Suite 203, Lake City, FL 32055. Only sealed proposals received on or before the aforementioned time and date will be considered. **Proposers shall indicate RFQ Number and Project Title on the outside of the envelope.**

The Board of County Commissioners reserves the right to accept or reject any and all proposals and to waive any informalities.

PART I GENERAL INFORMATION

Submittals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the response to this RFQ.

One clearly identified original and five (5) copies of your qualification submittal are required. At least one (1) submittal must have an original signature. If only one (1) original signature is submitted, please mark on the outside of the submittal which one is the original. One electronic copy on either a thumb drive or cd is required.

Qualification submittals will be received by the County Managers Office until 2:00 p.m. on November 22, 2017.

The RFQ number and title must be printed on the sealed envelope or wrapping containing each submission.

Questions concerning this project are to be directed in **writing** to Ray Hill via email at ray_hill@columbiacountyfla.com. Questions shall be submitted no later than seven days prior to the date scheduled for opening of Proposals.

The construction of the associated buildings will be on the site of the current Sheriff Administrative Complex.

PART II SCOPE OF WORK

The County is planning to accomplish the construction noted herein.

The selected Construction Manager will provide pre-construction, value engineering, bidding and construction services for the Columbia County Jail and will be required to enter into an agreement with Columbia County.

Columbia County is in contract negotiations with an Architectural Firm for the master site plan, design, construction plans, and bid specifications for construction of a new 350 bed Jail Facility, to include medical, administration and ancillary services, and possible remodeling of the existing Columbia County Sheriffs Administration Building.

It is Columbia BOCC's intention to employ the Construction Manager at Risk to provide overall Project Construction Management. The Construction Work and overall Project Management during the construction and design phase process shall be on a cost plus fixed fee, guaranteed maximum price basis. The CM firm will provide design phase services including plans review and value engineering.

The Construction Manager shall ensure compliance with all laws, rules, codes, ordinances, and licensing requirements that are applicable to the conduct of its business, including those of Federal, State, and local agencies having jurisdiction and authority. The County requires the Construction Manager to keep all the files and records that pertain to this Project and provide a copy to the Owner at the completion of the Project.

Additional Projects may or may not be assigned as part of this agreement.

PART III SUBMISSION REQUIREMENTS

Interested firms or individuals shall include the following information in their submittals in the exact order listed here with separating page tabs in an 8.5 by 11 page format. Include page tabs so those evaluating the submittal can compare each section with others that are submitted.

The Letter of Interest shall not exceed two pages in length and entire submission shall not exceed fifty pages in length (not including the No Lobbying Affidavit and required forms, identified under Tabs 5 and 6.)

Tab 1: Letter of Interest: 1.) A letter stating the proposer's interest in this project signed by the person who will have contract authority over it. 2.) Include a statement that the contents of the submittal are true and accurate. 3.) Provide an overview of the key areas of the proposal and summarize the proposer's position as to why the company should be selected. 4.) Please state in this letter that you can meet the insurance/bonding requirements of the County.

Tab 2: Experience: 1.) Organizational Chart and Qualifications of staff to be utilized on this project with names, resumes, length of time with firm and previous clients served. 2.) The firm's and assigned staff's specific experience with jail or similar facility construction experience working on an active detention/corrections complex. Include a description of your firm's experience in constructing jails utilizing modular construction such as modular steel cells and pre-cast concrete. Description of previous experience should include owner's name, contact person, budget, scope, time schedule and final cost. 3.) Describe experience completing most recent and similar work for other entities as Construction Manager of Record, including contract amounts and dates of at least five most similar and current projects. 4.) Include Personnel Profiles of key staff to be assigned to project.

Tab 3: Project Understanding/Approach: 1.) Describe your understanding of the scope and your organization's intended approach to this specific project. 2.) Indicate your current workload and the availability of resources within your organization to perform the work required. 3.) Describe any innovative or value-added processes or approaches that may be applicable to this project. 4.) Your experience with Building Information Modeling (BIM) and the advantages it provides on a Jail project.

Tab 4: Company Background/Location/Related Services: 1.) Description of Firm, including the location (office) from which the project will be administered, the location (office) where the contract authority resides, and the location of individuals anticipated to be assigned to this project. 2.) Include an organization chart showing the working relationship of project personnel to the management structure. 3.) Corporations must be registered to operate in the State of Florida by the Department of State (Division of Corporations) at the time of application. Provide proof of such status (if applicable) for the proposer. Such proof shall take the form of a Certificate of Corporate Status from the Florida Department of State and the Certificate must be valid or issued by the

Department of State within ten (10) calendar days of the application submission date. 4.) Enclose a copy of the proposer's current general contracting license from the Department of Business and Professional Regulation. 5.) Provide proof of the proposer's ability to provide liability insurance coverage in the amounts of \$1 million General Liability and \$5 million Umbrella. 6.) Name of Surety Company with appropriate letter from Bonding Agent to support capability of bonding a potential project of \$25,000,000.00.

Tab 5: References: Include the name of a responsible individual, address, phone number, fax number and email (if available) of three (3) client references for most similar projects.

Tab 6: Any other information considered pertinent by the proposer.

Tab 7: Forms: Attachment A-Completed Projects
 Attachment B - Current Projects
 Public Entity Crime Statement
 Conflict of Interest Disclosure Form
 Drug-Free Workplace Certification

PART IV EVALUATION OF THE SUBMITTALS

Method of Selection: Qualifications of the proposers shall be reviewed by a Selection Committee and ranked based upon the criteria stated in this RFQ under "Criteria." The selection process shall be open to the public and records maintained in accordance with the requirements of the State of Florida and Columbia County.

It is the intent of the County to evaluate and rank the firms from the submittals. However, if after review, the Committee feels additional information is needed, a shortlist of no more than three firms may be invited to make oral presentations to the committee regarding their qualifications, approach to the project and ability to furnish the required services. These short-listed firms will then be ranked. The recommended ranking will be submitted to the Board at their first available regularly scheduled meeting.

Notification of the highest ranked firm will occur after approval by the Board and negotiations will begin promptly with that firm. The fees proposed may, at the County's option, be further negotiated during this phase. Negotiations will continue pursuant to the competitive negotiation procedures of Florida law.

The Board of County Commissioners reserves the right to reject any or all proposals, with or without cause, and/or accept the proposal that, in its judgment, will be in the best interest of the County.

Criteria: Qualifications for the Construction Manager shall be evaluated using the following criteria:

Letter of Interest (5 Points): Provide an overview of key areas of the proposal and summarize the Proposer's best asset for being selected.

Experience (25 points): Scoring will emphasize direct project experience with construction of jail expansion or similar type projects with emphasis of modular cells (including steel cell) experience.

Project Personnel (20 points): Scoring will emphasize expertise, specific project examples including but not limited to jail expansions and similar projects, and variety of professional backgrounds, certifications, and skills.

Project Understanding/Approach (25 points): Scoring will emphasize project approach and proven strategies implemented and/or managed by the team for local government clients.

Company Background/Location/Related Services (15 points): Scoring will emphasize management, organization, history, variety and level of local government services.

Local Government References (10 Points): Scoring will emphasize quality of local government references.

PART V MISCELLANEOUS

- A. *No lobbying:* all proposers, firms or individuals are hereby placed on notice that any communication, whether written or oral, with Columbia County elected officials or any other staff or outside individuals working with the county in respect to this request (with the exception of contract/purchasing personnel designated to receive requests for interpretation or corrections), or technical questions directed to the project manager, is prohibited. These persons shall not be lobbied, either individually or collectively, regarding any question for bid, proposals, qualification and/or any other solicitations released by the county. To do so is grounds for immediate disqualification from the selection process. The selection process is not considered final until such time as the Board Of County Commissioners has made a final and conclusive determination.

- B. *Gratuities and Kickbacks:* It shall be unethical for any person to offer, give or agree to give any County employee or former County employee a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation or preparation of any part of a program requirement or a purchase request.

- C. *Modifications:* The County reserves the right to modify, alter or change the scope, size or other aspects of this project.

- D. *Level Playing Field:* The contents of this RFQ are intended to provide a level playing field on which firms or individuals may base their responses.

- E. *Public Entity Crime Affidavit:* As requested by Florida State Statute 287.133(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 on a contract to provide any goods or services to a Public Entity, may not submit a bid on a contract with a Public Entity for the construction or repair of a public building or a public work, may not submit bids 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 S.287.017 for Category Two for a period of 36 months from the date of being placed on the convicted vendor list. Any person must notify the County within 30 days after a conviction of a Public Entity crime applicable to that person or to an affiliate of that person.

- F. *Conflict of Interest:* The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All proposers must disclose with their proposal the name of any officer, director, or agent who is also a public officer or an employee of the Columbia County Board of County Commissioners, or any of its agencies. Furthermore, all proposers must disclose the name of any County officer or employee who owns, directly or indirectly, an interest of five percent (5%) or more in the firm or any of its branches.

ATTACHMENT A
COMPLETED PROJECTS

1. Project Title and Location_____

Your Contract Amount_____

Contractor or Sub_____

Required Completion Date_____

Actual Completion Date_____

Owner's Contact Name, Address & Phone Number

2. Project Title and Location_____

Your Contract Amount_____

Contractor or Sub_____

Required Completion Date_____

Actual Completion Date_____

Owner's Contact Name, Address & Phone Number

3. Project Title and Location_____

Your Contract Amount_____

Contractor or Sub_____

Required Completion Date_____

Actual Completion Date_____

Owner's Contact Name, Address & Phone Number

ATTACHMENT A
COMPLETED PROJECTS
(Continued)

4. Project Title and Location_____

Your Contract Amount_____

Contractor or Sub_____

Required Completion Date_____

Actual Completion Date_____

Owner's Contact Name, Address & Phone Number

5. Project Title and Location_____

Your Contract Amount_____

Contractor or Sub_____

Required Completion Date_____

Actual Completion Date_____

Owner's Contact Name, Address & Phone Number

ATTACHMENT B
CURRENT PROJECTS

1. Project Title and Location_____

Your Contract Amount_____

Contractor or Sub_____

Required Completion Date_____

Actual Completion Date_____

Owner's Contact Name, Address & Phone Number

2. Project Title and Location_____

Your Contract Amount_____

Contractor or Sub_____

Required Completion Date_____

Actual Completion Date_____

Owner's Contact Name, Address & Phone Number

3. Project Title and Location_____

Your Contract Amount_____

Contractor or Sub_____

Required Completion Date_____

Actual Completion Date_____

Owner's Contact Name, Address & Phone Number

ATTACHMENT A
COMPLETED PROJECTS
(Continued)

4. Project Title and Location_____

Your Contract Amount_____

Contractor or Sub_____

Required Completion Date_____

Actual Completion Date_____

Owner's Contact Name, Address & Phone Number

5. Project Title and Location_____

Your Contract Amount_____

Contractor or Sub_____

Required Completion Date_____

Actual Completion Date_____

Owner's Contact Name, Address & Phone Number

SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a),
FLORIDA STATUTES, 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 COLUMBIA COUNTY, FLORIDA

by: _____
(print individual's name and title)

for: _____
(print name of entity submitting sworn statement)

whose business address is: _____ and

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

{If the entity has no FEIN, include the Social Security Number of the individual

signing this sworn statement: _____.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.
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. A predecessor or successor of a person convicted of a public entity crime; or
 - B. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment

or income among persons when not for fair 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 Hearing Officer of the State of Florida, Division of Administrative Hearings and the final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order).

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

Signature

Sworn to and subscribed before this _____ day of _____, 2017.

Personally known _____ OR produced identification _____

Type of Identification: _____ My Commission Expires: _____

Notary Public - State of Florida
SEAL OR STAMP

COLUMBIA COUNTY
BOARD OF COUNTY COMMISSIONERS
RFQ No. 2017-Z

CONFLICT OF INTEREST DISCLOSURE FORM

For purposes of determining any possible conflict of interest, all RFQ responders/proposers must disclose if any Columbia County Board of County Commissioner's employee(s), elected official(s), or any of its agencies is also an owner, corporate officer, agent, employee, etc., of their business.

Indicate either "yes" (a county employee, elected official or agent is associated with your business), or "no". If yes, give person(s) name(s) and position(s) with your business.

YES _____ NO _____
Name(s) Position(s)

Firm Name: _____

By (Printed): _____

By (Signature): _____

Title: _____

Address: _____

Phone Number: _____

RFQ No. 2017-Z
DRUG-FREE WORKPLACE CERTIFICATION

THE BELOW SIGNED proposer CERTIFIES that it has implemented a drug-free workplace program. 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 violation 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 quote 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 quote, the employee will abide by the terms of the statement and will notify the employer of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or 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, drug abuse assistance or rehabilitation program if such is available in employee's community, by an employee who is 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 this statement, I certify that this firm complies fully with the above requirements.

Date: _____

Signature: _____

Company: _____

Name: _____

Address: _____

Title: _____

Phone Number: _____