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2021-RFP -GM/GC-015-TB LR2022-379-1

RFP FOR CONSTRUCTION MANAGEMENT SERVICES TO TAX  
COLLECTOR BUILDING

County of Hernando  
15470 Flight Path Drive  
Brooksville, FL 34604



RELEASE DATE: July 27, 2022

DEADLINE FOR QUESTIONS: August 19, 2022

RESPONSE DEADLINE: August 31, 2022, 3:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://secure.procurenow.com/portal/hernandocounty>

County of Hernando  
undefined  
2021-RFP -GM/GC-015-TB LR2022-379-1

RFP for Construction Management Services to Tax Collector Building

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A - Designated Services and Method of Payment Matrix

B - Sample Construction Agreement

## 1. INTRODUCTION

### 1.1. Summary

Provide Construction Manager/General Contractor services including but not limited to pre-construction, constructability reviews, estimating, bidding, and construction management to construct a new building that will house the Tax Collector of approximately 16,000 GSF at their westside campus to include a driving course. If the County is satisfied with the services of the selected Contractor, they will be contracted with, at future building and site at a date and location still to be determined on the east side of the County for the same purposes utilizing the design developed and or modified for the west side campus.

The architect will be providing site master planning to include the tax collectors building and driving course, all infrastructure and environmental due diligence, surveying, and soils testing. The site planning and infrastructure shall accommodate a pad site complete with infrastructure for the NAMI of Hernando County Program of approximately 6,000 GSF.

### 1.2. Background

The west side Tax Collector's office is currently located within an old strip mall style structure. They are housed in approximately 6,000 sq. ft. of the building along with numerous other County and private business functions with no room to expand. Existing special layouts are not designed for efficiency of operations and functionality.

Patrons currently form long lines outside of the building due to the limited space inside the Tax Collectors area. This is a difficult situation with numerous inherent issues.

The County Utilities Division owns 6.7 acres of property adjacent to the site which would be purchased by the County for the purpose of providing suitable acreage to construct the necessary improvements for a new facility. An additional 4.4 acres of property adjacent to the site is currently owned by NAMI (acronym) and the County intends to negotiate the purchase of the land and preparation of a pad site for NAMI to construct a building in the future.

This project is currently not funded or identified in the 2022 Capital Improvement Plan and is dependent upon funding in the 2023 CIP and subsequent years. The County will not enter into a final contractual agreement until funding has been approved and anticipated in October of 2022.

### 1.3. Contact Information

**Erik van de Boogaard**

Construction Projects Coordinator

1525 E. Jefferson Street

Brooksville, FL 34601

Email: [evandeboogaard@co.hernando.fl.us](mailto:evandeboogaard@co.hernando.fl.us)

Phone: [\(352\) 754-4096](tel:(352)754-4096)

**Department:**

County Admin

**Department Head:**  
 Jeff Rogers  
 County Administrator

**1.4. Timeline**

<b>Advertisement</b>	July 27, 2022
<b>Pre-submittal Conference (Mandatory)</b>	<p>August 9, 2022, 2:00pm          Hernando County Procurement Department          15470 Flight Path Drive          Brooksville, FL 34604</p> <p>or via zoom</p> <p>Join Zoom Meeting  <a href="https://hernandoclerk.zoom.us/j/94664806689?pwd=MWJjNHJSclUrYWwh1b1pRTzMvaWk5UT09">https://hernandoclerk.zoom.us/j/94664806689?pwd=MWJjNHJSclUrYWwh1b1pRTzMvaWk5UT09</a>          Meeting ID: 946 6480 6689          Passcode: 356998</p> <p>One tap mobile          +17209289299,,94664806689#,,,,*356998# US (Denver)          +12133388477,,94664806689#,,,,*356998# US (Los Angeles)          Dial by your location          +1 720 928 9299 US (Denver)          +1 213 338 8477 US (Los Angeles)          +1 253 215 8782 US (Tacoma)          +1 669 219 2599 US (San Jose)          Meeting ID: 946 6480 6689          Passcode: 356998          Find your local number:  <a href="https://hernandoclerk.zoom.us/u/acA12esknN">https://hernandoclerk.zoom.us/u/acA12esknN</a></p>
<b>Date Questions Due</b>	August 19, 2022, 5:00pm
<b>Date Answers Due to all Firms</b>	August 26, 2022, 5:00pm

<p><b>RFQ Submittal Due</b></p>	<p>August 31, 2022, 3:00pm                  Join Zoom Meeting  <a href="https://hernandoclerk.zoom.us/j/94664806689?pwd=MWJjNHJSclUrYWWh1b1pRTzMvaWk5UT09">https://hernandoclerk.zoom.us/j/94664806689?pwd=MWJjNHJSclUrYWWh1b1pRTzMvaWk5UT09</a>                  Meeting ID: 946 6480 6689                  Passcode: 356998                  One tap mobile                  +17209289299,,94664806689#,,,,*356998# US (Denver)                  +12133388477,,94664806689#,,,,*356998# US (Los Angeles)                  Dial by your location                  +1 720 928 9299 US (Denver)                  +1 213 338 8477 US (Los Angeles)                  +1 253 215 8782 US (Tacoma)                  +1 669 219 2599 US (San Jose)                  Meeting ID: 946 6480 6689                  Passcode: 356998                  Find your local number:  <a href="https://hernandoclerk.zoom.us/u/acA12esknN">https://hernandoclerk.zoom.us/u/acA12esknN</a></p>
<p><b>CMGC Interview List Released</b></p>	<p>September 13, 2022</p>
<p><b>CMGC Oral Interviews (as scheduled)</b></p>	<p>September 23, 2022</p>
<p><b>Negotiation of CMGC Contract</b></p>	<p>November 4, 2022</p>
<p><b>Contract Approval (projected)</b></p>	<p>November 29, 2022                  Hernando County Courthouse                  BOCC Chambers                  20 N. Main Street                  Brooksville, FL 34601</p>
<p><b>Anticipated Design Start</b></p>	<p>December 16, 2022</p>
<p><b>Anticipated CM/GC Start</b></p>	<p>December 16, 2022</p>
<p><b>Anticipated Construction Start</b></p>	<p>September 12, 2023</p>

<b>Anticipated Construction Finish</b>	September 28, 2024
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## 2. PROJECT DETAILS

### 2.1. New Westside Tax Collector Building

The Construction Manager, the Owner and the Architect-Engineer, shall work jointly during design and through final construction completion.

The Tax Collector New Building will be approximate 16,000 sq. ft. with exterior covered areas for VIN checks. The construction of a certified driving course per DMV standards allowing for a minimum of 3 driving tests to be conducted simultaneously and housed on approximately 1 plus acre of the site. Site information is attached.

The project will require full site work including but not limited to: all permitting for the building and site improvements, environmental permitting and mitigation of gopher tortoises, infrastructure, storm water retention pond(s), parking, landscaping, building, furniture, fixtures and equipment.

A full detail and expectation of the CMGC responsibilities are outlined in the attached sample CMGC Contract and General Conditions of the Contract. The Construction Manager's responsibilities will include the preparation of an additional future building pad and infrastructure to accommodate an approximate 6,000 sq. ft. structure and required parking areas.

The CMGC will provide participate during the design phase providing cost estimating information to assist in the decision making process regarding constructability and cost associated with alternative building systems. The CMGC shall participate in the review of the typical stages of construction documents to include conceptual, schematic, design development, construction and bidding documents to provide input relative to the constructability and staging of the project and its bid packages. It is assumed that there will be 4 bid packages.

1. Site development and foundation.
2. Structure and building envelope.
3. Interiors
4. Landscape and FF&E

The contractor shall provide qualified sub contractors during the bidding process. The Owner and Architect may participate in all bid openings and evaluations.

### 2.2. Construction Manager/General Contractor process

The Hernando County Board of County Commissioners anticipates using a Construction Manager/General Contractor (CM/GC) approach to project delivery. Through the use of an Architect and a Construction Manager/General Contractor, a Guaranteed Maximum Price (GMP) will be established in conjunction with the Hernando County Board of County Commissioners. The CM/GC will evaluate, among other things, availability of materials and labor, project schedule, project costs as they relate to the established budget, and constructability, and will work with the Architect throughout the value engineering phases of the project. The selection process for the CM/GC will begin following the selection of the Architect.

### 3. PRE-QUALIFICATION SUBMITTALS

#### 3.1. Schedule & Submittals Due:

The above schedule listed in [Introduction](#) is tentative. Respondents may elect to verify times and dates by email, but no earlier than 36 hours before the schedule date and time.

Deadline for receipt (whether mailed or hand delivered) is: Wednesday, August 31, 2022 at 3:00 pm.

The Hernando County Board of County Commissioners assumes no responsibility for costs related to the preparation of submittals.

#### 3.2. Mandatory Pre-submittal Conference:

To ensure sufficient information is available to firms preparing submittals, a mandatory pre-submittal conference has been scheduled. The intent of this conference is to tour the site and to have Hernando County Board of County Commissioners staff available to discuss the project. Firms preparing submittals must attend and sign-in in order to have their submittals accepted.

The pre-submittal conference will be held at:

Location: Hernando County Procurement Department 15470 Flight Path Drive Brooksville, FL 34604 or via zoom Join Zoom Meeting

<https://hernandoclerk.zoom.us/j/94664806689?pwd=MWJjNHJScUUrYWWh1b1pRTzMvaWk5UT09>

Meeting ID: 946 6480 6689 Passcode: 356998 One tap mobile

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(Los Angeles) Dial by your location +1 720 928 9299 US (Denver) +1 213 338 8477 US (Los Angeles) +1

253 215 8782 US (Tacoma) +1 669 219 2599 US (San Jose) Meeting ID: 946 6480 6689 Passcode: 356998

Find your local number: <https://hernandoclerk.zoom.us/u/acA12esknN>

Date: Tuesday, August 9, 2022

Time:2:00 pm

#### 3.3. Deadline

Responses may be received up to but not later than Wednesday, August 31, 2022 at 3:00 pm via the Hernando County Board of County Commissioners e-Procurement Portal located at

<https://secure.procurenow.com/portal/hernandocounty>. The Hernando County Board of County Commissioners e-Procurement Portal Clock is the official clock for the determination of all deadline dates and times. Without exception, responses will not be accepted after the submission deadline regardless of any technical difficulties such as poor internet connections. The Hernando County Board of County Commissioners strongly recommends completing your response well ahead of the deadline

#### 3.4. Addenda Notification and Acknowledgement

Addenda Notification: Respondents are required to register for an account via the Hernando County Board of County Commissioners e-Procurement Portal hosted by OpenGov. Once Respondent has completed registration, you will receive addenda notifications to your email by clicking "Follow" on this



project. Ultimately, it is sole responsibility of each Respondent to periodically check the site for any addenda at <https://secure.procurenow.com/portal/hernandocounty>

### 3.5. Submitting Questions and Receiving Responses

Respondents shall submit all inquiries regarding this RFP via the Hernando County Board of County Commissioners e-Procurement Portal, located at <https://secure.procurenow.com/portal/hernandocounty>. Please note the deadline for submitting inquiries. All answers to inquiries will be posted on the Hernando County Board of County Commissioners e-Procurement Portal. Respondents may also click “Follow” on this RFP to receive an email notification when answers are posted. It is the responsibility of the Respondents to check the website for answers to inquiries.

### 3.6. GENERAL INFORMATION

- A. All respondents accept the conditions of this RFP, including, but not limited to, the following:
  1. All submittals shall become the property of the Hernando County Board of County Commissioners and will not be returned.
  2. Late submittals shall not be evaluated. Facsimile submittals shall not be accepted.
  3. Any restriction as to the use of submitted materials must be clearly indicated as proprietary. The requested limitation or prohibition of use or release shall be identified in writing on a cover sheet. Blanket claims of proprietary submittals will not be honored. Fee proposals will be considered proprietary.
  4. The Hernando County Board of County Commissioners reserves the right to reject any or all proposals on the basis of being unresponsive to this RFP or for failure to disclose requested information.
  5. The Hernando County Board of County Commissioners shall not be liable for any costs incurred by respondents in the preparation of submittals and proposals nor in costs related to any element of the selection and contract negotiation process.
  6. The respondent has reviewed Appendix B and by responding has agreed that the terms and conditions of the sample Construction Management/General Contracting Agreement are expressly workable without reservation.

### 3.7. PREQUALIFICATION SUBMITTALS (STEP I)

- A. Respondent must comply with the following items, 1 through 6. The County retains the right to waive any minor irregularity or requirement should it be judged to be in the best interest of the County. (Note that the primary focus of the Prequalification evaluation will be the firm(s)' capabilities).

1. Submit your complete response of all material to Hernando County Board of County Commissioners via the e-Procurement Portal  
<https://secure.procurenow.com/portal/hernandocounty> .
2. Submittals shall be answered in the [Vendor Submissions](#) section of the RFP.
3. Submittals shall be evaluated in accordance with criteria as indicated in section [Evaluation Phases](#).
4. Response to all items shall be complete.
5. All references shall be current and relevant.
6. Complete and execute the appropriate Acknowledgment and Attestation question that can be found in [Vendor Submissions](#).

## 4. ORAL INTERVIEWS/COST PROPOSALS

### 4.1. SHORT LIST

From the submittals received, a short list of qualified respondents shall be identified using the scoring indicated within this solicitation.

Firms failing to meet the minimum required qualifications will not receive further consideration. Minimum qualifications include proper licensure within the State of Florida, ability to be registered as contractor in Hernando County and ability to bond for projects up to \$12,000,000 in hard construction costs.

### 4.2. ORAL INTERVIEW

Mandatory oral interviews shall be conducted for the short listed firm(s) only. Interview times and location, will be arranged by the Hernando County Board of County Commissioners and all short listed firms will be notified in advance. At the option of Hernando County Board of County Commissioners, a visit to the short listed firm(s) managing home office and/or representative field office may be required. (Note that the primary focus of the Oral Interview evaluation in addition to the Cost Proposal will be the proposed Project Management Team members' capabilities).

### 4.3. COST PROPOSALS

Only those firms short listed for interview are required to submit their sealed proposals. (Only the electronic submittal is required on the scheduled submission date.) Cost Proposals will remain sealed until after the qualitative scoring and will then be opened. The Cost Proposal will then be considered (equivalent to 30 percent of the weighted criteria) in conjunction with the qualitative score from the response and interview (equivalent to 70 percent of the weighted criteria).

Cost Proposals shall be submitted on the form provided in [Attachments](#) or [Pricing Proposal](#), without modification. A Cost Proposal shall be accompanied with sufficient detail to clearly identify the fee for service and include a detailed schedule of estimated (not-to-exceed) reimbursable and non-reimbursable costs. Percentage of the cost of work is not an acceptable value. The Cost Proposal should be prepared independently in accordance with the following:

- A. Any specific services requested in the RFP and its appendices that are not included should be clearly identified. Exclusion of any required service may result in the proposal being found non-responsive.
- B. Provide a CM/GC staff schedule with staff by name, position and man-hours (assume 8 hour days) per month estimated on the project.
- C. Provide a detailed estimate of reimbursable costs including breakdown of direct salaries and payroll fringes (DPE) for on-site CM/GC personnel associated with the services. Not-to-exceed reimbursable expenses shall be provided at direct cost.
- D. Provide a detailed estimate of non-reimbursable expenses (included in fee).

- E. The Hernando County Board of County Commissioners reserves the right to reject any Cost Proposal not prepared in the above manner. Proposals that exceed the available funds may be rejected outright but the Hernando County Board of County Commissioners reserves the right to negotiate a reasonable fee for service within the available funds. The CM/GC contract will be a bonded lump sum contract including not-to-exceed reimbursables with a Guaranteed Maximum Price to encompass all construction work; some not-to-exceed allowances may be included as directed by the Hernando County Board of County Commissioners.
- F. This Fee Proposal is a binding offer to perform the services associated with the Scope of Services described in this RFP and the **Designated Services and Method of Payment Matrix in Appendix B**. The Hernando County Board of County Commissioners reserves the right to negotiate a cost adjustment based on scope clarification subsequent to selection and prior to contract execution.

#### 4.4. METHOD OF SELECTION AND AWARD

The Jury Panel shall complete a combined evaluation of qualifications and fee in accordance with the criteria as indicated in section [Oral Interviews/Cost Proposals](#) . Numerical ranking and selection of the most qualified firm (including fee) will be evaluated per [Evaluation Phases](#).

The final fee amount and scope of services may be negotiated at the Hernando County Board of County Commissioners discretion. Award and contract will be contingent on availability of key proposed Project Management Team staff.

## 5. EVALUATION PHASES

### PREQUALIFICATION SUBMITTAL CRITERIA

(Note that the primary focus of the Prequalification evaluation will be the Firm(s) capabilities).

#### 5.1. Project Specific Qualifications

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p><b>QUALIFICATIONS OF THE FIRM(S)</b></p> <ul style="list-style-type: none"> <li>• Provide a description of the composition and management structure of your firm. Identify the firm’s roles and responsibilities and relevant experience with projects of similar scope and complexity and similar fast track project delivery methods. Describe how the firm’s experience will relate to the success of this project.</li> <li>• Provide a description and separate graphic organizational chart complete with working titles identifying the lines of authority, responsibility and coordination.</li> <li>• Provide a detailed description of the process of how your firm selects qualified sub-contractors and manages them effectively on complex multi-phased projects.</li> <li>• Provide a detailed description of how your firm will maximize the Colorado construction work force on this project.</li> <li>• Provide your firms’ safety record over the last ten years and describe your firms’ efforts to retain and support employees.</li> </ul>	Points Based	<p>10  <i>(20% of Total)</i></p>

2.	<b>QUALIFICATIONS OF THE MANAGEMENT TEAM MEMBERS</b> <ul style="list-style-type: none"><li>• Describe the qualifications and relevant experience of the superintendent including demonstrated experience working on projects of similar scope and complexity and time commitment for this project.</li><li>• Describe the qualifications and relevant experience of other key in-house staff and time commitments for this project.</li><li>• Identify all current office locations of the assigned staff and any other resident expertise intended to be provided under this RFP.</li></ul>	Points Based	10 <i>(20% of Total)</i>
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<p>3.</p>	<p><b>PROJECT MANAGEMENT APPROACH</b></p> <ul style="list-style-type: none"> <li>• Provide a strategic project approach summary: Include discussion of your firm’s approach in providing successful Construction Management/General Contracting services based on prior experience in cost, schedule and quality effectiveness. Include specific examples (1-2 page excerpts) of actual products (estimates, progress reports, schedules, constructability reviews, value engineering studies, forms, general conditions budgets, organizational structures, etc.).</li> <li>• Provide a description of construction work Project Management Team has capability to competitively bid and self-perform, including qualifications to do such. It is the perception of the Hernando County Board of County Commissioners subcontracting CM/GC construction work is in the Hernando County Board of County Commissioners best interest in terms of price competition. The Hernando County Board of County Commissioners may, at its discretion, limit the types and amount of work Project Management Team bids and self-performs.</li> </ul>	<p>Points Based</p>	<p>10  <i>(20% of Total)</i></p>
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<p>4.</p>	<p><b>PRIOR PROJECT EXPERIENCE/SUCCESS</b></p> <p>Select your three (3) most relevant projects and provide, at a minimum, the following:</p> <ul style="list-style-type: none"> <li>• The project/contract name</li> <li>• Description of services provided</li> <li>• Overall construction cost of project, as applicable, including initial contract value and change orders including reasons for change orders</li> <li>• Organizational structure of service delivery under the contract (include the owner’s organization as it interfaced with the respondent’s contract)</li> <li>• Key assigned in-house staff (name and title)</li> <li>• Subcontracts (service) used in the performance of the contract</li> <li>• Schedule history</li> <li>• Reference(s) for Owner and Architect as described in IV.E</li> <li>• Continuing services, if any</li> </ul> <p>A. <b>Timeliness:</b> In general, Construction Management/General Contracting work is seen as successful if it is on time, on budget, and of high quality of workmanship. Timeliness is generally based on completion by the originally scheduled date and is indicated by a Certificate of Occupancy. Please demonstrate for each of the above projects how timely delivery occurred.</p> <p>B. <b>Budget Considerations:</b> Similar to timeliness, being on budget historically means the work was completed within the originally identified available budget. For purposes of this RFP, the Hernando County Board of County Commissioners is interested not only in being within budget but also in the</p>	<p>Points Based</p>	<p>10 <i>(20% of Total)</i></p>
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	<p>respondent's ability to address and implement the following issues as well:</p> <ol style="list-style-type: none"><li>1. Conceptual estimating</li><li>2. Value analysis</li><li>3. Alternate solutions</li><li>4. Scope reduction that maintains project function</li><li>5. Cost/benefit analysis</li></ol> <p>Demonstrate for the above projects examples of how you accomplished the above cost control services.</p> <p>A. <b>Quality:</b> Construction quality has the obvious traditional connotations (workmanlike, in compliance with the specifications, normal standard of care, etc.). Demonstrate for the above project examples how a high quality of workmanship was achieved.</p> <p>B. <b>Services Disruption:</b> Demonstrate how your services on the above project examples dealt with issues of disruption at existing facilities, etc. if applicable.</p> <p>C. <b>Project Acceptability:</b> Please discuss how your Construction Management/General Contracting services helped achieve owner satisfaction with regard to project quality and acceptability on your project examples.</p> <p>D. <b>Compliance:</b> Provide information on how compliance with industry standards of care, building codes, etc. was achieved.</p>		
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<p>5.</p>	<p><b>MISCELLANEOUS CONSIDERATIONS</b></p> <p><b>A. Claims/Litigation History of Firm:</b>                  Provide information on any past, current or anticipated claims (i.e., knowledge of pending claims) on respondent contracts; explain the litigation, the issue, and its outcome or anticipated outcome.</p> <p><b>B. Apprenticeship Training Program (Optional for Step I):</b> Where an Apprentice Training Program certified by the Office of Apprenticeship located in the Employment and Training Administration in the United States Department of Labor exists in the County, or a comparable program for the training of apprentices is available in the County:</p> <ol style="list-style-type: none"> <li>1. Each submitter shall demonstrate access to the certified program or a comparable alternative (Note that it is the responsibility of the submitter to demonstrate the comparability of a non-certified program) and,</li> <li>2. Each submitter’s subcontractor at any tier with a contract value of two hundred fifty thousand dollars or more shall demonstrate access to the certified program or a comparable alternative.</li> </ol> <p><b>C. Other :</b> This category is included for other items provided by the submitter. Inclusions may include standard firm promotional literature, testimonials, awards, corporate memberships in professional organizations or sponsorships, additional project/contract histories, etc., intended to demonstrate why your firm is uniquely qualified for this project.</p>	<p>Points Based</p>	<p>10                  (20% of Total)</p>
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**5.2. Oral Interviews (Note that the primary focus of the Oral Interview evaluation in addition to the Cost Proposal will be the proposed project management team members’ capabilities).**

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p><b>QUALIFICATIONS OF THE FIRM</b></p> <ul style="list-style-type: none"> <li>• Explain the composition and structure of your project management team and how the firm will support their efforts in the field throughout this project.</li> <li>• Are the lines of authority, responsibility and coordination clearly identified?</li> </ul>	Points Based	<p>15 <i>(15% of Total)</i></p>
2.	<p><b>QUALIFICATIONS OF THE MANAGEMENT TEAM MEMBERS</b></p> <ul style="list-style-type: none"> <li>• Explain the prior experience with projects of similar scope and complexity and similar fast track project delivery methods of the superintendent and all other project management team members. Explain their roles and responsibilities and authority and why they are the right team members for this project.</li> <li>• Explain anticipated project management team staff current and projected workload.</li> <li>• Identify all current office locations and the resident expertise intended to be provided under this RFP. Identify the location of the staff for the performance of this contract, their expertise, and generic equipment that will be located in Florida and act in support of the anticipated contract.</li> </ul>	Points Based	<p>20 <i>(20% of Total)</i></p>

3.	<p><b>PROJECT MANAGEMENT APPROACH</b></p> <ul style="list-style-type: none"> <li>• Explain the strategic project approach for this project in summary: Include discussion of your team’s approach in providing successful CM/GC services based on the needs of this specific project utilizing the team’s prior past experience including cost, schedule, and quality control.</li> <li>• Explain the construction work the project management team has the capability to competitively bid and self-perform including qualifications to do such work.</li> <li>• Provide a detailed description of how your project management team will select qualified sub-contractors and manage them effectively on this project.</li> </ul>	Points Based	10 <i>(10% of Total)</i>
4.	<p><b>PRIOR PROJECT EXPERIENCE/SUCCESS</b></p> <ul style="list-style-type: none"> <li>• Explain the most relevant projects the superintendent and the team members have completed together and/or separately and what their role was. Hernando County Board of County Commissioners at its discretion contact references and/or conduct independent performance analysis on projects on which the team member has worked).</li> <li>• Provide descriptions of other related experience of superintendent and other project management team members.</li> </ul>	Points Based	20 <i>(20% of Total)</i>

<p>5.</p>	<p><b>MISCELLANEOUS CONSIDERATIONS</b></p> <ul style="list-style-type: none"> <li>• Craft Labor Capabilities: Describe the availability of resources that will be utilized to successfully complete the project.</li> <li>• Apprenticeship Training Program (Mandatory for Step II): Describe access to federal or County-approved apprenticeship programs, as available.</li> <li>• Other : This category is included for other items provided by the presenter. Inclusions may include testimonials, awards, corporate memberships in professional organizations or sponsorships, additional project/contract histories, etc., intended to demonstrate why this management team is uniquely qualified for this project.</li> </ul>	<p>Points Based</p>	<p>5 <i>(5% of Total)</i></p>
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<p>6.</p>	<p><b>Cost Proposal</b></p> <p>A. A Cost Proposal Form will be utilized to summarize the fee proposal for the services. Only those firms short-listed will be required to submit fee proposals as directed.</p> <p>B. This RFP document, it's appendices, and any written addenda issued prior to the submittal of proposals, and written clarifications prior to the interview shall serve as the only basis for proposals.</p> <p>C. The respondent, by submitting this proposal, does hereby accept that minor changes by the County to the exhibited contract and its exhibits, which do not adversely affect the respondent, shall not be cause for withdrawal or modification of the amounts submitted herein. Exceptions to the RFP documents and/or modification of the proposal may render the proposal non-responsive.</p> <p>D. Upon due consideration and review of this document along with its appendices, written addenda, and written clarifications prior to the interview, the respondent does hereby submit the following proposal for Construction Management/General Contracting fees, consistent with the schedules provided in the Scope of Services. Respondents are hereby advised that it is the County's desire to accelerate design and construction schedules where reasonably possible, without adverse cost impact.</p> <p>E. Respondent should complete the Cost Proposal Form by filling in all blanks on the form that follows.</p> <p>F. Respondents should include a separate detailed not-to-exceed reimbursable estimate</p> <p>1. CM/GC Preconstruction Fee \$ _____</p> <p>2. CM/GC Construction Fee \$ _____</p> <p>3. General Conditions On-Site CM/GC Staff \$ _____</p> <p>4. Other Reimbursable General Conditions (NTE) \$ _____</p> <p>Total CM/GC Fee \$ _____</p>	<p>Points Based</p>	<p>30  <i>(30% of Total)</i></p>
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	Fees are to be calculated per Exhibit B, CM/GC Designated Services and Method of Payment.		
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## 6. CM/GC CONTRACT INFORMATION

A. Carefully review the **Construction Project Agreement (see Attachments)** before initiating your response submittal. Any exceptions to the contract must be communicated formally in accordance with the written questions schedule in [Introduction](#)

B. The Hernando County Board of County Commissioners reserves the right to make non-material changes to the appended model agreement, including additions and /or modifications that may be necessary to more completely describe the services defined or implied herein.

C. Any approved reimbursable expenses made under the terms of the final agreement shall be a direct pass-on cost with no adjustment to the fee described therein.

D. Any and all products, systems, methods, and procedures developed, as a result of this agreement shall remain the exclusive property of the Hernando County Board of County Commissioners.



## **7. ACKNOWLEDGEMENT AND ATTESTATION**

- A. Several versions of the Acknowledgment and Attestation Form follow this section. Proper completion of the appropriate form is a mandatory requirement for a respondent to be considered responsive to this RFP Prequalification Submittal.
- B. Qualifications made by a respondent in executing this form may render a submittal non-responsive as determined by the Hernando County Board of County Commissioners.

## 8. COST PROPOSAL INSTRUCTIONS

- A. Immediately following the Acknowledgement and Attestation Form is a Cost Proposal Form to be utilized to summarize the fee proposal for the services. Only those firms short-listed will be required to submit fee proposals as directed by Hernando County Board of County Commissioners.
- B. This RFP document, its appendices, and any written addenda issued prior to the submittal of proposals, and written clarifications prior to the interview shall serve as the only basis for proposals.
- C. The respondent, by submitting this proposal, does hereby accept that minor changes by the Hernando County Board of County Commissioners to the exhibited contract and its exhibits, which do not adversely affect the respondent, shall not be cause for withdrawal or modification of the amounts submitted herein. Exceptions to the RFP documents and/or modification of the proposal may render the proposal non-responsive.
- D. Upon due consideration and review of this document along with its appendices, written addenda, and written clarifications prior to the interview, the respondent does hereby submit the following proposal for Construction Management/General Contracting fees, consistent with the schedules provided in the Scope of Services. Respondents are hereby advised that it is the Hernando County Board of County Commissioners's desire to accelerate design and construction schedules where reasonably possible, without adverse cost impact.
- E. Respondent should complete the Cost Proposal Form by filling in all blanks on the form that follows.
- F. Respondents should include a separate detailed not-to-exceed reimbursable estimate

## 9. VENDOR SUBMISSIONS

### 9.1. Acknowledgement and Attestation\*

By responding to this RFP, the respondent(s) certify that he/she has reviewed the Construction Management/General Contracting sample contract, and its exhibits contained herein, and is familiar with their terms and conditions and finds them expressly workable without change or modification.

We certify and declare that the foregoing is true and correct.

**Please acknowledge below that you confirm the above statement:**

Please confirm

\*Response required

### 9.2. Download Drug Free Workplace Certificate \*

I have read and attest to, in accordance with Florida Statute 287.087 (current version), hereby certify that,

Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.

Informs employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.

Gives each employee engaged in providing commodities or contractual services that are under proposal a copy of the statement specified above.

Notifies the employees 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, pleas of guilty or nolo contendere to, any violation of Chapter 893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the workplace, no later than five (5) days after such conviction, and requires employees to sign copies of such written statement to acknowledge their receipt.

Imposes a sanction on, or requires 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.

Makes a good faith effort to continue to maintain a drug free workplace through the implementation of the Drug Free Workplace Program.

"As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein".

Please Confirm that you have read and attest to Download Drug Free Workplace Certificate

Please confirm

\*Response required

### 9.3. [Affidavit of Non Collusion and of Non-Interest of Hernando County Employees\\*](#)

Certification that Vendor/Contractor affirms that the bid/proposal presented to the Owner is made freely, and without any secret agreement to commit a fraudulent, deceitful, unlawful or wrongful act of collusion.

I have read and attest that I am the Vendor/Contractor in the above bid/proposal, that the only person or persons interested in said proposal are named therein; that no officer, employee or agent of the Hernando County Board of County Commissioners (BOCC) or of any other Vendor/Contractor is interested in said bid/proposal; and that affiant makes the above bid/proposal with no past or present collusion with any other person, firm or corporation.

Please confirm that you have read and attest to Affidavit of Non Collusion and of Non-Interest of Hernando County Employees

Please confirm

\*Response required

### 9.4. [Sworn Statement](#)

#### 9.4.1. [Sworn Statement 287.133 \(3\) \(a\)\\*](#)

I have read and attest that I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), Florida Statutes (current version), means a violation of 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 proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

I have read and attest that I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (1)(b), Florida Statutes (current version), 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.

I have read and attest that I understand that an "affiliate" as defined in Paragraph 287.133 (1)(a), Florida Statutes (current version), 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 (1) 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 (1) 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 thirty-six (36) months shall be considered an affiliate.

I have read and attest that I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes (current version), 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 proposals or applies to proposal on contracts for the provisions 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.

I have read and attest that based on information and belief, the statement which I have confirmed below is true in relation to the entity submitting this sworn statement:

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH ONE (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.

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 (1) 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 (1) 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/Contractor list

\*Response required

**9.4.2. *If you choose option 3, please attach a copy of the final order***

The entity submitting this sworn statement, or one (1) 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/Contractor list

**Please attach a copy of the final order**

## 9.5. Authorized Signatures/Negotiators

### 9.5.1. *Authorized Signatures/Negotiators \**

Please provide the information to support the statement below:

The Vendor/Contractor represents that the following persons are authorized to sign and/or negotiate contracts and related documents to which the Vendor/Contractor will be duly bound:

Name(s)

Title(s)

Phone no (s)

\*Response required

### 9.5.2. *Type of Organization \**

Please select your organization type:

Sole Proprietorship

Partnership

Joint Venture

Corporation

\*Response required

### 9.5.3. *Company ID\**

Please Provide Your:

State of Incorporation and

Federal I.D. NO.

\*Response required

### 9.5.4. *W9 Form\**

Please upload your company's W9 information

\*Response required

### 9.5.5. *ACH electronic payment\**

An ACH electronic payment method is offered as an alternative to a payment by physical check. Please select one of the options.

- Yes, ACH electronic payment method is acceptable.
- No, ACH electronic payment method is not acceptable.

\*Response required

## 9.6. [Local Vendor Affidavit of Eligibility](#)

### 9.6.1. *Local Vendor Affidavit - 12 Month Minimum\**

Vendor/Individual has been in business in Hernando County for a minimum of twelve (12) months prior to date of bid or quote?

- Yes
- No

\*Response required

### 9.6.2. *Proof of Real Property Tax\**

Please upload your proof of Real Property Tax

\*Response required

### 9.6.3. *Copy of Florida Division of Corporations Annual Report\**

Please upload a copy of your Florida Division of Corporations Annual Report

\*Response required

## 9.7. [E-Verify Certification](#)

### 9.7.1. *E-Verify Certification \**

Vendor/Contractor acknowledges and agrees to the following:

Vendor/Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

All persons employed by the Vendor/Contractor during the term of the Contract to perform employment duties within Florida; and

All persons, including subcontractors, assigned by the Vendor/Contractor to perform work pursuant to the Contract with the department.

- Please confirm

\*Response required

## 9.8. Construction Contractor Qualification Submittal Requirements

### 9.8.1. *References \**

Bidder must provide a minimum of **three (3)** references in format shown below. References must be individuals that can be readily contacted and have first-hand knowledge of the Bidder's performance on the specific project performed by the Bidder. Each reference project must meet the following criteria:

Project at Substantial Completion or completed within the last seven (7) years.

Similar in size, dollar value and scope as this project.

**Please provide information for 3 required References:**

Business/Owner Name

Reference Contact Person

Reference Address

Reference Phone No.

Reference Email Address

Project Name

Project Location

Contract Project Manager

Site Superintendent

Contract Amount

Date Project Commenced

Date of Substantial Completion

Date of Final Completion

Description of Work Performed

Note: Experience shall be related to successfully completed projects within the last seven (7) years (i.e. the project must have been Substantially Complete within seven (7) years of the due date of this ITB. Only projects that are complete or substantially complete as of the bid due date will be considered).

By submitting this information, I certify that the qualifications questionnaire information is true and correct to the best of my knowledge.

\*Response required

### 9.8.2. *Key Subcontractors\**



Each Bidder must submit with its response a list of subcontractors who will perform the work in each of the following categories (key subcontractors). List the name of the proposed subcontractor, or "Bidder" if the Bidder will perform the work, after each work category:

Example:

- (1) Earthwork construction
- (2) Earthen dike construction
- (3) Soil bentonite backfill cut-off wall installation
- (4) Wet excavation/dredging work
- (5) Concrete form work
- (6) Equipment installation
- (7) Electrical and instrumentation installation
- (8) Control system integration
- (9) Wetland planting and establishment

**If no subcontractors will be employed please state "NONE"**

\*Response required

### **9.8.3. Vendor/Contractor's License\***

The Bidder must be a registered to do business in the State of Florida. **All Bidder's and/or subcontractors performing work requiring a specialty license must be licensed in the State of Florida.** This includes but is not limited to electrical and mechanical trades, as well as any other earthwork Contractor on the Bidder's team. Provide license information (as required in Paragraph 27) below for Bidder and all subcontractors identified herein.

Classification

Issuing Government License

Issue Date:

License Number:

\*Response required

### **9.8.4. Organization Chart\***

Bidder must provide an organization chart showing Bidder's team identifying specific responsibilities of Bidder and subcontractors.

\*Response required

### **9.8.5. Project Manager and Superintendent Qualifications\***

Bidder must provide resumes of Project Manager and Superintendent listing qualifications, experience, education and training. The Project Manager and Superintendent must have adequate experience, generally considered as a working Project Manager/Superintendent on a minimum of two (2) projects, similar in size and scope to the RFP for Construction Management Services to Tax Collector Building, within the past seven (7) years.

\*Response required

#### *9.8.6. Bidder/Key Subcontractor Specific Qualifications\**

Bidder must demonstrate Bidder's/Key subcontractor's experience and expertise in the tasks provided below and at the minimum identified criteria. Specific projects, locations and Contractor who performed work must be provided.

- A. Document prior experience in construction of individual earthwork projects involving site clearing, excavating, hauling, placing, grading and compacting for a minimum of 300,000 cubic yards of soil.
- B. Document prior experience in construction of soil bentonite backfill cut-off walls using slurry trench excavation methods for a minimum distance of 1 mile at a minimum depth of 20 feet.
- C. Document prior experience in construction of surface water intake structures and associated pump stations of a minimum design capacity of 30 cubic feet per second (20 million gallons per day).
- D. Document prior experience in planting and establishing wetland plants within a minimum constructed area of 100 acres.

\*Response required

#### 9.9. Vendor/Contractor's License

##### *9.9.1. Vendor/Contractor's License\**

Please upload all contractors and subcontractors license(s) required for this project.

\*Response required

#### 9.10. Additional Required Forms

##### *9.10.1. Trench Safety Act Compliance \**

Please download the below documents, complete, and upload.

- [Trench Safety Act Compliance...](#)

\*Response required

##### *9.10.2. Corporate Affidavit \**

Please download the below documents, complete, and upload.

- [Corporate Affidavit.pdf](#)

\*Response required

### 9.10.3. *Bid Bond Form\**

Please download the below documents, complete, and upload.

- [Bid Bond Form.pdf](#)

\*Response required

### 9.10.4. *Vendor Certification Regarding Scrutinized Companies\**

Section 287.135 (Current Edition), Florida Statutes, prohibits agencies from contracting with companies for goods or services of \$1,000,000.00 or more, that are on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which are created pursuant to s. 215.473 F.S. (Current Edition), or the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725 F.S. (Current Edition), or companies that are engaged in a boycott of Israel or companies engaged in business operations in Cuba or Syria.

As the person authorized to bind on behalf of respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List. I further certify that the company is not engaged in a boycott of Israel. I understand that pursuant to section 287.135 (Current Edition), Florida Statutes, the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs and does not have business operations in Cuba or Syria.

I have read and attest that I confirm the above is acknowledged.

Please confirm

\*Response required

### 9.11. Hernando County Employment Disclosure Certification Statement

9.11.1. *Is any officer, partner, director, proprietor, associate or member of the business entity a former employee of Hernando County within the last two (2) years? \**

Yes

No

\*Response required

9.11.2. *Is any officer, partner, director, proprietor, associate or member of the business entity a relative or member of the household of a current Hernando County employee that had or will have any involvement with this procurement or contract authorization?\**

Yes

No

\*Response required

### *9.11.3. Relatives and Former Hernando County Employees - Roles and Signatures*

If you answered yes to the either of the two prior questions regarding relatives or Hernando employees, please download the below documents, complete, and upload.

- [Relatives and Former Hernan...](#)

### *9.12. Vendor Survey*

#### *9.12.1. Vendor Survey \**

Please provide information on where you received the knowledge of the bid/request for Proposals (mark all that apply):

*Select all that apply*

County's eProcurement Portal (Open Gov Procurement)

Newspaper

Purchasing and Contracts Advertisement Board

Other (Please list in the following question)

\*Response required

#### *9.12.2. Vendor Survey - Other*

If you choose Other please list how you received the knowledge of the bid/request for Proposals.

#### *9.12.3. Anticipates Services outside the United States or Florida\**

Anticipates Services outside the United States or Florida

If the respondent anticipates services under the contract or any subcontracts will be performed outside the United States or Florida, the respondent shall provide in a written statement which must include, but need not be limited to the type of services that will be performed at a location outside the United States or Florida and the reason why it is necessary or advantageous to go outside the United States or Florida to perform such services. (Does not apply to any project that receives federal moneys)

Yes

No

\*Response required

### 9.13. Submittal Requirements

Firms will be judged not only on their past experience for the type of work involved, but also on their ability to address issues critical to the success of the project requirements outlined in this RFQ document. (Note that the primary focus of the prequalification evaluation will be the firm(s) capability and the primary focus of the oral interview will be the proposed Project Management Team members capabilities.) Following are elements that will be used to evaluate each firm's qualifications:

#### 9.13.1. *PROJECT TEAM \**

Identify the project principal, the project manager, key staff and subconsultants. Present a brief discussion regarding how the team's qualifications and experience relate to the specific project.

- Qualifications and relevant individual experience.
- Unique knowledge of key team members relating to the project.
- Experience on projects as a team.
- Key staff involvement in project management and on-site presence.
- Time commitment of key staff.
- Qualifications and relevant subconsultant experience.

\*Response required

#### 9.13.2. *FIRM/TEAM CAPABILITIES\**

- Are the lines of authority and coordination clearly identified?
- Are essential management functions identified?
- Are the functions effectively integrated? (e.g., subconsultants' role delineated)?
- Current and projected work load.

Note: Organization charts and graphs depicting your capacity may be included.

\*Response required

#### 9.13.3. *PRIOR EXPERIENCE\**

Use this portion of your submittal to describe relevant experiences with the project type described in this RFQ document and various services to be provided.

- Experience of the key staff and firm with projects of similar scope and complexity.
- Demonstrated success on past projects of similar scope and complexity.
- References.

Note: Include the name and current telephone number of the owner's project manager for every project listed.

\*Response required

#### 9.13.4. *PROJECT APPROACH\**

For the project and services outlined in the RFQ document, describe how you plan to accomplish the following project control and management issues:

- Budget Methodology/Cost Control.
  - Establish and maintain estimates of probable cost within owner's established budget.
  - Control consultant contract costs
  - Coordinate value engineering activities
- Quality Control Methodology.
  - Insure County procedures are followed
  - Improve energy efficiency through the use of an integrated design process, life cycle costing, the use of an energy standard (current OSA energy code) and the specification of energy efficient materials, systems, and equipment
  - Insure the project is designed for durability and maintainability
- Schedule.
  - Manage the required work to meet the established schedule

\*Response required

#### 9.13.5. *WORK LOCATION\**

Describe where the prime and subconsultants will do the key work elements of this project.

- Proximity of firms office as it may affect coordination with the County's project manager and the potential project location.
- Firm's familiarity with the project area.
- Knowledge of the local labor and material markets.

\*Response required

#### 9.14. Optional

9.14.1. *Does your firm offer an apprenticeship program?*

9.14.2. *Optional Upload of additional Information*

Please upload any optional/additional information not requested elsewhere.