

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

REQUEST FOR PROPOSAL

NO. 18/19-037BCS

INSTALLATION OF GENERATOR SWITCH

Table of Contents

Section	Title	Page
1	Introduction	2
2	Proposed Schedule	2
3	Instructions to Proposers	2
4	Key Points	3
5	Scope of Work	5
6	Response Form	7

Suwannee River Water Management District
9225 CR 49
Live Oak, FL 32060
386.362.1001
386.362.1056 (Fax)
800.226.1066 (Florida only)
www.mysuwanneeriver.com

SECTION 1 - INTRODUCTION

The Suwannee River Water Management District (District) is conducting this Request for Proposal (RFP) for the connection of separately metered facilities to the existing Generac 200 KW Natural Gas generator at District headquarters in Live Oak, Florida. Proposals should include the proposed route of the underground connection and the total cost of the project including restoration of the area through which routing occurs to its pre-installation condition. Proposals should include the cost of engineering and preparation of plans for the project as well as final as-built drawings.

SECTION 2 - PROPOSED SCHEDULE

July 12, 2019	Release of Request for Proposal.
July 24, 2019	MANDATORY Pre-Proposal Conference, 10:00 a.m. – 11:00 a.m. at District Headquarters in Live Oak. *
July 26, 2019	Submittal of written questions by 5:00 p.m.
August 7, 2019	Proposals due prior to 4:00 p.m. at District Headquarters in Live Oak. Opening will occur at this time. *
August 9, 2019	Selection of Contractor at 10:00 a.m. at District Headquarters in Live Oak. *
September 10, 2019	Governing Board Approval of Top-Ranked Firm at 3:00 p.m. at District Headquarters in Live Oak. *

* Denotes a public meeting. All times denote Eastern Standard Time (EST).

SECTION 3 - INSTRUCTION TO PROPOSERS

Mandatory Pre-Proposal Conference: In order to assure a uniformity of supplemental and clarifying information that is provided to proposers and to allow proposers an opportunity to ask specific questions before submitting a proposal, a **mandatory** pre-proposal conference will be held 10:00 a.m. July 24, 2019, at District Headquarters. A walkthrough of the facility will be provided at that time. Proposers are responsible for determining distances, power needs and other information needed to provide a responsible and responsive proposal.

Questions: To provide equal opportunity and ensure the same information is provided to all proposers, any questions should be submitted by email to Ashley Spivey at Ashely.Spivey@srwmd.org before July 26, 2019. The questions with answers will be posted on the District website www.mysuwanneeriver.com, July 30, 2019. Questions cannot be answered via telephone or other verbal communication.

Additional Information: Additional proposal packages may be obtained by logging on to www.mysuwanneeriver.com.

Proposal Document: Proposer shall submit a Technical Proposal that illustrates the Proposer's understanding of the project and its proposed Plan of Work which includes the items below.

- Description of Project and Statement of Objectives: No more than 300 words demonstrating the firm's understanding of the project.
- Project Approach: A description of the firm's proposed method and milestones for completing this general scope of work.

- Project Team: The names, qualifications, organizational structure, and billing rates of people who are to contribute to the project. No biography, resume, or curriculum vitae should exceed one page.
- Qualifications:
 - Include information which clearly demonstrates ability to fulfill this proposal. Examples may include training, experience, etc.
 - List at least three (3) projects of a similar nature specified in this Scope of Work over the past five (5) years. List shall include a brief description of the project, name and address of company the services were performed for, and a contact person and phone number of same company.
- Project Cost: At a minimum, proposers are required to submit Section 6, "Response Form".

Delivery of Proposal: One original, three copies and one digital copy (in an ADA accessible pdf format) of the proposal should be sent to:

Tilda Musgrove, Business Resource Specialist
 Suwannee River Water Management District
 9225 County Road 49
 Live Oak, Florida 32060 Phone: 386.362.1001

Proposals are due at the above address by 4:00 p.m. on August 7, 2019. Proposals received after this time, for any reason, will be rejected. Proposals must be hard copy.; fax or email transmittals will not be accepted.

All proposals shall be submitted in sealed envelopes with the **proposal number (RFP No. 18/19-037BCS) and proposal opening time and date clearly marked in large, bold and/or colored lettering**. Proposals delivered in an envelope not properly marked with the proposal number and proposal opening date and time that are inadvertently opened by District personnel will not be considered. The proposal shall be hand-delivered or mailed. Proposers should be aware that no common carrier guarantees next day delivery to District headquarters.

SECTION 4 – KEY POINTS

Evaluation by District Selection Committee: The District Selection Committee composed of three (3) persons will review the proposals and rank the firms based on cost and proposal of work. The number 1 ranked firm will be presented to the Governing Board for approval to enter into contract.

Challenge of Solicitation Process: If a potential respondent protests any provisions of this RFP, a notice of intent to protest shall be filed with the District in writing within 72 hours after the posting of the request for proposal on the District’s website. **“Failure to file a protest within the time prescribed in Section 120.57(3) Florida Statutes shall constitute a waiver of proceedings under Chapter 120 of Florida Statutes.”**

Challenge of District’s Intent to Award Contract: If a respondent intends to protest District’s intent to award contract, the notice of intent to protest must be filed in writing within 72 hours after posting of a notice of intent to award contract and the respondent shall file a formal written protest within ten (10) days after filing of notice of intent to protest. Any respondent who files a formal written protest pursuant to Chapter 28-110, Florida Administrative Code, and Section 120.57(3), Florida Statutes shall post with the District at the time of filing the formal written protest, a bond pursuant to Section 287.042(2)(c), Florida Statutes (2019).

Failure to file a notice of intent to protest or failure to file a formal written protest within the time prescribed in Chapter 28-110, Florida Administrative Code and Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. More specifically, **“Failure to file a protest within the time prescribed in Section 120.57(3) Florida Statutes shall constitute a waiver of proceedings under Chapter 120 of Florida Statutes.”**

Americans With Disabilities Act: The District does not discriminate upon the basis of any individual’s disability status. This nondiscrimination policy involves every aspect of the District’s functions including one’s access to, participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation as provided for in the Americans with Disabilities Act should contact Gwen Lord, Contracts and Procurement Coordinator, at 386.362.1001 or 800.226.1066 (Florida only). The District’s fax number is 386.362.1056.

Minority Business Enterprises: The District recognizes fair and open competition as a basic tenet of public procurement. Respondents doing business with the District are prohibited from discriminating on the basis of race, color, creed, national origin, handicap, age, or sex. The District encourages participation by minority business enterprises. Whenever two or more service providers are ranked equally, a minority business enterprise shall be given preference in the award process.

Veteran’s Preference: In the absence of minority business enterprise, whenever two or more service providers are ranked equally by the Selection Committee, a veteran-owned business enterprise shall be given preference in the award process.

Drug Free Workplace Act: The selected PROPOSER shall certify that it has established a drug free workplace.

Public Entity Crime: Section 287.133(2)(a), Florida Statutes, states “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 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.”

Scrutinized Company: Section 287.135, Florida Statutes, states “A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with an agency or local governmental entity for goods or services of:

- (a) Any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725, or is engaged in a boycott of Israel; or
- (b) One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company:

- 1. Is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473; or

2. Is engaged in business operations in Cuba or Syria.”

Insurance Requirements: If awarded, PROPOSER shall represent and guarantee that all employees, agents, servants or representatives of the respondent, and all employees, agents, servants, or representatives of subcontractors are covered by workers' compensation insurance. Prior to entering into contract with the District, respondent agrees to furnish the District certificates of insurance on all insurance, naming District as additional insured for items 2 and 3 below, providing evidence that respondent has in full force and effect the following minimum insurance with insurers authorized to do business in the State of Florida:

- 1) Workers' compensation insurance as required above;
- 2) Motor vehicular liability insurance with limits of not less than \$1,000,000 combined single limit which insurance shall be applicable to any and all vehicles utilized by respondent to provide the services requested by District;
- 3) General liability insurance for all services rendered by respondent for the requested services with a minimum of \$1,000,000 personal and advertising injury and \$1,000,000 general aggregate.

The certificate of insurance shall also provide that District shall be notified in writing by the carrier at least 30 days prior to any cancellation of said insurance.

Rejection of Responses: Pursuant to Rule 40B-1.812, Florida Administrative Code, the District reserves the right to reject any and all bids or other proposals submitted in response to District invitation. District also reserves the right to waive any minor deviations in an otherwise valid proposal.

SECTION 5 - SCOPE OF WORK

Respondents are to submit proposals for the connection of separately metered facilities to the existing Generac 200 KW Natural Gas generator at District headquarters in Live Oak, Florida by adding a second 200-amp automatic transfer switch. All connection cables must be run underground.

Proposals should include the proposed route of the underground connection and the total cost of the project including all material and restoration of the area through which routing occurs to its pre-installation condition. Proposals should include the cost of engineering and preparation of plans for the project as well as final as built drawings.

The contractor will be expected to provide all labor, materials, permits, and inspections required to complete the project.

Execution of Work:

- All work shall be performed in accordance with Federal, State, Occupations Safety and Health Administration (OSHA), and local rules and regulations.
- Contractor's superintendent shall be present when workers are on site and work is being performed.
- Work shall be accomplished by workers skilled in the task being performed and equal to the best standard of the industry.

- Any and all items damaged by Contractor shall be remediated to its original condition. This includes all items located on District headquarters property. Contractor may review the project site and note all items that are damaged prior to starting work.
- Contractor shall be responsible for obtaining all permits and inspections required for work.

Special Requirements:

- Contractor must be a Florida licensed electrical contractor or general contractor.
- Prior to start of construction, Contractor's project manager shall meet on site with District's project manager for a pre-construction meeting. At this meeting Contractor shall provide District a copy of Contractor's written safety plan and project schedule.
- Power and water will be provided by District at no charge to Contractor.
- Contractor vehicles shall park only in designated areas. District and Contractor shall agree upon staging areas prior to start of work.
- District's normal working hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Contractor must receive prior approval from District's project manager prior to working "off" hours. Working "off" hours must be in District's best interest and incur little or no cost to District.
- Contractor shall be responsible for removal and legal disposal off site of construction debris and maintaining the project site in a clean and safe condition. Upon completion of work, Contractor shall remove all construction debris and excess material and restore the site to its original condition.
- All workers of Contractor shall dress appropriately. This facility is a professional environment, open to the public. All workers of contractor should conduct themselves accordingly and use appropriate language.
- Contractor shall provide a portable toilet for worker use.
- Contractor shall provide and maintain protection of building entrance awnings, building exterior and landscaping.

This procurement is conducted under the rules, policies, and procedures of the Suwannee River Water Management District and the District's Governing Board. This procurement is not conducted pursuant to Ch. 287, Florida Statutes, except where explicitly provided by law. The District's rules, policies, and procedures are available by contacting the procurement officer.

SECTION 6 - RESPONSE FORM

REQUEST FOR PROPOSALS NO. 18/19-037BCS

GENERATOR SWITCH INSTALLATION

Proposers are required to complete and submit this form along with their proposal. One original, three (3) copies and one (1) digital copy shall be delivered in one envelope as discussed in Section 3. Proposals shall include a letter of transmittal detailing the contractor's ability to perform the scope of work as shown in Section 5 and shall include a list of three projects similar in scope and level of complexity that the contractor has completed in the past five years.

Proposer Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Email Address: _____

General Contractor or Electrical Contractor certification # _____

Project Manager: _____

Name of Company Representative attending Mandatory Pre-Proposal Meeting: _____

Printed: _____

Key Subcontractors:

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

In addition to a proposal as to how work will be accomplished, please complete the Schedule of Costs below.

Schedule of Costs

Engineering and preparation of plans	\$
Connection of separately metered facilities to the existing Generac 200 generator (to include all labor, equipment and materials)	\$
Restoration to pre-installation condition	\$
Final as-built	\$
<i>Total Bid</i>	\$

Bidder should submit an anticipated start date, schedule of tasks and completion date.

References for Previous Work in Similar Projects

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Any material submitted in response to this RFP (except trade secrets as defined in s. 812.081, FS) will become a public document pursuant to Section 119.07, F.S. This includes material which the responding proposer might consider to be confidential or proprietary a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Section 119.07. Contractor's refusal to comply with this provision shall constitute sufficient cause for termination of the contract resulting from this RFP.