

SUWANNEE RIVER WATER MANAGEMENT DISTRICT
REQUEST FOR PROPOSAL
NO. 18/19-041BCS
RESTROOM RENOVATION SERVICES

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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 Restroom Renovation Services. The District is seeking proposals for a design/build contract to renovate the lobby restroom facilities (both women's and men's) at its District Office in Live Oak, Florida. The proposal should include the complete design and construction to renovate/remodel the restroom facilities for ADA compliance.

Contractor will be required to provide all labor, material, permits and inspections needed to ensure compliance with all applicable laws. Contractor will be expected to provide plans for District review and approval, including as built plans upon completion.

SECTION 2 - PROPOSED SCHEDULE

| | |
|--------------------|---|
| August 19, 2019 | Release of Request for Proposal. |
| August 28, 2019 | MANDATORY Pre-Proposal Conference, 1:00 p.m. – 2 p.m. at District Headquarters in Live Oak. * |
| September 18, 2019 | Proposals due prior to 4:00 p.m. at District Headquarters in Live Oak. Opening will occur at this time. * |
| September 20, 2019 | Selection of Contractor at 10:00 a.m. at District Headquarters in Live Oak. * |
| October 8, 2019 | Governing Board Approval of Top-Ranked Firm at 9:00 a.m. at District Headquarters in Live Oak. * |

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

SECTION 3 - INSTRUCTIONS 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 familiarize themselves with the project location before submitting a proposal, a **mandatory** pre-proposal conference will be held August 28, 2019, at 1:00 p.m. at District Headquarters.

Questions: To provide equal opportunity and ensure the same information is provided to all proposers, all questions should be submitted by email to Ashley Spivey at Ashley.Spivey@srwmd.org before 5:00 p.m. August 29, 2019. The questions with answers will be posted on the District website www.mysuwanneeriver.com, August 30, 2019. Questions cannot be answered via telephone or other verbal communication. It is Proposer's responsibility to check the District website for answers to questions or for any other updates to this RFP.

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 with regulatory processes, database development, 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, four 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 September 18, 2019. Proposals received after this time, for any reason, will be rejected.

Proposals must be hard copy. FAX transmittals will not be accepted.

All proposals shall be submitted in sealed envelopes with the **proposal number (RFP No. 18/19-041 BCS) and proposal opening time and date (4:00 pm, September 18, 2019) 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 service to District headquarters.

Vendor must ensure that the electronic version (thumb drive) of the Response and all documents submitted electronically are accessible according to 282.603 Florida Statutes and Section 508 of the Rehabilitation Act of 1973 relating to the creation and use of electronic documents. This requirement applies to editable formats, such as Microsoft Word, as well as portable document formats (PDF).

SECTION 4 – KEY POINTS

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

The District is seeking proposals for a design/build contract to renovate the lobby restroom facilities at its District Office in Live Oak, Florida. The proposal includes the complete design and construction to renovate/remodel the restroom facilities for ADA compliance.

Respondents must be a general contractor, licensed to do business in the state of Florida and in Suwannee County. Preliminary plans must be submitted with the bid. After review and approval by the District, plans must be signed by a licensed engineer or architect before construction begins. As built plans must be provided upon completion of the project.

Contractor will be required to provide all labor, material, permits and inspections needed to ensure compliance with all applicable laws.

SECTION 6 - RESPONSE FORM

INVITATION TO BID NO. 18/19-041 BCS

ADA COMPLIANT RESTROOM RENOVATION SERVICES

Bidders are required to complete and submit this form. One original, four (4) copies and one (1) digital copy shall be delivered in one envelope as discussed in Section 3. Bids 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.

1. Preparation of plans (signed by licensed engineer or architect before construction begins)
2. Reconfigure two restrooms (Executive Wing) to meet ADA compliance, including but not limited to the following:
 - a. Relocate stalls and lavatories
 - b. Reconfigure restroom doors
 - c. Installation of ADA compliant grab bars in all stalls
 - d. Lower mirrors in all restrooms
 - e. Wrap pipes and valves under the sinks
3. Submittal of as built plans upon completion of the project

TOTAL BID \$ _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Email Address: _____

General Contractor license # _____

Project Manager: _____

Name of Company Representative attending the 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: _____ |

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

References: Please list at least three references for which you have completed similar work:

| Name | Address/City/State/Zip Code | Phone Number |
|-------|-----------------------------|--------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Pursuant to Ch. 119, Florida Statutes, the District is required to comply with public records requests. Trade secrets and/or confidential information are not desired as part of submissions. If any material submitted as part of the response is exempt and/or confidential under Florida's public records laws, Respondent must submit a redacted copy of their bid to the District with their primary submission. A cover sheet must reference the redactions and provide a specific statutory citation to support each redaction. If any material in your submission is exempt and/or confidential under the laws of the State of Florida, please provide a redacted copy of your submission with these areas redacted. Submissions must be properly redacted and not merely identified. Please be aware that under no circumstances will the District defend a lawsuit challenging redaction. Defense of any claim is the sole responsibility of the Respondent.

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.