

**State of Florida  
Department of Transportation**



REQUEST FOR PROPOSAL  
**DISTRICTWIDE CONTAMINATION ASSESSMENT  
AND REMEDIATION (CAR) SERVICES**

**DOT-RFP-22-4004-CF**

**CONTACT FOR QUESTIONS:**

Cathiana Fabien, Procurement Agent  
[D4.PURCH@dot.state.fl.us](mailto:D4.PURCH@dot.state.fl.us)  
3400 West Commercial Boulevard  
Fort Lauderdale, FL 33309  
(954) 777- 4620

State of Florida  
Department of Transportation  
District Four, Procurement Office  
3400 West Commercial Boulevard  
Fort Lauderdale, FL 33309

**REQUEST FOR PROPOSAL REGISTRATION**

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**PLEASE COMPLETE AND RETURN THIS FORM ASAP**

**E-MAIL TO Cathiana Fabien at [D4.PURCH@dot.state.fl.us](mailto:D4.PURCH@dot.state.fl.us)**

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RFP Number: DOT-RFP-22-4004-CF

Title: DISTRICTWIDE CONTAMINATION ASSESSMENT  
AND REMEDIATION (CAR) SERVICES

Proposal Due Date & Time (On or Before): \_\_\_\_\_

Potential proposers should notify our office by returning this Registration Form as soon as possible after downloading. Complete the information below and e-mail this sheet only to the Florida Department of Transportation Procurement Office to the e-mail address above.

**THE REQUEST FOR PROPOSAL DOCUMENT YOU RECEIVED IS SUBJECT TO CHANGE. Notice of changes (Addenda), will be posted on the Florida Vendor Bid System at [http://myflorida.com/apps/vbs/vbs\\_www.main\\_menu](http://myflorida.com/apps/vbs/vbs_www.main_menu), under this RFP number click on "Search Advertisements", click on the drop-down arrow beside the box under Advertisement Type, select Competitive Solicitation, click on the drop-down arrow beside the box under Agency, select DEPARTMENT OF TRANSPORTATION, then go to the bottom of the same page and click on Advertisement Search. It is the responsibility of all potential proposers to monitor this site for any changing information prior to submitting your proposal.**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_  
Contact Person: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

For further information on this process, e-mail: Cathiana Fabien at [D4.PURCH@dot.state.fl.us](mailto:D4.PURCH@dot.state.fl.us)

# INTRODUCTION SECTION

## 1) INVITATION

The State of Florida Department of Transportation, hereinafter referred to as the "Department", requests written proposals from qualified Proposers to provide Districtwide Contamination Assessment and Remediation (CAR) Services. It is anticipated that the term of the contract will begin on **January 11, 2022** and be effective through **January 10, 2027**.

The Department intends to award this contract to the responsive and responsible Proposer whose proposal is determined to be the most advantageous to the Department. After the award, said Proposer will be referred to as the "Vendor". For the purpose of this document, the term "Proposer" means the prime Vendor acting on its own behalf and those individuals, partnerships, firms, or corporations comprising the Proposer team. The term "proposal" means the complete response of the Proposer to the Request for Proposals (RFP), including properly completed forms and supporting documentation.

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## 2) TIMELINE

Provided below is a list of critical dates and actions. These dates are subject to change. Notices of changes (Addenda) will be posted on the Florida Vendor Bid System at [http://myflorida.com/apps/vbs/vbs\\_main\\_menu](http://myflorida.com/apps/vbs/vbs_main_menu) (click on "Search Advertisements") under this RFP number. It is the responsibility of all potential proposers to monitor this site for any changing information prior to submitting your proposal.

<b>ACTION / LOCATION</b>	<b>DATE</b>	<b>LOCAL TIME</b>
<b>MANDATORY PRE-PROPOSAL CONFERENCE</b> Via Microsoft Teams Meeting  <b>Join on your computer or mobile app</b> <a href="#">Click here to join the meeting</a> <b>Join with a video conferencing device</b> 11384774@t.plcm.vc Video Conference ID: 112 697 367 0 <a href="#">Alternate VTC instructions</a> <b>Or call in (audio only)</b> <a href="#">+1 850-739-5589,,703591270#</a> United States, Tallahassee Phone Conference ID: 703 591 270#	<b>10-12-2021</b>	<b>3:00 PM</b>
<b>DEADLINE FOR TECHNICAL QUESTIONS</b> (There is no deadline for administrative questions)	<b>10-13-2021</b>	<b>5:00 PM</b>
<b>PROPOSALS DUE, ON OR BEFORE -</b> (Technical and Price Proposal) Submit Electronically to: <a href="mailto:D4.Purch@dot.state.fl.us">D4.Purch@dot.state.fl.us</a>	<b>10-27-2021</b>	<b>10:30 AM</b>
<b>PUBLIC OPENING (Technical Proposal)</b> Via Microsoft Teams Meeting  <b>Join on your computer or mobile app</b> <a href="#">Click here to join the meeting</a> <b>Join with a video conferencing device</b> 11384774@t.plcm.vc Video Conference ID: 117 803 400 6 <a href="#">Alternate VTC instructions</a> <b>Or call in (audio only)</b> <a href="#">+1 850-739-5589,,830513735#</a> United States, Tallahassee Phone Conference ID: 830 513 735#	<b>10-27-2021</b>	<b>11:00 AM</b>

<b>PUBLIC SELECTION MEETING (Reading of Technical Scores)</b> 3400 West Commercial Boulevard Fort Lauderdale, Florida 33309	<b>11-29-2021</b>	<b>9:15 AM</b>
<b>PUBLIC OPENING / MEETING (Price Proposal)</b> Via Microsoft Teams Meeting	<b>11-29-2021</b>	<b>11:00 AM</b>
<b>Join on your computer or mobile app</b> <a href="#">Click here to join the meeting</a> <b>Join with a video conferencing device</b> 11384774@t.plcm.vc Video Conference ID: 113 396 439 2 <a href="#">Alternate VTC instructions</a> <b>Or call in (audio only)</b> <a href="#">+1 850-739-5589,,428349318#</a> United States, Tallahassee Phone Conference ID: 428 349 318#		
<b>PUBLIC SELECTION MEETING (Intent to Award)</b> 3400 West Commercial Boulevard Fort Lauderdale, Florida 33309	<b>12-13-2021</b>	<b>9:15 AM</b>
<b>POSTING OF INTENDED AWARD</b>	<b>12-13-2021</b>	<b>4:00 PM</b>

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### **3) AGENDA FOR PUBLIC MEETINGS**

#### **Agenda – Mandatory Pre-Proposal Conference**

Agenda for Mandatory Pre-Proposal Conference for DOT-RFP-22-4004-CF:

Starting Time: see “Timeline” in RFP solicitation

- Opening remarks of approx. 2 minutes by Department Procurement Office personnel.
- Public input period – To allow a maximum of 15 minutes total for public input related to the RFP solicitation.
- At conclusion of public input or 15 minutes, whichever occurs first, highlights of the solicitation documents will be reviewed, and a questions and answers session.
- Adjourn meeting.

#### **Agenda – Public Opening (Technical Proposals)**

Agenda for Public Opening of Technical Proposals for DOT-RFP-22-4004-CF:

Starting Time: see “Timeline” in RFP solicitation

- Opening remarks of approx. 2 minutes by Department Procurement Office personnel.
- Public input period – To allow a maximum of 15 minutes total for public input related to the RFP solicitation.
- At conclusion of public input or 15 minutes, whichever occurs first, the Technical Proposals received timely will be opened, with proposer’s name read aloud and tabulated. Price proposals will be kept secured and unopened until the Price Proposal Opening.
- Adjourn meeting.

#### **Agenda – Public Selection Meeting (Reading of Technical Scores)**

Agenda for Intended / Recommended Award meeting for DOT-RFP-22-4004-CF:

Starting Time: see “Timeline” in RFP solicitation

- Opening remarks of approx. 2 minutes by Department Procurement Office personnel.
- Public input period – To allow a maximum of 15 minutes total for public input related to the RFP solicitation.
- At conclusion of public input or 15 minutes, whichever occurs first, the Technical Scores will be read.
- Selection Committee will express concurrence.
- Announce time and date of the Price Proposal Opening and Final Selection Meeting.
- Adjourn

#### **Agenda – Price Proposal Opening**

Agenda for Price Proposal Opening meeting for DOT-RFP-22-4004-CF:

Starting Time: see “Timeline” in RFP solicitation

- Opening remarks of approx. 2 minutes by Department Procurement Office personnel.
- Public input period – To allow a maximum of 15 minutes total for public input related to the RFP solicitation.
- At conclusion of public input or 15 minutes, whichever occurs first, the technical evaluation scores will be summarized.
- Announce the firms that did not achieve the minimum technical score
- Announce the firms that achieved the minimum technical score and their price(s) as price proposals are opened.
- Announce time and date of Selection/Intended Award decision meeting.
- Adjourn

#### **Agenda – Public Selection Meeting to Summarize Evaluations and Select Intended Award**

Agenda for Intended / Recommended Award meeting for DOT-RFP-22-4004-CF:

Starting Time: see “Timeline” in RFP solicitation

- Opening remarks of approx. 2 minutes by Department Procurement Office personnel.
- Public input period – To allow a maximum of 15 minutes total for public input related to the RFP solicitation.

- At conclusion of public input or 15 minutes, whichever occurs first, the Total Scores (technical scores plus price scores) will be summarized.
- Announce Intended Award decision.
- Announce time and date decision will be posted on the Vendor Bid System (VBS).
- Adjourn

**—Remainder of page intentionally left blank—**

#### 4) **SPECIAL ACCOMMODATIONS**

Any person with a qualified disability requiring special accommodations at a pre-proposal conference, public meeting, oral presentation and/or opening shall contact the contact person at the phone number, e-mail address on the title page at least five (5) working days prior to the event. If you are hearing or speech impaired, please contact this office by using the Florida Relay Services which can be reached at 1 (800) 955-8771 (TDD).

## **SPECIAL CONDITIONS**

#### 1) **MyFloridaMarketPlace**

PROPOSERS MUST BE REGISTERED IN THE STATE OF FLORIDA'S MYFLORIDAMARKETPLACE SYSTEM BY THE TIME AND DATE OF THE TECHNICAL PROPOSAL OPENING OR THEY MAY BE CONSIDERED NON-RESPONSIVE (see Special Condition 21). All prospective proposers that are not registered should go to <https://vendor.myfloridamarketplace.com/> to complete on-line registration, or call 1-866-352-3776 for assisted registration.

All payment(s) to the vendor resulting from this competitive solicitation **WILL** be subject to the MFMP Transaction Fee in accordance with the referenced Form PUR 1000 General Contract Condition #14. The Transaction Fees imposed shall be based upon the date of issuance of the payment.

#### 2) **Florida Department of Financial Services (DFS) W-9 REQUIREMENT**

The Florida Department of Financial Services (DFS) requires all vendors that do business with the state to submit an electronic Substitute Form W-9. Vendors must submit their W-9 forms electronically at <https://flvendor.myfloridacfo.com> to receive payments from the state. Contact the DFS Customer Service Desk at (850) 413-5519 or [FLW9@myfloridacfo.com](mailto:FLW9@myfloridacfo.com) with any questions.

#### 3) **QUESTIONS & ANSWERS**

In accordance with section 287.057(23), Florida Statutes, respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

Any technical questions arising from this Request for Proposal must be forwarded, in writing, to the procurement agent identified below. Questions must be received no later than the time and date reflected on the Timeline. The Department's written response to written inquiries submitted timely by proposers will be posted on the Florida Vendor Bid System at [http://myflorida.com/apps/vbs/vbs\\_main\\_menu](http://myflorida.com/apps/vbs/vbs_main_menu) (click on "Search Advertisements"), under this RFP number. It is the responsibility of all potential proposers to monitor this site for any changing information prior to submitting their proposal.

**WRITTEN TECHNICAL QUESTIONS** should be submitted to:  
**Cathiana Fabien** at [D4.PURCH@dot.state.fl.us](mailto:D4.PURCH@dot.state.fl.us)

Questions regarding administrative aspects of the proposal process should be directed to the Procurement Agent in writing at the address above.

#### 4) **ORAL INSTRUCTIONS / CHANGES TO THE REQUEST FOR PROPOSAL (ADDENDA)**

No negotiations, decisions, or actions will be initiated or executed by a proposer as a result of any oral



discussions with a State employee. Only those communications which are in writing from the Department will be considered as a duly authorized expression on behalf of the Department.

Notices of changes (Addenda) will be posted on the Florida Vendor Bid System at [http://myflorida.com/apps/vbs/vbs\\_main\\_menu](http://myflorida.com/apps/vbs/vbs_main_menu) (click on "Search Advertisements") under this RFP number. It is the responsibility of all potential proposers to monitor this site for any changing information prior to submitting your proposal. All Addenda will be acknowledged by signature and subsequent submission of Addenda with proposal when so stated in the Addenda.

## 5) **DIVERSITY ACHIEVEMENT**

### **DISADVANTAGED BUSINESS ENTERPRISE (DBE) UTILIZATION**

The Department, in accordance with ***Title VI of the Civil Rights Act of 1964, 42 USC 2000d- 2000d-4, Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21***, Nondiscrimination in federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that the Department will affirmatively ensure

that in any contract/agreement entered into pursuant to this advertisement, minority and disadvantaged business enterprises will be afforded the full opportunity to submit bids in response to this invitation and will not be discriminated on the basis of race, color, national origin, or sex in consideration for an award.

The Department encourages DBE firms to compete for Department contractual services projects, and also encourages non-DBE and other minority contractors to use DBE firms as sub-contractors. The Department, its contractors, suppliers, and consultants shall take all necessary and reasonable steps to ensure that disadvantaged businesses have an opportunity to compete for and perform contract work for the Department in a nondiscriminatory environment. The Department shall require its contractors, suppliers, and consultants to not discriminate on the basis of race, color, national origin, religion, gender, age, or disability in the award and performance of its contracts.

Federal law requires states to maintain a database of all firms that are participating or attempting to participate in DOT-assisted contracts. To assist the Department in this endeavor, proposers are requested to submit the **Bidder's Opportunity List** with their Price Proposal Sheet. The list should include yourself as well as any prospective sub-contractor that you contacted or who has contacted you regarding the project.

Proposers are requested to indicate their intention regarding DBE participation on the **Anticipated DBE Participation Statement** and to submit that Statement with their Price Proposal Sheet. After award of the contract resulting from this RFP, the awarded Vendor will need to complete the "Anticipated DBE Participation Statement" online through the Equal Opportunity Compliance (EOC) system within 3 business days after award of the contract. The link to access the EOC system is: <https://www3.dot.state.fl.us/EqualOpportunityCompliance>. This will assist the Department in tracking and reporting planned or estimated DBE utilization.

During the contract period, the Vendor will be required to report actual payments to DBE and MBE subcontractors through the web-based EOC system. All DBE payments must be reported whether or not you initially planned to utilize the company. In order for our race neutral DBE Program to be successful, your cooperation is imperative. If you have any questions, please contact [EOOHelp@dot.state.fl.us](mailto:EOOHelp@dot.state.fl.us) .

Additional information about the EOC system can be found on the Equal Opportunity Office (EOO) website at <http://www.dot.state.fl.us/equalopportunityoffice/eoc.shtm> . A help manual on how to use the system will be available within the EOC application. If you have any questions or technical issues, please contact the EOO help desk at [EOOHelp@dot.state.fl.us](mailto:EOOHelp@dot.state.fl.us) .

To request certification or to locate DBEs, call the Department of Transportation's Equal Opportunity Office at (850) 414-4747, or access an application or listing of DBEs on the Internet at [www.dot.state.fl.us/equalopportunityoffice/](http://www.dot.state.fl.us/equalopportunityoffice/).

## 6) **SCOPE OF SERVICES**

Details of the services, information and items to be furnished by the Vendor are described in Exhibit "A", Scope of Services, attached hereto and made a part hereof.

## 7) **INTENDED AWARD**

The Department intends to award a contract to the responsive and responsible vendor with the highest cumulative total points for the evaluation criteria specified herein (See Section 30, Proposal Evaluation). The Intended Award decision will be announced at the Selection Committee meeting specified in the Timeline (See Introduction Section 2 Timeline

If the Department is confronted with identical pricing or scoring from multiple vendors, the Department shall determine the order of award using the following criteria, in the order of preference listed below (from highest priority to lowest priority):

1. Section 295.187(4), Florida Statutes; Veteran Business Enterprise
2. Section 287.087, Florida Statute; Drug Free Workplace
3. Section 287.057(11); Minority Business Enterprise

In the event that the application of the above referenced preferences does not resolve the identical replies, the Department shall determine the award by means of random drawing.

## 8) **MANDATORY PRE-PROPOSAL CONFERENCE**

A MANDATORY pre-proposal conference will be held at the date, time, and location in the Timeline. The purpose of this meeting is to provide an open forum for the Department to review the Scope of Services and respond to questions from potential proposers regarding the scope of services, RFP requirements, contractual requirements, method of compensation, and other conditions or requirements that may, in any manner, effect the work to be performed. Any changes and/or resulting Addenda to the RFP will be the sole prerogative of the Department.

Each proposer must fully acquaint themselves with the conditions which may in any manner affect the work to be done or the equipment, materials and labor required to perform the services required under the conditions of this solicitation. This may require an on-site visit. Ignorance of the conditions or requirements will not relieve the Vendor from their liability and obligation under the contract.

**Attendance at this pre-proposal conference is MANDATORY.** Failure by a proposer to attend or be represented at this pre-proposal conference will constitute a non-responsive determination of their proposal package. Anyone not signed in at the commencement of the meeting will be considered late and will not be allowed to bid on the project. Proposals found to be non-responsive will not be considered.

## 9) **QUALIFICATIONS**

### 9.1 **General**

The Department will determine whether the Proposer is qualified to perform the services being contracted based upon their proposal demonstrating satisfactory experience and capability in the work area. The Proposer shall identify necessary experienced personnel and facilities to support the activities associated with this proposal.

### 9.2 **Qualifications of Key Personnel**

Those individuals who will be directly involved in the project should have demonstrated experience in the areas delineated in the scope of work. Individuals whose qualifications are presented will be committed to the project for its duration unless otherwise excepted by the Department's Project Manager. Where State of Florida registration or certification is deemed appropriate, a copy of the registration or certificate should be included in the proposal package.

### 9.3 Authorized To Do Business in the State of Florida

In accordance with sections 607.1501, 605.0211(2)(b), and 620.9102, Florida Statutes, out-of-state corporations, out-of-state limited liability companies, and out-of-state limited partnerships must be authorized to do business in the State of Florida. Such authorization should be obtained by the proposal due date and time, but in any case, must be obtained prior to the award of the contract. For authorization, contact:

Florida Department of State  
Tallahassee, Florida 32399  
(850) 245-6051

### 9.4 Licensed to Conduct Business in the State of Florida

If the business being provided requires that individuals be licensed by the Department of Business and Professional Regulation, such licenses should be obtained by the proposal due date and time, but in any case, must be obtained prior to posting of the intended award of the contract. For licensing, contact:

Florida Department of Business and Professional Regulation  
Tallahassee, Florida 32399-0797  
(850) 487-1395

## 10) WARRANTY/SUBSTITUTIONS

When performance of the services requires the supply of commodities, a warranty is required on all items provided against defective materials, workmanship, and failure to perform in accordance with required industry performance criteria, for a period of not less than ninety (90) days from the date of acceptance by the purchaser. Any deviation from this criteria must be documented in the proposal response or the above statement shall prevail. Delivery of substitute commodities requires prior written approval from the ordering location.

Replacement of all materials found defective within the warranty period shall be made without cost to the purchaser, including transportation if applicable. All fees associated with restocking cancelled orders shall be the responsibility of the vendor.

All items provided during the performance of the contract found to be poorly manufactured will not be accepted, but returned to the vendor, at their expense, for replacement. Replacement of all items found defective shall be made without cost to the Department, including transportation, if applicable. As it may be impossible for each facility to inspect all items upon arrival, a reasonable opportunity must be given to these facilities for inspection of the items, and returning those that are defective.

## 11) LIABILITY INSURANCE

The Vendor shall not commence any work until they have obtained the following types of insurance, and certificates of such insurance have been received by the Department. Nor shall the Vendor allow any subcontractor to commence work on this project until all similar insurance required of the subcontractor has been so obtained. The Vendor shall submit the required Certificates of Insurance to the **Florida Department of Transportation, Procurement Office, Cathiana Fabien at [D4.PURCH@dot.state.fl.us](mailto:D4.PURCH@dot.state.fl.us)** within ten (10) days after the ending date of the period for posting the intended award decision.

The Vendor must carry and keep in force during the period of this contract a general liability insurance policy or policies with a company authorized to do business in the state of Florida, affording public liability insurance with combined bodily injury limits of at least **\$1,000,000.00** per person and **\$4,000,000.00** each occurrence, and property damage insurance of at least **\$1,000,000.00** each occurrence, for the services to be rendered in accordance with this contract.

The Vendor must have and maintain during the period of this contract, a pollution liability insurance policy or policies or an irrevocable letter of credit established pursuant to Chapter 675, Florida Statutes, and Section 337.106, Florida Statutes, with a company authorized to do business in the state of Florida, affording pollution liability coverage for the contractual services to be rendered in accordance with this contract in the amount of at least \$ **5,000,000.00**. The Vendor shall maintain pollution liability coverage for a minimum of three years after completion of the services rendered under this contract.

With respect to any general liability insurance policy required pursuant to this Agreement, all such policies shall be issued by companies licensed to do business in the State of Florida. **The Vendor shall provide to the Department certificates showing the required coverage to be in effect with endorsements showing the Department to be an additional insured prior to commencing any work under this Contract.** The certificates and policies shall provide that in the event of any material change in or cancellation of the policies reflecting the required coverage, thirty days advance notice shall be given to the Department or as provided in accordance with Florida law.

The Department shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Vendor or subcontractor providing such insurance. Policies that include Self Insured Retention (SIR) will not be accepted.

## **12) PERFORMANCE BOND**

(X) A Performance Bond is not required for this project.

## **13) METHOD OF COMPENSATION**

See attached Exhibit B, Method of Compensation.

## **14) CONTRACT DOCUMENT**

### **STANDARD WRITTEN AGREEMENT**

The Department's "Standard Written Agreement" is attached hereto and made a part hereof. The terms and conditions contained therein will become an integral part of the contract resulting from this solicitation. In submitting a proposal, the proposer agrees to be legally bound by these terms and conditions.

## **15) REVIEW OF PROPOSER'S FACILITIES & QUALIFICATIONS**

After the proposal due date and prior to contract execution, the Department reserves the right to perform or have performed an on-site review of the Proposer's facilities and qualifications. This review will serve to verify data and representations submitted by the Proposer and may be used to determine whether the Proposer has an adequate, qualified, and experienced staff, and can provide overall management facilities. The review may also serve to verify whether the Proposer has financial capability adequate to meet the contract requirements.

Should the Department determine that the proposal has material misrepresentations or that the size or

nature of the Proposer's facilities or the number of experienced personnel (including technical staff) are not adequate to ensure satisfactory contract performance, the Department has the right to reject the proposal.

## **16) PROTEST OF REQUEST FOR PROPOSAL SPECIFICATIONS**

Any person who is adversely affected by the contents of this Request for Proposal must file the following with the Department of Transportation, Clerk of Agency Proceedings, Office of the General Counsel, 605 Suwannee Street, Mail Station 58, Tallahassee, Florida 32399-0450:

1. A written notice of protest within seventy-two (72) hours after the posting of the solicitation, (the notice of protest may be Faxed to 850-414-5264), and
2. A formal written protest in compliance with Section 120.57(3), Florida Statutes, within ten (10) days of the date on which the written notice of protest is filed.

Failure to file a protest within the time prescribed in 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.

## **17) UNAUTHORIZED ALIENS**

The employment of unauthorized aliens by any contractor is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract.

## **18) SCRUTINIZED COMPANIES LISTS**

ALL Responses, regardless of dollar value, must include a completed [Vendor Certification Regarding Scrutinized Companies Lists](#) to certify the respondent is not on either of those lists. The Form should be submitted with the Price Proposal.

A Vendor is ineligible to enter into a contract with the Department for goods or services of any amount if, at the time of entering into such contract, the Vendor is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel.

Section 287.135, Florida Statutes, also prohibits companies from entering into a contract for goods or services of \$1 million or more that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which were created pursuant to s. 215.473, Florida Statutes.

If the Department determines the Vendor submitted a false certification under Section 287.135 of the Florida Statutes, the Department shall either terminate the Contract after it has given the Vendor notice and an opportunity to demonstrate the Department's determination of false certification was in error pursuant to Section 287.135 of the Florida Statutes, or maintain the Contract if the conditions of Section 287.135 of the Florida Statutes are met.

## **19) RESERVATIONS**

The Department reserves the right to accept or reject any or all proposals received and reserves the right to make an award without further discussion of the proposals submitted. Therefore, the proposals should be submitted initially in the most favorable manner. It is understood that the proposal will become a part of the Department's official file, without obligation to the Department.

## 20) ADDITIONAL TERMS & CONDITIONS

No conditions may be applied to any aspect of the RFP by the proposer. Any conditions placed on any aspect of the proposal documents by the proposer may result in the proposal being rejected as a conditional proposal (see "RESPONSIVENESS OF PROPOSALS"). **DO NOT WRITE IN CHANGES ON ANY RFP SHEET.** The only recognized changes to the RFP prior to proposal opening will be a written Addenda issued by the Department.

## 21) RESPONSIVENESS OF PROPOSALS

### 21.1 Responsiveness of Proposals

Proposals will not be considered if not received by the Department **on or before** the date and time specified as the due date for submission. All proposals must be typed or printed in ink. A responsive proposal is an offer to perform the scope of services called for in this Request for Proposal in accordance with all requirements of this Request for Proposal and receiving seventy (70) points or more on the Technical Proposal. Proposals found to be non-responsive shall not be considered. Proposals may be rejected if found to be irregular or not in conformance with the requirements and instructions herein contained. A proposal may be found to be irregular or non-responsive by reasons that include, but are not limited to, failure to utilize or complete prescribed forms, conditional proposals, incomplete proposals, indefinite or ambiguous proposals, and improper and/or undated signatures. ALL determinations of responsiveness will be the responsibility of the FDOT Procurement Office.

### 21.2 Multiple Proposals

Proposals may be rejected if more than one proposal is received from a Proposer. Such duplicate interest may cause the rejection of all proposals in which such Proposer has participated. Subcontractors may appear in more than one proposal.

### 21.3 Other Conditions

Other conditions which may cause rejection of proposals include, but are not limited to, evidence of collusion among Proposers, obvious lack of experience or expertise to perform the required work, failure to perform or meet financial obligations on previous contracts, or in the event an individual, firm, partnership, or corporation is on the General Services Administration Excluded Parties List. Proposers whose proposals, past performance, or current status do not reflect the capability, integrity, or reliability to fully and in good faith perform the requirements of the Contract may be rejected as non-responsible. The Department reserves the right to determine which proposals meet the requirements of this solicitation, and which Proposers are responsive and responsible.

## 22) PROPOSAL FORMAT INSTRUCTIONS

### 22.1 General Information

This section contains instructions that describe the required format for the proposal. All proposals submitted shall contain two parts and be marked as follows:

PART I: TECHNICAL PROPOSAL NUMBER DOT-RFP-22-4004-CF:  
(One Separate Document for Technical)

PART II: PRICE PROPOSAL NUMBER DOT-RFP-22-4004-CF:  
(One Separate Document for Prices)

THE SEPARATE DOCUMENTS MAY BE E-MAILED TOGETHER OR SEPARATELY.

22.2 Technical Proposal (Part I)

(Do not include price information in Part I)

The Proposer must submit one (1) original of the technical proposal which are to be divided into the sections described below. Since the Department will expect all technical proposals to be in this format, failure of the Proposer to follow this outline may result in the rejection of the proposal. The technical proposal must be submitted in a separate sealed package marked "TECHNICAL PROPOSAL NUMBER DOT-RFP-22-4004-CF"

1. PROPOSER'S MANAGEMENT PLAN

The Proposer shall provide a management plan which includes the following topics and information: management and key personnel.

a. Management and Organization: (0-13 points)

Provide a brief management plan summary discussing the Proposer's approach to performing the required services (contamination assessment and remediation (CAR), remedial construction, and project management) under this contract. The Proposer is to identify the Contract Manager who will remain involved throughout the Contract term, their location, and percentage of time this Manager and contract support staff will be dedicated to this Contract. The Contract Manager and CAR labor support staff is expected to be able to come to the District Four office within a hours' notice and available to work physically in the District Four office on the designated weekly schedule.

The proposer shall include a description of the organizational structure and management plan established for this Contract and define how to develop and maintain the various lines of coordination and communication needed between the Proposer and the Department. The contract workload is dynamic, can fluctuate regularly, and project schedules can be reduced, so this discussion should include the proposed methods to maintain reliable and high-quality services, control costs, and to consistently meet Department deadlines.

The proposer shall explain the roles and responsibilities of the management and contract support staff in terms of how they apply to the activities in the scope of services. Provide an organizational chart of the office that will be managing the contract and identify the key personnel to be assigned to this Contract and their office location. Include the tasks each will be assigned, their experience level and previous years performing transportation related work, applicable knowledge, and the percentage of time they will be dedicated to this Contract.

Provide a list of proposed affiliates and subcontractors and explain their anticipated roles and their contribution as needed to execute the Contracted services. Identify the length of time the Proposer has had a working relationship with any proposed affiliates and subcontractors. Please attach resumes, all appropriate registrations, licenses, certifications, and the physical work location for your personnel, firm offices, as well as any proposed affiliates and subcontractors, as applicable in an appendix.

Replacement of the Contract Manager and the designated CAR office labor support staff will require the FDOT's prior written approval of whomever the Proposer intends to substitute. Without this prior written approval, the Proposer will be considered in default.

b. Prior Relevant Experience

The Proposer should provide a summary, with description, date, and location of the prior relevant experience they have acquired in providing/performing this work.

i) Contract Experience: (0-14 points)

Please provide a summary for up to three (3) previous contracts/projects of a similar nature to this Contract and include any FDOT and/or government agency projects, if applicable. Include the contract duration and amount and a detailed description of services performed. In each case indicate the Proposers role as the prime contractor or subcontractor for the contract/project. Include names and phone numbers of that Contract Manager/Project Manager and/or Prime Contractor for reference purposes. Provide sample photographs of work activities and a brief summary of the final product to illustrate the procedures and work quality of the Proposer. The summary should not exceed **Two (2) pages** per contract/project.

ii) Company Experience:

(0-10 points)

Provide a brief summary discussing the Proposer's experience level in the CAR support services. This discussion should include, but not be limited to, how long your firm has been in business performing the services requested herein. Briefly describe the Proposer's experience level in the area of contamination assessment and remediation services with emphasis on transportation related project reviews for contamination and environmental issues; Phase I and Phase II site assessments; Level I desktop reviews, Level II contamination assessments, design and implementation of various forms of remediation; underground storage tank closure assessments; Asbestos-Containing-Materials (ACM) and Metal-Base-Coating (MBC) surveys and abatement; response to construction situations involving contaminated and/or hazardous materials; and construction and/or installation of transportation related structures and features in areas involving contaminated and/or hazardous materials.

2. PROPOSER'S TECHNICAL PLAN

The proposer shall provide a **technical plan** which includes the following information:

a. Availability of Services and Operations:

(0-10 points)

Considering the unpredictability and dynamic nature of contamination which may be encountered within the FDOT right of way, describe all services readily available, including a list of construction equipment owned/leased and subcontractor companies/services which will be used to perform services under this Contract. Please provide a list of all software and specialized remedial equipment available for use on this Contract.

Describe the notification procedures for mobilizing personnel in FDOT District 4, and the amount of time required. Demonstrate your ability to respond to and manage unpredictable contamination and/or hazardous materials impacts to tightly scheduled construction projects and provide examples of past performance and current capabilities.

b. Innovative and Safety Concepts:

(0-8 points)

The Proposer shall provide a description of any innovative method, procedure, equipment, or process through which it is expected to achieve a more efficient or rapid execution of a Contract task, provide a higher quality product, safer, or a cost savings to the Department. The summary should highlight the Proposer's use of innovation in design, technology, project management, or equipment as applied to the referenced contracts/ projects.

During the PD&E, Final Design phase of a project, explain how you plan to instate safety concepts/measures in the documents being developed to prevent future contamination exposure/impacts to the construction contractor? Explain how you plan to instate safety concepts/measures to protect the FDOT Construction Contractor during the construction phase of the project working in a contaminated FDOT ROW with possible ongoing activities involving dewatering activities, drainage feature installation, mast arms, canal dredging, lighting feature installation, etc. The summary should highlight the Proposer's use of safety in design, technology, project management, or equipment as applied to the referenced contracts/ projects.

3. WORK PLAN

a. Sample Level I & II Contamination Assessment:

(0-20 points)

During a FDOT design phase on an intersection improvement. The FDOT design engineer decided to include a right turn lane from southbound to westbound at the northwest corner where currently a Bank is located. The improvement included adding a drainage structure just before the approach with associated piping at a depth of eight feet and the water table was at six and a half feet below land surface (bls).

Please provide **One (1) page** summary of the Level I contamination assessment or a desktop review you will undertake to identify the site conditions.

During the corridor desk top review, you find that petroleum contamination plume is extending into the FDOT Right-of-Way (ROW), with soil contaminants above the SCTL's and groundwater contaminants above the GCTL's.

Based on the above information, provide the following:



- **One (1) page** a Work Plan which sets forth the estimated staff-hours for each skill classification that will be utilized to perform the assessment needed to address the roadway improvement work.
- **One (1) page** Figure with the proposed assessment layout.
- **One (1) page** discussion on how the petroleum contamination present could impact a roadway improvement project during the design and construction phase.

b. Sample Level III Construction & Remediation Support: (0-15 points)

During a FDOT Construction project which involved roadway widening and drainage installation, FDOT ROW department has one last task to complete before turning the ROW back to the construction department. The last task was to remove the former fuel station facility which included the full fuel system, vehicular lift, used oil tank, the station building, canopy, and any other structures within the property. The CAR contractor had to coordinate with the ROW Demo contractor and the timeline was driven by the construction contractor which allowed for a one-month timeframe to complete the work.

Provide a **One (1)** page summary which explain the process and coordination needed to meet the deadline.

c. Sample ACM and MBC CAR Support: (0-10points)

Discussion and summary should not exceed **Four (4) pages**.

- Please describe your interpretation of the EPA NESHAP regulation within Section 10.4 of the FDOT Construction Project Administration Manual (CPAM) as it relates to bridges/structures and their potential impact to transportation projects.
- Please describe what is your understanding of the contractor's responsibility as it pertains to the Standard Specifications for Road and Bridge Construction (Standard Specs) Section 110-2.4 and 10.4.4.2 of the FDOT CPAM) regarding ACM and section 110-5.2.2 regarding MBC.
- Provide health and safety procedures to protect roadway construction contractor, FDOT Right of Way and waterbodies when working around Asbestos and MBC related activities?
- Please provide a list of contractors and subcontractors planned for use on facilities containing ACM and MBC testing and abatement. Please include the length of time of the business relationship your firm has with any proposed asbestos contractors or subcontractors and a discussion of related projects you have executed together.

## 22.4 Presenting the Proposal

Technical Proposals must not exceed seventeen (17) pages in length, excluding resumes, certificates, licenses, organizational charts, pictures, and indexes. If a Technical Proposal exceeds 17 pages, excluding resumes, certificates, licenses, and indexes, the pages over 17 will not be provided to the Technical Review Committee for evaluation. The proposal shall be limited to a page size of eight and one-half by eleven inches (8½" x 11"). Type size shall not be less than 11-point font. The Proposer is encouraged to limit the Executive Summary to no more than one (1) pages. The Proposer shall limit the resumes to two (2) page per person. Pages of individual resumes in excess of two (2) pages will not be supplied to the Technical Review Committee. The proposals should be indexed and all pages sequentially numbered. Bindings and covers will be at the Proposer's discretion.

Unnecessarily elaborate special brochures, artwork, expensive paper, and expensive visual and other presentation aids are neither necessary nor desired.

It is recognized that existing financial reports, documents, or brochures, such as those that delineate the

Proposer's general capabilities and experience, may not comply with the prescribed format. It is not the intent to have these documents reformatted and they will be acceptable in their existing form.

### **23) "DRUG-FREE WORK PLACE" PREFERENCE**

Whenever two or more bids which are equal with respect to price, quality, and service are received, the Department shall determine the order of award first in accordance with section 295.187(4), Florida Statutes, giving preference to "Veteran Business Enterprise" then to bid responses from vendors that certify the business has implemented a drug-free workplace program in accordance with Section 287.087, Florida Statutes. The "Drug-Free Workplace Program Certification" must be completed and submitted with the bid response to be eligible for this preference.

### **24) COPYRIGHTED MATERIAL**

Copyrighted material will be accepted as part of a technical proposal only if accompanied by a waiver that will allow the Department to make paper and electronic copies necessary for the use of Department staff and agents. It is noted that copyrighted material is not exempt from the Public Records Law, Chapter 119, Florida Statutes. Therefore, such material will be subject to viewing by the public, but copies of the material will not be provided to the public.

### **25) ATTACHMENT TO RFP SUBMITTAL - CONFIDENTIAL MATERIAL**

The Proposer must include any materials it asserts to be exempted from public disclosure under Chapter 119, Florida Statutes, in a separate bound document labeled "Attachment to Request for Proposals, Number DOT-RFP-22-4004-CF - Confidential Material". The Proposer must identify the specific Statute that authorizes exemption from the Public Records Law. Any claim of confidentiality on materials the Proposer asserts to be exempt from public disclosure and placed elsewhere in the proposal will be considered waived by the Proposer upon submission, effective after opening.

### **26) COSTS INCURRED IN RESPONDING**

This Request for Proposal does not commit the Department or any other public agency to pay any costs incurred by an individual firm, partnership, or corporation in the submission of a proposal or to make necessary studies or designs for the preparation thereof, nor to procure or contract for any articles or services.

### **27) ELECTRONIC SUBMISSION OF PROPOSALS: (DO NOT SEND BY MAIL, OR DELIVER IN PERSON)**

Please follow the below instructions for the submittal of electronic proposals, failure to do so may result in your proposal being found non-responsive. Non-responsive proposals will not be evaluated.

- a) Subject line must show: DOT-RFP-22-4004-CF
- b) Email shall contain two, separate files and be marked as follows:

PART I: TECHNICAL PROPOSAL NUMBER DOT-RFP-22-4004-CF:  
(One Separate Document for Technical)

PART II: PRICE PROPOSAL NUMBER DOT-RFP-22-4004-CF:  
(One Separate Document for Prices)

THE SEPARATE DOCUMENTS MAY BE E-MAILED TOGETHER OR SEPARATELY.

- c) Documents shall be submitted in portable document format (PDF) and have a size limit of 25MB.
- d) The body of the email shall not contain any information

e) Proposals shall be submitted to: [D4.Purch@dot.state.fl.us](mailto:D4.Purch@dot.state.fl.us)

It is the proposer's responsibility to assure that the proposal is delivered to the proper place **on or before** the Proposal Due date and time (See Introduction Section 2 Timeline). Proposals which for any reason are not so delivered, will not be considered.

## **28) MODIFICATIONS, RESUBMITTAL AND WITHDRAWAL**

Proposers may modify submitted proposals at any time prior to the proposal due date. Requests for modification of a submitted proposal shall be in writing and must be signed by an authorized signatory of the proposer. Upon receipt and acceptance of such a request, the entire proposal will be returned to the proposer and not considered unless resubmitted by the due date and time. Proposers may also send a change in a sealed envelope to be opened at the same time as the proposal. The RFP number, due date and time should appear on the envelope of the modified proposal.

## **29) PROPOSAL OPENING**

All proposal openings are open to the public. Technical Proposals will be opened by the Department at the date, time, and location in the Timeline (See Introduction Section 2 Timeline). Price Proposals, which have a corresponding responsive Technical Proposal, will be opened by the Department at the date, time, and location in the Timeline (See Introduction Section 2 Timeline).

## **30) PROPOSAL EVALUATION**

### **30.1 Evaluation Process:**

A Technical Review Committee (TRC) will be established to review and evaluate each proposal submitted in response to this Request for Proposal (RFP). The TRC will be composed of at least three (3) persons who collectively have experience and knowledge in the program areas and service requirements for which the commodities and/or contractual services are sought.

The Procurement Office will distribute to each member of the TRC a copy of each technical proposal. The TRC members will independently evaluate the proposals on the criteria and point system established in the section below entitled "Criteria for Evaluation" in order to assure that proposals are uniformly rated. Due to the complexity of certain procurements, the TRC members are authorized to consult with subject matter experts for the purpose of gathering information, if needed. The independent evaluations will be sent to the Procurement Office and averaged for each vendor. Proposing firms must attain an average score of seventy (70) points or higher on the Technical Proposal to be considered responsive. Should a Proposer receive fewer than seventy (70) points for their average Technical Proposal score, the Price Proposal will not be opened.

During the process of evaluation, the Procurement Office will conduct examinations of proposals for responsiveness to requirements of the RFP. Those determined to be non-responsive will be automatically rejected.

### **30.2 Oral Presentations THERE ARE NO ORAL PRESENTATIONS FOR THIS PROJECT.**

### **30.3 Price Proposal**

The Proposer shall complete the Price Proposal form and submit as part of the Price Proposal Package. Any proposal in which this form is not used or in which the form is improperly executed may be considered non-responsive and the proposal will be subject to rejection. The vendor's completed form shall become a part of the contract upon award of the contract.

The Procurement Office will open Price Proposals in accordance with Section 29, Proposal Openings. The Procurement Office and/or the Project Manager/TRC will review and evaluate the price proposals and prepare a summary of its price evaluation. The Procurement Office and/or the Project Manager/TRC will assign points based on price evaluation criteria identified herein.

### 30.4 Criteria for Evaluation

Proposals will be evaluated and graded in accordance with the criteria detailed below.

a. Technical Proposal (100) Points)

Technical evaluation is the process of reviewing the Proposer's response to evaluate the experience, qualifications, and capabilities of the proposers to provide the desired services and assure a quality product.

The following point system is established for scoring the technical proposals:

	<u>Point Value</u>
1. Management Plan	37
2. Technical Plan	18
3. Work Plan	45

b. Price Proposal (43) Points)

Price evaluation is the process of examining a prospective price without evaluation of the separate cost elements and proposed profit of the potential provider. Price analysis is conducted through the comparison of price quotations submitted.

The criteria for price evaluation shall be based upon the following formula:

$$\underline{(\text{Low Price} / \text{Proposer's Price}) \times \text{Price Points} = \text{Proposer's Awarded Points}}$$

### 31) POSTING OF INTENDED DECISION/AWARD

31.1 The Department's decision will be posted on the Florida Vendor Bid System, at [http://myflorida.com/apps/vbs/vbs\\_main\\_menu](http://myflorida.com/apps/vbs/vbs_main_menu), on the date and time in the Timeline, and will remain posted for a period of seventy-two (72) hours. Any proposer who is adversely affected by the Department's recommended award or intended decision must file the following with the Department of Transportation, Clerk of Agency Proceedings, Office of the General Counsel, 605 Suwannee Street, Mail Station 58, Tallahassee, Florida 32399-0450:

1. A written notice of protest within seventy-two (72) hours after posting of the Intended Award, (the notice of protest may be Faxed to 850-414-5264), and
2. A formal written protest and protest bond in compliance with Section 120.57(3), Florida Statutes, within ten (10) days of the date on which the written notice of protest is filed. At the time of filing the formal written protest, a bond (a cashier's check or money order may be accepted) payable to the Department must also be submitted in an amount equal to one percent (1%) of the estimated contract amount based on the contract price submitted by the protestor.

Failure to file a protest within the time prescribed in 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.

### 31.2 - Inability to Post:

If the Department is unable to post as defined above, the Department will notify all proposers by electronic notification on the Florida Vendor Bid System (see special condition 31.1, above) and/or telephone. The Department will provide notification of any future posting in a timely manner.

### 31.3 - Request to Withdraw Proposal:

Requests for withdrawal will be considered if received by the Department, in writing, within seventy-two (72) hours after the price proposal opening time and date. Requests received in accordance with this provision will be granted by the Department upon proof of the impossibility to perform based upon obvious error on the part of the proposer.

## **32) AWARD OF THE CONTRACT**

Services will be authorized to begin when the Vendor receives the following document(s), as appropriate, indicating the encumbrance of funds and award of the contract:

- a) a Standard Written Agreement executed by both parties, and Notice to Proceed, issued by the Project Manager.

## **33) RENEWAL**

This Contract may not be renewed.

## **34) ATTACHED FORMS**

Price Proposal Form  
Drug-Free Workplace Program Certification (Form 375-040-18)  
Anticipated DBE Participation Statement (Form 375-040-63)  
Bid Opportunity List (Form 375-040-62)  
Vendor Certification Regarding Scrutinized Companies Lists (Form 375-030-60)  
Appendix I Terms for Federal Aid Contracts

## **35) TERMS AND CONDITIONS**

### **35.1 General Contract Conditions (PUR 1000)**

The State of Florida's General Contract Conditions are outlined in form PUR 1000, which is a downloadable document incorporated into this RFP by reference. Any terms and conditions set forth in this RFP document take precedence over the PUR 1000 form where applicable.

<http://www.dms.myflorida.com/content/download/2933/11777/1000.pdf>

The following paragraphs do not apply to this solicitation:

Paragraph 31, Dispute Resolution - PUR 1000

Paragraph 40, PRIDE – PUR 1000, when federal funds are utilized.

### **35.2 General Instructions to Respondents (PUR 1001)**

The State of Florida's General Instructions to Respondents are outlined in form PUR 1001, which is a downloadable document incorporated into this RFP by reference. Any terms and conditions set forth in this RFP document take precedence over the PUR 1001 form where applicable.

<http://www.dms.myflorida.com/content/download/2934/11780/1001.pdf>

The following paragraphs do not apply to this solicitation:

Paragraph 3, Electronic Submission – PUR 1001

Paragraph 4, Terms and Conditions – PUR 1001

Paragraph 5, Questions – PUR 1001

### **35.3 MFMP Purchase Order Terms and Conditions**

All MFMP Purchase Order contracts resulting from this solicitation will include the terms and conditions of this solicitation and the State of Florida's standardized Purchase Order Terms and Conditions, which can be found at the Department of Management Services website at the following link:

[http://www.dms.myflorida.com/content/download/117735/646919/Purchase\\_Order\\_Terms\\_Sept\\_1,\\_2015\\_.pdf](http://www.dms.myflorida.com/content/download/117735/646919/Purchase_Order_Terms_Sept_1,_2015_.pdf)

Section 8(B), PRIDE, is not applicable when using federal funds.

### **36) ORDER OF PRECEDENCE**

All responses are subject to the terms and conditions of this solicitation, which, in case of conflict, shall have the following order of precedence listed:

- Standard Written Agreement
- Appendix I (Terms for Federal Aid Contracts)
- Instructions to Respondents (PUR 1001)
- General Conditions (PUR 1000)
- Introduction Section

### **37) BUDGETARY LIMITATION**

The Department has a total maximum budgetary amount of \$4,980,000.00 for the contract resulting from this solicitation.

RFP CHECKLIST  
(DOES NOT NEED TO BE RETURNED WITH YOUR PROPOSAL)

This Checklist is provided as a guideline, only, to assist Proposers in the preparation of their RFP response. Included are some important matters that the proposer should check. This checklist is just a guideline and is not intended to include all matters required by the RFP. Proposers are responsible to read and comply with the RFP in its entirety.

Check off each the following:



- 1 The Price Proposal has been completed, as specified, and enclosed in the RFP response.
- 2 The Federal Employers Identification Number or Social Security Number has been entered in the space provided.
- 3 The “Drug-Free Workplace Program Certification” form has been read, signed, and enclosed in the RFP response, if applicable.
- 4 “Scrutinized Companies Lists” certification form has been read, signed, and enclosed in the RFP price proposal.
- 5 The “Bid Opportunity List” and the “DBE Participation Statement” form has been read, completed, and enclosed in the RFP response, if applicable.
- 6 The Scope of Services, Exhibit “A”, has been thoroughly reviewed for compliance to the RFP requirements.
- 7 The Technical Proposal (one (1) original and the specified number of copies) has been completed, as specified, and enclosed in the RFP response.
- 8 A letter from a surety company to document your ability to obtain the required Performance Bond, as per Section 12 of the Special Condition, is included in the Technical Proposal (if applicable).
- 9 The [http://myflorida.com/apps/vbs/vbs\\_www.main\\_menu](http://myflorida.com/apps/vbs/vbs_www.main_menu) website has been checked and any Addendums posted have been completed, signed, and included in the RFP response.
- 10 The RFP response must be received, at the location specified, **on or before** the Opening Date and Time designated in the RFP.
- 11 Electronic Submission of Proposal guidelines laid out in Special Condition 27 are strictly followed.