

**TOWN OF INDIAN SHORES FINANCE DEPARTMENT REQUEST FOR
STATEMENT OF QUALIFICATIONS FOR A NEW TOWN MUNICIPAL CENTER
RFQ NO.: 200**

Sealed Statements of Qualifications will be received by the Town of Indian Shores, at the Indian Shores Town Hall, located at 19305 Gulf Blvd., until February 12, 2010, 1:00 p.m. Sealed qualification responses will be publicly opened and read aloud in the conference room, Indian Shores Town Hall. Qualification Statements received after the specified time will not be considered and will be returned unopened. The time and date will be scrupulously observed.

All firms responding to this request will be notified in writing as to the final outcome of the process. It is anticipated that the short list will be announced on February 26, 2010 at 1:00 p.m.

The contract will be awarded on March 30, 2010 at 2:00 p.m. during the Town Council Meeting.

RFQ information is available from the Building Department, 727-517-3940. The RFQ is also located at <http://www.myindianshores.com/NewMunicipalCenter.shtml>

Note: All prospective respondents are hereby cautioned not to contact any member of the Town of Indian Shores Town Council, Town Staff, or Officials other than the specified contact person concerning this project.

Contact:
Lawrence G. Nayman
Building Code Administrator
Phone: 727-517-3940

Any questions on the RFQ should be faxed to 727-595-2352. All questions as answered will be posted on the Town Website which is referenced above.

A. PROJECT DESCRIPTION

The Town of Indian Shores, in Pinellas County, Florida, is qualifying firms to provide General Construction Services for a new 22,000 square foot Municipal Building, which will be located at 19305 Gulf Blvd., Indian Shores, Florida. The selected General Contractor will be responsible for project permitting and construction of a three story over parking, air conditioned office/assembly space.

The Design Professional for this project is:

ARC3 Architecture, Inc.
6671 13th Avenue North, Suite 1C
St. Petersburg, Florida 33710

B. SELECTION PROCESS

Selection of a General Contractor will be as follows:

Stage 1 – Request for Statement of Qualification (this document)

1. Interested firms will submit qualifications in response to this RFQ.
2. The Town of Indian Shores Selection Committee will develop a short list (a minimum of three respondents) of the most qualified firms based on qualifications and team experience. The evaluation form is included in this Request for Qualification (RFQ) for your information.

Stage 2 – Proposal (future document)

1. Short listed firms will be provided with the Construction Documents and will be asked to provide an overall master schedule and a detailed cost proposal. A meeting will be held with all of the Submitters in order to assist with this process.
2. The Selection Committee will meet each of the short listed firms to hear a presentation as to why their proposal is the best choice for the Town of Indian Shores and to allow the Selection Committee to ask questions to obtain a better understanding of the proposal.
3. The selection committee will evaluate the proposed schedule and cost proposals and rank the firms in accordance with the Consultant's Competitive Negotiation Act (CCNA), Florida Statute 287.055.
4. Town staff will negotiate with the number one ranked firm.
5. Final selection will be based upon best value for the Town of Indian Shores as recommended by the Selection Committee and approved by the Town of Indian Shores Town Council.

C. TIMELINE

The estimated timeline for this process is as follows:

Stage I – Request for Statement of Qualifications

RFQ Announcement:	January 18, 2010
RFQ Due Date:	February 12, 2010
RFQ Short List:	February 26, 2010

Stage 2 – Proposal for New Town Municipal Building

Proposal Announcement:	March 1, 2010
Proposal/Presentations Due:	March 18, 2010
Contract Award:	March 30, 2010

The Selection Committee consists of five (5) members from town staff and Town Council. The Town prohibits any discussion with the Selection Committee members or any other member of the Town of Indian Shores Town Council, Town Staff, or Officials other than the specific contact person concerning this project during the selection process except during the public meetings held to consider the Qualifications Statements. All questions concerning this selection process or this document, and protests, or appeals of the decision of the Selection Committee must be addressed in writing to Larry G. Nayman, Building Code Administrator.

Questions shall be received no later than ten (10) calendar dates prior to the response opening date. All questions will be answered via formal addenda in writing to all interested parties.

INSTRUCTIONS TO SUBMITTERS

1. Submitters are expected to examine this document carefully. Deviations, changes, modifications or failures to follow these instructions can, and in some instances shall render the submission non-responsive and ineligible for further consideration.
2. The respondent shall deliver one (1) original and six (6) sealed copies of their qualifications statement in a sealed envelope marked: RFQ 200, Construction for a New Town Municipal Center on the outside of the envelope.
3. The Town of Indian Shores reserves the right to reject any and all of the qualification statements or waive any informality in such submissions. The Town may determine, in its sole discretion, that it is not in the public interest to continue the solicitation and/or review of the submissions. In the event of rejection of a submission, the Town shall not be liable for any costs incurred in connection with the preparation and submittal of the statement.
4. Submissions may be withdrawn prior to submission due date by written or faxed request dispatched by the submitter and received by the Town before the time for receiving submissions has expired.
5. The Town reserves the right to request clarification of information submitted and to request additional information of one or more submitters after the deadline for receipt of Submissions.
6. Costs for preparation of the response to this RFQ are solely those of the submitter and the Town assumes no responsibility for any such costs incurred by the submitter.
7. The submittal is limited to 40 pages, excluding the cover, table of contents and divider pages.
8. No oral interpretation of this RFQ shall be considered binding. The Town shall be bound only when such statements are written and executed under the authority of the Purchasing Division. Any and all interpretations and any supplemental instructions will be in the form of written addendum, which, if issued, will be sent by mail and/or faxed and/or e-mailed to all registered submitters. A copy may be obtained from the Town where the documents are to be distributed. Failure of any submitter to receive such addendum shall not relieve said submitter from any obligation under the RFQ. All addenda issued shall become part of the contract documents.
9. All submissions must be manually and duly signed by an authorized corporate officer, principal, or partner (as applicable) with a signature in full on the Statement of Interest and Introduction (see Form of Submittal below). Obligations assumed by such signature must be fulfilled. Submitters who are nonresident corporations shall furnish to the Town a certified copy of their permit to transact business in the State of Florida along with their RFQ.
10. This RFQ does not constitute an agreement or contract with the submitter.

11. Any submitter who presents in its RFQ to the Town, any information which is determined by the Town, in its sole opinion, to be substantially inaccurate, misleading, exaggerated, or incorrect, may be disqualified from consideration.
12. The recommended shortlist of firms will be posted for review by any interested parties on the Town Website. Failure to file a formal protest within the 72 hours of the purchasing proceedings shall constitute a waiver of the protest option by submitter.
13. All technical questions or concerns regarding this Request for Qualifications must be submitted in writing to Lawrence G. Nayman, Building Code Administrator, Town of Indian Shores, 19305 Gulf Blvd., Indian Shores, FL 33785.

All questions as answered will be posted on the Town Web Site at
<http://www.myindianshores.com/NewMunicipalCenter.shtml>

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Drug Free Workplace: All firms submitting Statement of Qualifications shall certify that the firm has a drug free workplace policy in accordance with Florida Statute 287.087. Failure to submit this certification may result in the rejection/disqualification of your firm's submittal.

Certification: All firms submitting Statement of Qualifications must be fully insured including professional liability and errors and omission insurance. Copy of insurance certificate shall be furnished to the Town prior to final execution of the contract.

Public Records: Upon award recommendation or ten (10) days after closing, submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposals must invoke the exemptions for disclosure provided by law in the response to the State of Qualifications and must identify the data or other materials to be protected and must state the reasons why such exclusion from public disclosure is necessary. The submission of a proposal authorizes release of your firm's credit data to the Town of Indian Shores.

FORM OF SUBMISSION

The following information shall be provided in a tabular format and organized in the order set forth below:

1. Statement of Interest and Introduction - The respondent will provide a letter, on letterhead, not exceeding two pages and signed by an authorized corporate officer, principal, or partner, which serves as a statement of interest and introduction to the submittal.
2. Business/Firm History and Information - A brief narrative, not exceeding two pages, of the corporate history of the respondent. This history should clearly identify your organization's general and local Florida government experience in providing the services requested. Be specific as to the number of years providing the specific services requested. Identify the type of business entity involved (e.g.; sole proprietorship, partnership, corporation, joint venture, etc.), and the location of the firm's management. Identify whether the business entity is incorporated in Florida, another state, or a foreign country. If a corporation, provide a copy of the certification from the Florida Secretary of State verifying corporate status and good standing. Include a copy of the business license and the Federal Employer Identification Number. Provide a copy of State of Florida Certified Minority Business Enterprise if applicable.
3. Qualifications and Experience of the Project Team - A description, not exceeding five pages, of the proposed project team including names and titles; clearly identify the proposed role in the project team for each person. Provide a current organization chart of the team and identify each principal of the firm and any other key personnel who will be professionally associated with the project. For each person named (not exceeding two pages each), a brief description of qualifications will include at minimum, the professional qualifications for each person, and a summary of experience on projects similar to that described by this RFQ including services provided and the dates of such experience. Include experience with local governments and other public entities. Also, identify the role the aforesaid individuals will assume in the contract, and describe their accessibility and availability during the course of the contract. Outline any public involvement that may have been incorporated in the similar projects.
4. Quality Control and Adverse Litigation - Include a descriptive statement, not exceeding two pages, of the firm's quality control/quality assurance procedures, including the qualifications of the person(s) responsible for quality assurance. If sub-consultants are involved, this statement will address the lead firm's procedures relative to the sub-consultants. Include a statement, not exceeding one page, as to the firm's and individual's membership in professional organizations or associations. List (not exceeding one page) any regulatory or license agency sanctions that you may have against you. Provide a summary (not exceeding two pages) of any litigation, arbitration, claim(s), or contract dispute(s) filed by, or against, the firm in the past ten (10) years which are related to the services that you provide in the regular course of business including the nature of the litigation, arbitration, claim, or contract dispute, a brief description of the case, the outcome or projected outcome, and the monetary amounts involved.
5. Approach to the Project - A statement of approach to the project described herein not exceeding ten (10) pages of narrative. If desired, this section may include up to five (5) additional pages of sketches, drawings or other graphic material if required to explain, clarify or demonstrate the firm's approach to the project. This section should begin with an introductory and overview section that describes the firm's understanding of the project. The body of the statement of approach should describe the firm's method of addressing the requirements of the project. Describe your understanding of the Town needs, your approach to providing the described services, any specialized skills available, and any special considerations or possible difficulties in providing the described services. Provide a statement addressing how concerns about quality versus cost will be resolved, and how the cost of various options will be addressed. Provide a statement as to your ability to stay within the budget requirements and what methods will be used to assure that the budget is not exceeded. A statement of the firm's capacity to perform the work within the required schedule. This should take the form of either narrative or chart which describes the available time for the proposed project team throughout the expected time frame for

the project and which represents a commitment by the responding firms to allocate the necessary resources to the project.

6. Estimate of Cost per Square Foot and Time to Construct – Provide an estimated cost per square foot based on the provided schematic building drawing package. Provide an estimated time to construct the project based on your firm’s knowledge of available materials and permitting.
7. Workload - Provide a listing of recent, current and projected workloads of the firm including a graph or other informational diagram/format indicating the allocated and available man-hours. Indicate availability of staff to the Town and identify any other governmental agencies currently being represented in the State of Florida. The information will be considered by the Town with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principal of selection of the most highly qualified firms.
8. Existing Relationships - Identify (not to exceed one page) any existing relationships that might affect, either positively or negatively, your ability to perform the services requested. Specify the party, nature of the relationship, and how you would resolve any conflicts.
9. Acceptance of Conditions - Provide evidence of financial and insurance status including the financial capability to undertake a project of this magnitude. Show the respondent’s ability to obtain and maintain liability insurance, malpractice, and construction phase coverage. Explain if any such coverage has been cancelled and if anyone has recovered against the coverage. Accept that the Town reserves the right to ask for further information from the respondent, either in writing or orally, and requests will be addressed by the Town to that person(s) authorized by the respondent to represent the same. Accept that the Town reserves the sole right to judge the respondent’s representations, either written or oral, as to their veracity, substance, and relation to this particular project scope. Accept that the Town is bound by Section 119, Florida Statutes, “Florida Public Records Act”. The Act specifies that virtually all memorialized (written) information is in the public domain, and available to any person requesting it unless the information qualifies as an exception to the Act, or is otherwise exempt under state or federal law. Any written information, as defined by the Act, that is provided to the Town pursuant to the Qualifications Statement Instructions or any ensuing contract for services and materials would probably not be the Town’s to keep confidential. The respondent therefore agrees that at any time that the respondent’s written materials may be in the Town’s possession; the respondent shall make no demand or request that the Town take a legal position in regard to such materials that, in the Town’s sole discretion, is contrary to the Act or any other Florida law.

STAGE 1 – EVALUATION OF QUALIFICATIONS

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A	Statement of Interest and Introduction:			Included	<input type="checkbox"/>
B	Business/Firm History			0 – 10	_____
	Low	Medium	High		
	(1-4)	(5-7)	(8-10)		
C	Qualifications and Experience of Team			0 – 25	_____
	Low	Medium	High		
	(1-7)	(8-16)	(17-25)		
D	Quality Control and Adverse Litigation			0 – 10	_____
	Low	Medium	High		
	(1-4)	(5-7)	(8-10)		
E	Approach to the Project			0 – 25	_____
	Low	Medium	High		
	(1-7)	(8-16)	(17-25)		
F	Estimate of Cost per Square Foot and Time to Construct			0 - 20	_____
	Low	Medium	High		
	(1-6)	(7-13)	(14-20)		
G	Workload			0 – 10	_____
	Low	Medium	High		
	(1-4)	(5-7)	(8-10)		
H	Existing Relationships			Included	<input type="checkbox"/>
I	Acceptance of Conditions			Included	<input type="checkbox"/>

Total Score:

Notes:

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DRUG FREE WORKPLACE CERTIFICATION

In order to have a drug-free workplace, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid/proposal a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid/proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person to sign the statement, I certify that this firm complies fully with the above requirements.

Company Name (please print)

Authorized Signature