

REQUEST FOR PROPOSAL



Design-Build of New White Substation

RFP# ELE/190641
REQUEST FOR PROPOSAL

TITLE: **Design-Build of New White Substation**

DUE: **November 14, 2019, by or before 2:00 PM EST**

ISSUING OFFICE: City of Ocala Procurement Department, Eileen Marquez, Buyer, 110 SE Watula Avenue, 3rd Floor, Ocala, Florida, 34471, emarquez@ocalafl.org.

The City will receive submittals until the time and date cited above. Only submittals received electronically on www.bidocala.com by the correct time and date will be recorded. Proposer is to upload one (1) electronic submittal package on www.bidocala.com for evaluation.

Anti-Collusion Statement/Public Domain

I, the submitting proposer, have not divulged, discussed, or compared this Request for Proposals with any other proposer and have not colluded with any other proposer in the preparation of this proposal in order to gain an unfair advantage in the award of this contract. I acknowledge all information contained herein is part of the public domain as defined in the Public Records Act, Chapter 119, F.S.

IMPORTANT NOTE: Please see Section 6. Any bidder/proposer violating anti-lobbying will have their proposal rejected, and will not be considered further.

1. GENERAL INFORMATION

- 1.1. **As a condition of submitting a proposal, firms must contact the buyer before the bid deadline with any exceptions to the City's standard published terms and conditions. Failure to do this is cause for your proposal being rejected.**
- 1.2 The City of Ocala is seeking proposals from professional design-build teams to provide all labor, materials and provisions necessary to produce conceptual designs, final design, construction documents and construction of the new White Substation facility, located at 1101 SE 1st Terrace, Ocala, FL, 34471.
- 1.3 All dates and information contained herein may be extended, changed, or updated within the listing at www.bidocala.com. **Proposers are responsible for verifying all listing information before submitting a proposal to the RFP.**

2. **INSTRUCTIONS TO RESPONDING FIRMS:**

- 2.1 All proposals must be electronically submitted by or before **2:00 p.m. EST** on **November 14, 2019**, at www.bidocala.com under the appropriate listing.
- 2.2 Proposals may not be submitted by any other means other than as described in Section 2.1. The City will not accept proposals sent by U.S. Mail, private couriers, fax or email.
- 2.3 Any proposals received after the stated time and date will not be considered.
- 2.4 **Selection may be made directly from the Request for Proposals.** Some or all of the responding firms may be requested to provide written or oral technical proposals, or both, for the ranking process. After the ranking of the proposers, the contract will be negotiated in accordance with Florida Statutes and this RFP.
- 2.5 All materials submitted as response to this RFP shall become the property of the City.

3. **TIME SCHEDULE**

- 3.1 The City will attempt to use the following time schedule which will result in selection of a proposer.

Description	Date
Pre-proposal Meeting (Non-mandatory) at 10:00 AM	October 2, 2019
All written questions and inquiries are due by 5:00 PM EST	November 11, 2019
Proposals due by or before 2:00 PM EST	November 14, 2019
Evaluation Committee Meeting	TBD
Shortlisted Firms - Interviews/Presentations	TBD, if necessary
City Council Approval Date	TBD

NOTE: These dates are estimated dates only and subject to change.

3.2 **Pre-Proposal Meeting (Non-mandatory)**

There will be a non-mandatory pre-proposal meeting and site visit scheduled for this project on **October 2, 2019 at 10:00 AM** at Ocala Electric Utility conference room, 1805 NE 30th Avenue, Building 400, Ocala, FL 34470. Following the meeting a site visit to White Substation will be held at 1101 SE 1st Ter Ocala, FL. 34471.

- A. Questions and requests for clarification regarding this Request for Proposal must be submitted electronically via www.bidocala.com. Responses will be made electronically and posted online. It is the responsibility of the proposers to check for updates.

4. AWARD

- 4.1 The City reserves the right to accept or reject any or all proposals.
- 4.2 The City reserves the right to waive any irregularities and technicalities and may, at its sole discretion, request a clarification or other information to evaluate any or all proposals.
- 4.3 The City will negotiate an agreement with the highest rated proposer. If an agreement cannot be reached with the highest rated proposer, the City reserves the right to negotiate with the next highest proposer (or subsequent proposers) until an agreement is reached.
- 4.4 The City reserves the right, prior to City Council approval, to cancel or terminate this RFP, any negotiations, or the proposed agreement, without penalty.

5. INQUIRIES

- 5.1 Any and all questions must be submitted to the Procurement Department electronically via www.bidocala.com. Responses will be made electronically and posted online. It is the responsibility of the proposers to check for updates.
- 5.2 If necessary, an addendum will be posted on the www.bidocala.com website.
- 5.3 It is our standard policy no addendum will be issued later than three (3) calendar days prior to the date for receipt of proposals, except an addendum withdrawing the request for proposals or one which includes postponement of the date for receipt of proposals.
- 5.4 No verbal or written information which is obtained other than by information in this document or by addendum to this request will be binding on the City.

6. LOBBYING

- 6.1 PROPOSERS ARE HEREBY ADVISED THAT CONTACT IS NOT PERMITTED WITH ANY CITY PERSONNEL OR BOARD MEMBER RELATED TO, OR INVOLVED WITH THIS REQUEST. ALL ORAL OR WRITTEN INQUIRIES MUST BE DIRECTED THROUGH THE ASSIGNED PROCUREMENT PERSONNEL.
- 6.2 LOBBYING IS DEFINED AS ANY ACTION TAKEN BY AN INDIVIDUAL, FIRM, ASSOCIATION, JOINT VENTURE, PARTNERSHIP, SYNDICATE, CORPORATION, AND ALL OTHER GROUPS WHO SEEK TO INFLUENCE THE GOVERNMENTAL DECISION OF A CITY COUNCIL MEMBER OR ANY CITY PERSONNEL AFTER ADVERTISEMENT AND PRIOR TO THE CITY COUNCIL VOTE ON THE AWARD OF THIS CONTRACT.

6.3 ANY PROPOSER OR ANY INDIVIDUALS THAT LOBBY ON BEHALF OF PROPOSER DURING THE TIME SPECIFIED WILL RESULT IN REJECTION / DISQUALIFICATION OF SAID REQUEST FOR PROPOSALS.

7. CITY OF OCALA PROTEST POLICY

7.1 ANY PROPOSER WHO IS ADVERSELY AFFECTED BY THE RECOMMENDED AWARD MAY FILE A PROTEST WITHIN THE TIME PRESCRIBED IN THE CITY OF OCALA PROCUREMENT POLICY LOCATED AT <http://www.bidocala.com/vendor-resources/>. FAILURE TO POST BOND WITH THE CITY OR TO ADHERE STRICTLY TO THE REQUIREMENTS OF STATUTES AND CITY OF OCALA RULES PERTAINING TO PROTESTS WILL RESULT IN SUMMARY DISMISSAL BY THE CHIEF FINANCIAL OFFICER FOR THE CITY.

8. PREPARATION AND SUBMISSION

Proposer's response shall be clear, succinct and **not exceed thirty (30) pages, excluding** front covers, a cover letter of up to two (2) pages, and conceptual drawings. Proposers who submit more than the pages indicated may not have the additional pages of the proposal read or considered. Proposals failing to provide sufficient information and assurances of performance to accurately assess each category below, or which fail to comply with the requirements and conditions of the Request for Proposals will not be given further consideration.

At a minimum, the proposal shall include the following sections, in the order below:

- A. **Cover Letter with Proposer Information:** By submitting a response, the proposer is accepting the General Instructions and Conditions of this Request for Proposal.
- i. The Cover Letter will state the name(s) of the person(s) authorized to represent the Design-Build ("D-B") Team in any negotiations, and sign any resulting contract.
 - ii. Include the following in your letter: name of the proposing firm, taxpayer ID number, principals, the contact person's name, mailing or street addresses, phone and fax numbers and email addresses.
 - iii. Provide a brief history of the firm.
 - iv. The Cover Letter will also include a short narrative describing the proposer's understanding of the scope of work and their overall vision for the successful development of the new White Substation.
 - v. A legal representative of the successful firm, authorized to bind the firm in contractual

matters must sign the Cover Letter and the Proposal.

B. **Project Team:** Identify key personnel and their specific project roles. The key personnel description shall include:

- i. Primary contact for design related issues
- ii. Primary contact for construction related issues
- iii. Extent of company's principal members' involvement
- iv. Names of key members who will be performing the work on this project, and:
 - their responsibilities on this project
 - experience on similar or related projects of this size and scope
 - unique qualifications
 - percentage of their time that will be devoted to the entire project
- v. Names of project manager who will be supervising the construction work on this project, and:
 - their responsibilities on this project
 - experience on similar or related projects of this size and scope
 - unique qualifications
 - percentage of their time that will be devoted to the entire project
- vi. Identify the proposer's experience in similar substation projects (size and scope).
 - List all projects completed within the last five years.
- vii. Team qualifications and experience on similar or related projects:
 - qualifications and relevant experience of prime consultant
 - qualifications and relevant experience of sub-consultants, if any
 - project manager's experience with similar projects
 - resources available to perform the work for the duration of the project and other on-going projects

C. **Proposer's Capabilities:** The Proposer and/or team must have extensive experience in the design and construction of new distribution substations. Identify the Proposer's and/or team's experience with similar projects:

- i. Describe three (3) public/private distribution substation projects, whereby one consultant or team completed the design and construction within the last five (5) years.
- ii. Describe those projects which best characterize capabilities, work quality and cost control measures.

- iii. These designs must have included the completion of construction drawings, technical specifications, and construction estimates that led to a constructed project.
- D. **References:** Submit a minimum of three (3) references by completing all of the reference fields on the ProRFx listing. References should be from recent work performed similar to what is being proposed.
- E. **Proposer's Project Understanding, Approach, and Conceptual Design:** Convey a clear understanding of the nature of the work outlined in **Exhibit A - Scope of Work**, and your methodology to accomplish it. Include your preliminary conceptual design renderings.
- F. **Project Schedule:** Include your proposed project schedule, identifying any critical paths, to accomplish the Scope of Work. Discuss the Team's approach for completing the services required for this project within budget and schedule.
- G. **Proposed Budget:** Maximum available budget amount is 3.8 M.
- H. **Summary of Litigation:** Provide a summary of any litigation, claim(s), or contract dispute(s) filed by, or against, the proposer and all principals in the past three (3) years directly related to services related to this RFP that the proposer has been involved in. If no litigation, provide a statement to this effect.
- I. **Quality Control and Assurance:** Discuss Quality Assurance and Quality Control proposed for each phase/deliverable for this project.
- J. **Insurance:** Provide proof of your company's insurance as required in this request or submit a letter of your intention to have the required insurance within ten (10) days of notification by the City.

9. **PROPOSAL EVALUATION PROCESS**

- 9.1 The Selection Committee will be comprised of, at a minimum, three (3) members. The committee may consist of representatives from various and appropriate City departments, boards, and invited citizens.
- 9.2 The committee members will independently score and rank each responsive proposal received in accordance with the evaluation criteria. During the Selection Committee meeting, the committee members will review the proposals and will submit their rankings for compilation of the overall ranking to determine a shortlist.

At that time, dates may be set for conducting interviews with those firms remaining on the short list if there is not a clear #1 ranking. If shortlisted, firms will be notified either

by email and/or telephone of the date and time. Presentation to the selection committee shall be made by the proposer's project manager and any others who will be directly involved in the development of these projects.

- 9.3 The Selection Committee reserves the right to interview any or all proposers and to require a formal presentation with the key people who will administer and be assigned to work on the project. This interview is to be based upon the written proposal received.
- 9.4 The Selection Committee shall negotiate further terms and conditions of an agreement with the highest ranked proposer. If the Selection Committee cannot reach a mutually beneficial agreement with the first selected proposer, the Committee reserves the right to enter into negotiations with the next highest ranked proposer and continue this process until an agreement is reached or the City decides to terminate this RFP.

10. EVALUATION CRITERIA

The Selection Committee shall rank all proposals received, by ordinal rankings, which meet the submittal requirements. The following factors will be considered in ranking the responsive proposals received.

Criteria	Weight
Project team and proposer's capabilities completing similar projects	40%
Project Understanding, Approach, and Conceptual Design	60%
Total	100%

11. CONFLICT OF INTEREST

- 11.1 All firms must list all and any affiliations they have with other firms.
- 11.2 The award hereunder is subject to the provisions of Chapter 112, Florida Statutes, as amended, governing conflict of interest. All proposers must disclose with each proposal the name of any officer, director or agent who is also a public or City employee. Further, all Proposers must disclose the name of any public employee who owns directly or indirectly an interest of five percent (5%) or more in the proposer's firm or any of its branches. City of Ocala municipal employees, appointed persons, and elected officials (herein referred to as "employees") may engage in outside activities and hold financial interests subject to the requirements of City of Ocala Employee Handbook regulations, state law, and federal regulations and law, if applicable. Every employee who is an officer,

director, agent, employee, or owner of a substantial interest in any business entity which does or anticipates doing business with the City of Ocala ("City") must complete an "Officer and Employee Disclosure Statement" and file the statement with the required procurement documents submitted to the respective procurement staff member. A statement must be submitted with every procurement response if the proposer has a disclosure to document. This statement may be obtained at <http://www.bidocala.com/wp-content/uploads/Officer-and-Employee-Disclosure-Statement-and-Intro.pdf>

12. INDEMNIFICATION CLAUSE

The successful Proposer shall indemnify and hold harmless the City of Ocala, its officers, boards, commissions, agents and employees against any and all claims, demands, causes of action, suits, proceedings, damages, costs or liabilities (including costs or liabilities of the City with respect to its employees), of every kind and nature whatsoever, including, but not limited to, damages for injury or death or damages to person or property, regardless of the merit of any of the same, including any attorney fees, accountant fees, expert witness or consultant fees, court costs, per diem, expense traveling and transportation expense, or other costs or expense arising out of or pertaining to the performance of this Agreement by the successful Proposer and for which the Proposer would otherwise be responsible unless resulting from the negligence of City or its officers, boards, commissions, agents, or employees.

13. DISADVANTAGED AND SMALL BUSINESS ENTERPRISE (DSBE) PARTICIPATION

The City encourages DSBE firms to compete for City projects, and also encourages non-DSBE proposers to use DSBE firms as sub-contractors. Use of DSBE sub-contractors is not mandatory but strongly encouraged. Proposers are required to indicate and submit their intention regarding DBE participation in the Sub-Contractor/Sub-Consultant Section. Proposers may also be required to complete a DBE Utilization form.

14. COST INCURRED IN RESPONDING

All costs directly or indirectly related to Request for Proposals preparation, representation or clarification shall be the sole responsibility of and be borne by the proposer.

15. EXHIBITS

- **RFP# ELE/190641 Design-Build - New White Substation**
- **Exhibit A - Scope of Work**

- **Exhibit B – Aerial Picture**
- **Exhibit C - Screen Wall**