

RFP 2023-06
DESIGN BUILD FOR
COA Senior Life Enrichment Center

Baker County Administration
55 North Third Street
Macclenny, FL 32063

RELEASE DATE: Monday, May 8, 2023

DEADLINE FOR QUESTIONS: Thursday, May 25, 2023

RESPONSE DEADLINE: Thursday, June 8, 2023

RESPONSES MUST BE SUBMITTED TO:
Sara Little, County Manager
Baker County Administration
55 North Third Street
Macclenny, FL 32063

Baker County Administration
Design Build for COA Senior Life Enrichment Center

- I. Introduction.....
- II. Project Details.....
- III. Evaluation Criteria
- IV. Vendor Submissions.....

Attachments:

A- Conceptual layout

1. INTRODUCTION

1.1. Summary

Baker County Administration is requesting Statements of Qualifications (SOQ's) for Design Build Firms for RFP 2023-06, Design Build for COA Senior Life Enrichment Center to be received no later than Thursday, June 8, 2023, at 11:00 am.

1.2. Contact Information

Sara Little, County Administration
55 North Third Street
Macclenny, FL 32063
sara.little@bakercountyfl.org
904-259-3613

1.3. Timeline

Issue Invitation to Bid

May 8, 2023

Pre-Bid Meeting (Mandatory)

May 19, 2023, 10:00am

Baker County Administration Office

Commissioner Chambers

55 North Third Street

Macclenny, FL 32063

Deadline for Written Questions

May 25, 2023, 5:00pm

Bid Opening

June 8, 2023, 11:00am

Baker County Administration

2. PROJECT DETAILS

Notice is hereby given that sealed bids will be received until 11:00 A.M. on June 8, 2023, at Baker County Administration Office located at 55 North Third Street, Macclenny, FL 32063 for RFP 2023-06 "Design- Build Construction of COA Senior Life Enrichment Center". Proposals will be opened promptly after the 11:00 A.M. deadline. Late proposals will not be given consideration and shall be returned to the sender unopened.

The Scope of Work consists of a new facility to be constructed as the Baker County Senior Life Enrichment Center. This project is for the construction of a new 60x80 metal building consisting of a commercial kitchen, dining hall, restrooms and two offices. This facility will be located on a shovel-ready site currently owned by Baker County located 9264 Buck Starling Road, Macclenny, FL 32063. Additionally, this project consists of the major features included as the Base Bid.

1. One-story 60x80 metal building consisting of a commercial kitchen, congregate meal dining hall, restroom facilities and office space.
2. Associated onsite site work including selective demolition, paving, and sidewalks, and utilities/utilities connections.
3. **Contractor will be responsible for the design of the project. Conceptual Design will be provided for reference.**

Prime Bidders must be fully licensed to do business in the State of Florida and must have successfully constructed, as a Prime Contractor or Subcontractor, at least two (2) projects of the type of construction proposed for the project and must have been in business as a Contractor for at least three (3) years. The Prime Bidder must have a current Certified General Contractors license at the time the bid is submitted.

There will be a **Mandatory Pre-Bid** conference on May 19, 2023, at 10:00 a.m. at the **Baker County Administration Office, Commission Chambers located at 55 North Third Street, Macclenny, FL 32063.**

All technical questions relative to this project must be submitted *in writing* to Sara Little at sara.little@bakercountyfl.org **no later than 5:00 p.m. May 25, 2023.**

Additionally, bid documents are available from the DemandStar.com, Inc. and www.bakercountyfl.org Check the agency's site for download availability and any applicable fees. Vendors registered with DemandStar.com can download most packages at no cost from their web site – www.demandstar.com.

Baker County reserves the right to accept or reject any or all bids/proposals, waive minor formalities, and to award the bid/proposal that best serves the interests of Baker County. Baker County also reserves the right to award the base bids and any alternate bids in any combination that best suits the needs of the County.

BOARD OF COUNTY COMMISSIONERS
OF BAKER COUNTY, FLORIDA



BY: _____
Sara Little, County Manager

3. EVALUATION CRITERIA

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Company and Personnel Experience	0-100 Points	25 <i>(25% of Total)</i>
2.	Project Approach	0-100 Points	25 <i>(25% of Total)</i>
3.	Innovation	0-100 Points	10 <i>(10% of Total)</i>
4.	Value Added	0-100 Points	10 <i>(10% of Total)</i>
5.	Schedule	0-100 Points	10 <i>(10% of Total)</i>
6.	Price	0-100 Points	20 <i>(20% of Total)</i>

4. VENDOR SUBMISSIONS

4.1. Authorized person(s)*

Please provide the following information for each person(s) authorized to submit a response on behalf of your organization:

Name

Title

Phone Number

Email Address

4.2. Proposal Requirements

1. Solicitation Documents
2. Technical Specifications
3. Design Criteria

4.3. Bid Bond

Each bid shall be accompanied by a certified cashier's check, or bid bond, in the amount of 5% of the total bid price, payable to Baker County Board of County Commissioners, as a guarantee that the bidder, if its bid is accepted, will promptly execute the Agreement. The bidder shall guarantee the total bid price for a period of 120 days from the date of the bid opening.

Submittals must be made to:

Baker County Administration

Sara Little, County Manager

55 North Third Street

Macclenny, FL 32063

Please have the Bidder Name, Contract Title ("Design Build for COA Senior Life Enrichment Center"), and Contract Number ("RFP- 2023-06") listed clearly on the outside of the envelope.

4.4. Contract Execution, Payment Bond, Performance Bond, and Certificate(s) of Insurance

The contract shall be executed by the successful bidder and shall be returned, together with the Payment Bond, Performance Bond and Certificate(s) of Insurance to Baker County Administration so that it is received within **14 working days** after the bidder has received the contract for execution. Failure to do so shall be just cause for forfeiture of the proposal guaranty.

4.5. Statement of Qualifications

Please provide a written State of Qualifications as part of your submittal package

4.6. Pricing Proposal

Please provide a written pricing proposal as part of your submittal package. This information may be submitted on Company letterhead.

4.7. Additional Information

1. Number of Copies. Bids shall be submitted in the following formats: FIVE (5) paper copies of all required forms and documents.
2. Completeness. The County may reject bids that are incomplete, conditional, deficient in any way, or which contain unsolicited additions/alterations.
3. Review Documents. Bidders must review all specifications related to this bid and project. Failure to review all specifications, forms, Contracts, addenda, or other documents shall not relieve a bidder from any obligations contained in this bid or a subsequent Contract with the County.
4. Familiarity with Project Area. Prior to submitting a bid, bidders shall become fully acquainted with the project areas. Please see "Scope of Work" for more detail about the project. Submittal of a bid shall serve as bidder's acknowledgement that they are fully familiar with the service area.
5. Fill-In Required Forms & Seal Envelope. Bidders must accurately and completely fill-in all required bid forms included in this packet. Bidder shall submit all documents listed in this Invitation for Bids. Authorized signatures must be included on forms/documents. Incomplete or missing forms/documents may result in rejection of the bid.
6. Certification. Submittal of a bid shall be deemed as certification that a bidder has fully considered all factors associated with this Invitation for Bids, including any addenda.

7. Project Owner. Baker County Board of County Commissioners owns this project. The County Manager or designee is the County's authorized representative on this project.
8. Verification of Bidder's Capability. The County will verify Bidder's ability to complete the work specified in this bid. The County may, at its sole discretion, determine Bidder's capacity to perform this contract based on, but not limited to, evaluation of the following:
 - a. Comparable prior project experience (particularly ones similar to this project size/scope).
 - b. Financial resources.
 - c. Prior bond history.
 - d. Licensure and certifications.
 - e. Equipment, machinery, and/or facilities.
 - f. Background & references.

Bidders deemed to be unqualified to perform the work may have their bid rejected.

9. Award. County personnel will evaluate the bids. County staff will recommend the best bid to the County Commission based upon selection criteria. The County Commission makes the final decision regarding award or rejection of bids. The County may award a Contract based on bid responses received from bidders without further discussion of such bids with the selected bidder. Therefore, bids should be submitted based on the most favorable terms available.
10. Local Preference. Local preference will be given to the lowest responsive and responsible Local Business when its bid or quote is within five percent (5%) of and does not exceed by more than \$250,000. Vendors desiring to receive preference as a Local Business shall be required to affirmatively state and provide documentation as set forth in the solicitation or as requested by the County in support of their status as a Local Business. Any business entity that fails to submit sufficient documentation as requested by the County shall not be granted local preference. • "Local Business" means an individual entity whose primary residence is within Baker County, Florida; • A partnership entity whose principals are all residents of Baker County, Florida; or A Florida corporation or other business entity whose principal place of business is within Baker County, Florida, or which maintains a full-time business office open to the public within Baker County, Florida, and at least one of its officers or directors or shareholders is a resident of Baker County, Florida. In the event more than one vendor is entitled to Local Business preference, said vendors shall be rated on a scale from one to ten (one being the lowest and ten being the highest score) based factors listed in the Baker County Purchasing Policies and Procedures Manual
11. Protest procedure. Any bidder or proposer who is allegedly aggrieved in connection with the issuance of the County's recommendation and intent to make a competitive award of a contract may protest to the County Manager in accordance with the Baker County Purchasing Policies and Procedures Manual.
12. Waiver of Irregularities. The County may waive informalities or irregularities that in the County's opinion do not materially affect a bid.
13. Notice of Award. When the bid award is scheduled for Commission action, the County shall post a Notice of Intent to Award to the County's website. The County shall notify the selected bidder (if any) in writing following County Commission action on the staff recommendation.
14. Contract Execution & Bid Bond. The selected bidder must sign and return the Contract, any required

bonds or letter of credit, insurance certificates, and all other required documents within fourteen calendar days after the County sends the documents to the selected bidder. Once the County receives the signed Contract and all other required documents back from the selected bidder, then the County's authorized representative will sign the Contract. Failure to sign and return the Contract and all other required documents within 14 days may result in the County calling the bid bond or cashing the cashier's check submitted by the selected bidder with its proposal; barring the selected bidder from consideration on future projects; or both. The County may then select another bidder to perform the work or provide the goods/services specified in this bid. Notice to Proceed. Following Contract signing by the County, the County will issue a formal "Notice to Proceed" in writing to the Contractor. The Contractor's bid bond will subsequently be returned along with a formal Notice to Proceed. If the Contractor begins work before receiving the Notice to Proceed, then the County may stop work on the project, may require the work to be redone at the Contractor's expense and without additional compensation from the County, or both. The County also may revoke the project award and select another bidder to perform the work.

15. Revocation of Award. If the County discovers that the Contractor has misrepresented anything in their bid or that the Contractor – in the County's opinion – is no longer reasonably capable of performing the work as bid, then the County may revoke the award at any time **before** issuing the formal Notice to Proceed. The County will issue the revocation in writing.

16. Bid Interpretations. The County has the right to define and interpret bid terms, specifications, and conditions.

17. Changes or Modifications. The County may at any time make changes within the general scope of the contract in any of the following areas:

- a. Time of Performance (i.e., hours of the day, days of the week, etc.).
- b. Location of performance of the services.
- c. Quantities to be ordered.

The Contractor shall not commence the performance of additional work or other changes not covered by this contract without an executed notice to proceed or purchase order issued by the County. If the Contractor performs additional work beyond the specific requirements of this contract without an executed change order, it shall be at the Contractor's own risk. The County assumes no responsibility for any additional costs for work not specifically authorized by an executed change order.

18. Pre-Bid - Site Visit. Each Bidder shall attend the Pre-bid site visit to fully acquaint itself with conditions relating to construction and labor so that the Bidder may fully understand facilities, difficulties and restrictions attending the execution of work under this Contract. The date of the Pre-bid site visit is provided at the beginning of this bid document.

19. Conditions of Performance. Bidders are required to inform themselves fully of the conditions relating to performance of the work required, including but not restricted to labor and operating conditions under which the work will be or is now being performed; and the successful bidder must apply, so far as possible, such methods and means in carrying out the work that will not cause any interruption or interference with any other work, construction or operation the Owner has underway.

20. Indefinite Quantity. The quantities of goods and services specified herein are estimates only and are not purchased by the resulting contract. Delivery or performance shall be as authorized by purchase or approved change orders in accordance with the terms of the resulting contract. The County may

issue orders requiring delivery to multiple destinations or performance at multiple locations.

21. Contract Documents. After award of bid by the Baker County Board of Commissioners, The Bidder shall review and understand the Construction Contract between the Bidder and the County. If the Bidder requires any modifications or additional terms and conditions to the Contract, the Bidder shall detail the desired changes on a separate page clearly titled "Additional Terms/Modifications".
22. Payment and Performance Bond. A Payment and Performance Bond is required for the amount of the contract. Contractor shall be responsible for recording the payment and performance bond and before commencing the work, Contractor shall provide to the County a certified copy of the recorded bond. As required by 255.05, Florida Statutes, the County may not make any payments to the Contractor until the County receives the certified copy of the recorded bond.
23. Insurance and Bonds. Insurance and bonds specified in this bid document and the Contract shall conform to and shall be insured by companies meeting the criteria outlined below and within the contract document in Section 8 - Exhibits.
- a. Insurance and bonds shall be countersigned by an agent licensed to do business in the State of Florida.
 - b. Surety must be permitted to do business in the State of Florida and shall have been in business and have a record of successful, continuous operation for at least five years.
 - c. The surety shall have at least the following minimum rating as listed in Best's Financial Rating:
 - i. Financial Strength Rating of "A".
24. Sworn Statement on Public Entity Crimes. A person or affiliate as defined in Section 287.133, Florida Statutes, who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a Contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a Contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a Contractor, supplier, subcontractor, or consultant under a Contract with any public entity; and may not transact business with any public entity in excess of \$25,000 for a period of 36 months following the date of being placed on the convicted vendor list.
- Bidders must fill out and sign the form titled "SWORN STATEMENT UNDER SECTION 287.133(3)(A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES." Failure to do so may disqualify the bid.
25. Other Forms & Documents. Bidders are responsible for reviewing and understanding all plans, photos, specifications, forms or other documents associated with the project described in this bid. Submittal of a bid shall serve as bidder's acknowledgement that it has reviewed and understood all such documents.
26. Indemnification. The County cannot indemnify bidders.
27. All-Inclusive Cost. The bid shall include all expenses necessary to complete the project or provide the services described in this Invitation for Bids. If selected by the County, the Bidder must pay

applicable sales tax on any goods or services it purchases. The County is exempt from paying federal and state taxes, including sales tax. The County's sales tax exemption is not assignable and cannot be applied toward items the Contractor purchases, regardless of whether Contractor transfers those items to the County.

28. Bid Preparation & Submittal Expenses. The County shall not be responsible for any expense incurred by a bidder in reviewing, evaluating, preparing, or submitting a bid. Bidders are solely responsible for the entire expense of responding to this bid.

29. Legal Requirements. Bidders are required to comply with all provisions of federal, state, county and local laws, ordinances, rules and regulations that are applicable to the services being solicited in this bid. A bidder's lack of knowledge shall in no way be a cause for relief from responsibility, nor shall it constitute a cognizable defense against the legal effects thereof.

Submittal of a bid shall constitute the bidder's affirmation that they are familiar with and shall comply with all federal, state, and local laws, ordinances, rules and regulations which affect those engaged or employed in the provision of such services, or equipment used in the provision of such services, or which in any way affects the conduct of the provision of such services. No plea of misunderstanding shall be considered on account of the bidder's ignorance thereof. If a bidder believes provisions in the bid documents are contrary to or inconsistent with any law, ordinance, or regulation, then the Bidder shall promptly report those provisions in writing to the County.