

REQUEST FOR QUALIFICATIONS
FOR
THE CITY OF FORT MEADE, FLORIDA

RFQ 18-01
Design of Historic Fort Meade Outpost Project,
Phase 1 Equestrian/Event Facility



Issued By:

The City of Fort Meade
8 West Broadway Street
Fort Meade, FL 33841-0856
(863) 285-1100
Fax (863) 285-1124

Website: <http://www.cityoffortmeade.com>

Date of Issue: November 10, 2018

REQUEST FOR QUALIFICATIONS (NOT A BID)

RFQ # 18-01 Design of Historic Fort Meade Outpost Project, Phase 1 Equestrian/Event Facility

Posting Date: Thursday, November 10, 2018

Purchasing Representative: Fred Hilliard, City Manager
8 West Broadway Street
Fort Meade, Florida 33841-0856
Phone: (863) 285-1100 Fax: (863) 285-1124
email: fhilliard@cityoffortmeade.com

Due Date & Opening Time: Thursday, December 13, 2018, 1:30 PM

Opening Location: City Hall, 8 West Broadway Street
Fort Meade, Florida, 33418-0856

Submission Information: Proposals must be sealed and reference the RFQ number, title, and opening date and time on the outside envelope.

Mail or Deliver to: Purchasing Division, 8 West Broadway Street,
Fort Meade, Florida, 33841-0856

The City of Fort Meade, Florida solicits your firm to submit its qualifications and a proposal (not a bid) on the above-referenced services. This RFQ is issued under the provisions of the Florida Consultants' Competitive Negotiation Act (CCNA). As such, the request is for **QUALIFICATIONS ONLY – NO FEE INFORMATION IS REQUESTED. IF FEE INFORMATION IS PROVIDED WITH A SUBMITTAL RESPONSE, THAT SUBMITTAL WILL BE DISQUALIFIED AS NON-RESPONSIVE AND WILL NOT BE CONSIDERED.**

The purpose of this Request for Qualifications (RFQ) is to solicit qualifications for the Design of the Historic Fort Meade Outpost Project (“the Outpost” or “the Project”), for the City of Fort Meade. While the immediate focus of this RFQ is the design of the Equestrian/Event Facility, which is Phase 1 of the overall Outpost Project, the qualification and selection process completed under this RFQ will be effective for all succeeding phases of the Outpost Project.

All terms, specifications, and conditions set forth in this request are incorporated by reference in your response. Proposals will not be accepted unless all conditions have been met. The City is not responsible for lost or late delivery of proposals by any delivery service used by the Proposer. Proposals may not be withdrawn for a period of ninety (90) days after the RFQ opening.

This document is issued by the City of Fort Meade, which is the sole distributor of this RFQ and all addenda and changes to the RFQ documents. The City is not responsible for any solicitations issued through subscriber publications or other sources not connected with the City, and the Proposer should not rely on such sources for information regarding

the RFQ solicitation.

Respondents are advised that from the date of release of this solicitation until award of the contract, no contact with City staff or consultants related to this solicitation is permitted, other than the designated Purchasing Representative. All communications are to be in writing and directed to the Purchasing Representative and sole contact listed above. ANY SUCH UNAUTHORIZED CONTACT MAY RESULT IN THE DISQUALIFICATION OF THE PROPOSER'S SUBMITTAL.

Rejection of Proposals: The City may reject a proposal if:

- A. The Proposer fails to acknowledge receipt of an addendum, or if
- B. The Proposer misstates or conceals any material fact in the proposal, or if
- C. The proposal does not strictly conform to the law or requirements of request for qualifications, or if
- D. The proposal is conditional, except that the Proposer may qualify his proposal for acceptance by the City on an “all or none” basis, or a group basis. An “all or none” basis proposal must include all items upon which proposals are invited.
- E. The City is under a pre-lawsuit claim or current litigation with the Proposer.
- F. The City may reject all proposals whenever it is deemed in the best interest of the City to do so, and may reject any part of a proposal unless the proposal has been qualified as provided in paragraph D above. The City may, at its sole discretion, reserve the right to waive technicalities or irregularities, to reject any or all submittals, and/or to accept that submittal which is in the best interest of the City. The City shall be the sole judge of which submittal(s) is/are the most responsive to the City’s needs.

Competency of Proposers:

- A. Pre-award inspection of the Proposer’s facility may be made prior to the award of contract. Proposals will be considered only from firms which are regularly engaged in the business of providing the goods and/or services as described in this Proposal(s); have a record of performance for a reasonable period of time; and have sufficient financial support, equipment and organization to ensure that they can satisfactorily deliver the material and/or services if awarded a Contract under the terms and conditions herein stated. The terms “equipment” and “organization” as used herein shall be construed to mean a fully equipped and well established company in line with the best business practices in the industry and as determined by the proper authorities of the City.
- B. The City may consider any evidence available of the financial, technical and other qualifications and abilities of a Proposer, including past performance (experience) in making the award in the best interest of the City. In all cases, the City shall have no liability to any Proposer for any costs or expense incurred in connection with this proposal or otherwise.

Disqualification of Proposers:

- A. A Proposer may be disqualified temporarily or permanently and his/her proposal(s) rejected for:
1. Poor performance or default, in the City’s opinion, on previous contracts with the City.
 2. Poor performance or default, in the City’s opinion, on previous contracts with other public entities.
 3. Insufficient financial or company size, in the City’s opinion, to perform the requirements of the contract.

STANDARD FORMS

THE FORMS LISTED BELOW ARE TO BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL, AND ARE ATTACHED:

1. PROPOSER’S CERTIFICATION
2. ADDENDUM PAGE
3. REFERENCES
4. DRUG FREE WORKPLACE
5. PUBLIC ENTITY CRIMES FORM

NOTE: PLEASE ENSURE THAT ALL OF THESE DOCUMENTS ARE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL. FAILURE TO DO SO MAY RESULT IN YOUR PROPOSAL BEING RULED NON-RESPONSIVE AND ELIMINATED FROM CONSIDERATION.

PROPOSER’S CERTIFICATION - RFQ #18-01

I have carefully examined the Request for Qualifications, Instructions to Proposers, General and Special Terms & Conditions, Vendor’s Notes, Scope of Work, proposed agreement and any other documents accompanying or made a part of this Proposal.

I hereby propose to furnish the goods or services specified in the Request for Qualifications. I agree that my proposal will remain firm for a period of up to ninety (90) days in order to allow the City adequate time to evaluate all proposals.

I certify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the vendor/contractor as its act and deed and that the vendor/contractor is ready, willing and able to perform if awarded the proposal.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service; no officer, employee or agent of the City of Fort Meade or of any other Proposer interested in said proposal; and that the undersigned executed this Proposer’s Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Name of Business

By: _____
Signature

Name and Title (type or print)

Email address (type or print)

Mailing Address

City, State, Zip Code

Telephone Number

Fax Number

Acknowledged and subscribed before me on the _____ day of _____, 2018,
by _____, as the _____ of
[business] _____

Signature of Notary _____

Notary Public, State of _____

Personally Known - Or - Produced Identification of _____

ADDENDUM PAGE RFQ #18-01

The undersigned acknowledges receipt of the following addenda to RFQ #18-01 (Give number and date of each):

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

FAILURE TO SUBMIT ACKNOWLEDGMENT OF ANY ADDENDUM THAT AFFECTS THE SCOPE OF WORK IS CONSIDERED A MAJOR IRREGULARITY AND WILL BE CAUSE FOR REJECTION OF THE PROPOSAL.

Name of Business

By: _____
Signature

Name and Title (type or print)

Mailing Address

City, State, Zip Code

Telephone Number

Fax Number

Acknowledged and subscribed before me on the _____ day of _____, 2018,
by _____, as the _____ of
[business] _____

Signature of Notary _____

Notary Public, State of _____

Personally Known - Or - Produced Identification of _____

REFERENCES RFQ #18-01

The response package, four (4) business references with name of the business, address, contact person, and telephone number. **All references shall be for similar projects completed within the last five (5) years.**

PROPOSER: _____

Project Name:	Project Name:
Contact:	Contact:
Address:	Address:
Telephone:	Telephone:
Email Address:	Email Address:
Project Name:	Project Name:
Contact:	Contact:
Address:	Address:
Telephone:	Telephone:
Email Address:	Email Address:

DRUG-FREE WORKPLACE FORM RFQ #18-01

The undersigned vendor, on _____ 2018, in accordance with Section 287.087, Florida Statutes, certifies that [company]_____ does:

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' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, 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 proposal a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under 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 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 Paragraphs I through 5.

Check one:

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

_____ As the person authorized to sign this statement, this firm does not comply fully with the above requirements.

Name of Business: _____

By: _____
Signature

Name and Title: _____

PUBLIC ENTITY CRIME FORM - RFQ #18-01

SWORN STATEMENT UNDER SECTION 287.133 (3) (A) FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted in conjunction with Response to RFQ #18-01

This sworn statement is submitted by _____, whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____ (if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement).

My name is _____, and my relationship to the entity named above is _____.

I understand that a “public entity crime” as defined in Paragraph 287.133(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.

I understand that “convicted” or “conviction” as defined in paragraph 287.133(b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or *nolo contendere*.

I understand that an “affiliate” as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime(or)
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a *prima facie* case that one person controls another person. A person who was knowingly convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

I understand that a “person” as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies with "X.")

_____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

_____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

(Signature) _____

(Date) _____

Acknowledged and subscribed before me on the _____ day of _____, 2018,
by _____, as the _____ of
[business] _____

Signature of Notary _____ Notary Public, State of _____

_____ Personally Known **-OR-** Produced Identification of: _____

1. GENERAL TERMS & CONDITIONS:

- 1.1 PUBLIC OPENING: All proposals will be publicly opened and the list of Proposers read aloud in the City Commission Chamber at Fort Meade City Hall, 8 West Broadway Street, Fort Meade, FL 33841-0856, at the time specified and will be made available for public inspection within THIRTY (30) days after the proposal opening or when an award decision is made, whichever is earlier.
- 1.2 AMERICANS WITH DISABILITIES ACT: Persons with disabilities needing a special accommodation to participate in this proceeding should contact the City Manager, 8 West Broadway Street, Fort Meade, FL 33841-0856, (863)285-1100, at least seven (7) days before the date on which the accommodation is requested.
- 1.3 CONTRACT REQUIRED: The City and the successful Proposer shall enter into a Contract for Services that will include, but not be limited to, the following terms and conditions:
- 1.3.1 Independent Contractor Status; Indemnity: At all times the Proposer will be an independent contractor and shall, therefore, agree to indemnify and save harmless the City, its officers, agents, and employees, from and against any reasonable liability, claims, demands, damages, fines, fees, expenses, penalties, suits, proceedings, actions and costs of action, including attorney's fees for trial and on appeal, arising or growing out of the sole negligence of the Proposer, whether by act or omission of the Proposer, its agents, servants, employees or others.
- 1.3.2 Copyrighted, Confidential Information: If applicable, the Proposer shall pay all royalties and assume all costs arising from the use of any invention, design, process materials, equipment, product, or device which is the subject of patent rights or copyrights. Proposer shall, at its own expense, hold harmless and defend the City against any claim, suit, or proceeding brought against the City which is based upon a claim, whether rightful or otherwise, that the goods or services, or any part thereof, furnished under the contract, constitute an infringement of any patent or copyright of the United States. The Proposer shall pay all damages and costs awarded against the City.
- 1.3.3 Time is of the Essence: A condition that time is of the essence for the Proposer's provision of services of the Contract and that the successful Proposer will conduct all required work diligently and as specified by the City.
- 1.3.4 Assignment: The successful Proposer may not assign, transfer, or otherwise dispose any rights or obligations of the Contract without prior written consent of the City.
- 1.3.5 Termination for Convenience: The City may terminate for its convenience at any time, in whole, or in part, any proposal award. In the event of termination for convenience, the City's sole obligation will be to reimburse Proposer for (1) those goods and/or services actually shipped /performed and accepted up to the date of termination, and (2) costs incurred by the Proposer for unfinished goods, which are specifically manufactured for the City and which are not standard products of the Proposer, as of the date of termination, and a reasonable profit thereon. In no event is the City responsible for loss of anticipated profit, nor will reimbursement exceed the proposal value.

- 1.3.6 Termination for Default: The City may terminate all or any part of an award resulting from this proposal by giving notice of default to the Proposer, if the Proposer: (1) refuses or fails to deliver the goods or services within the time specified, (2) fails to comply with any of the provisions of this RFQ or so fails to make progress as to endanger performance hereunder, or, (3) becomes insolvent or subject to proceedings under any law relating to bankruptcy, insolvency, or relief of debtors. In the event of termination for default, the City's liability will be limited to the payment for goods and/or services delivered and accepted as of the date of termination.
- 1.3.7 Failure to Execute Contract: Failure of the successful Proposer to enter into a contract in the prescribed time may be cause for cancellation of the award to that Proposer. In the event the award is cancelled, the award may then be made to the second most qualified, responsive and responsible Proposer, or the City may reject all of the proposals. Proposers who default are subject to suspension and/or removal from the City's Proposers List.
- 1.3.8 Right to Audit Records: The City shall be entitled to audit the books and records of a contractor or any sub-contractor to the extent that such books and records relate to the performance of such contract or sub-contract. Such books and records shall be maintained by the contractor for a period of three (3) years from the date of final payment under the prime contract and by the sub-contractor for a period of three (3) years from the date of final payment under the sub-contract unless a shorter period is otherwise authorized in writing.
- 1.4 **PROPOSER'S CERTIFICATION FORM**: Each Proposer shall complete the "Proposer's Certification" form included with this Request for Qualifications, and submit the form with the proposal. The form must be acknowledged before a notary public and have the notary seal affixed. Proposals may be rejected if the Proposer's Certification is not submitted with the proposal.
- 1.5 **PUBLIC ENTITY CRIMES**: A person or affiliate, as defined in Chapter 287.133 of the Florida Statutes, who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Chapter 287.017 of the Florida Statutes for CATEGORY TWO, for a period of 36 months from the date of being placed on the convicted vendor list.
- 1.6 **FLORIDA PROMPT PAYMENT ACT**:
- 1.6.1 Proper Invoice: For purposes of billing submission and payment procedures, a proper invoice by a contractor, vendor or other invoicing party shall include at least the following information:
- 1.6.1.1 Description, including quantity, of the goods or services provided to the City reasonably sufficient to identify the goods or services.

- 1.6.1.2 Amount due, applicable discounts, and the terms of payment.
- 1.6.1.3 Full name of the vendor, contractor or other party who is supplying the goods and/or services including a mailing address in case of a dispute, a mailing address for payment purposes (if they are different) and a telephone number.
- 1.6.1.4 The purchase order or contract number as supplied by the City.
- 1.6.1.5 Identification by office, division, or department to whom the goods or services were delivered or provided.
- 1.6.2 Delivery of Invoice: All invoices, to be considered a proper invoice, shall be delivered to Accounts Payable, Finance Department, City of Fort Meade, 8 West Broadway Street, Fort Meade, Florida, 33841-0856. Electronic delivery of the subject invoice may be made via email to bsmith@cityoffortmeade.com.
- 1.6.3 Delivery Acceptance Required: An invoice will not be considered proper unless there has been delivery, installation, or provision of the goods/services to the correct City office, division, or department, acceptance by the City of the goods/services, and the contractor has otherwise complied with all of the contract's terms and conditions and is not in default of any of them.
- 1.6.4 Invoice Dispute Procedure: If there is a dispute between the City and contractor regarding an invoice, the City or contractor may initiate this invoice dispute procedure. Either party can initiate the dispute procedure, by providing the other party, in writing, notice of a dispute and stating the specifics of the dispute. The parties shall exchange all materials and information to support their claims and provide a copy of all materials and information to the Finance Director. The Finance Director shall review all materials and information and conduct a meeting with the contractor and the responsible City office, division, or department. The proceeding to resolve the dispute shall be commenced no later than 45 days after the date on which the payment request or proper invoice was received by the City. The Finance Director shall then issue a written final decision no later than 60 days after the date of notice of the dispute.
- 1.7 CONFLICTS: The Proposer acknowledges and warrants that no one was paid a fee, commission, gift, or other consideration contingent upon receipt of an award for the services and/or supplies specified in this Request for Qualifications.
- 1.8 DRUG FREE WORKPLACE CERTIFICATION: By submitting the Drug Free Workplace Form as part of this Request for Qualifications, you are certifying that your company is a drug-free workplace in accordance with Chapter 287.087 of the Florida Statutes.
- 1.9 INSURANCE: Proposers must be eligible for and provide evidence of insurance coverage, which equals or exceeds the City's minimum standards for the project. All insurance required must be provided by a company licensed to do business in the State of Florida and with an A.M. best rating of at least A-. Proof of Insurance must accompany the signed contract. Successful Proposer shall include the City of Fort Meade as an Additional Insured to required insurance policies.
 - 1.9.1 Workers Compensation - In conformity with Florida Statute 440
 - 1.9.2 Commercial General Liability - Combined Single Limit:\$1,000,000

1.9.3 Comprehensive Automobile Liability - Combined Single Limit: \$1,000,000

1.9.4 Umbrella - Excess of other coverage: \$1,000,000

1.10 LOCAL MERCHANT PREFERENCE: The City of Fort Meade prefers that work contracted on behalf of the City be performed by vendors who are from Fort Meade or nearby locations.

1.11 MINORITY BUSINESS ENTERPRISE PARTICIPATION: Responses to this RFQ are encouraged from certified minority business enterprises as defined by the Florida Small and Minority Business Assistance Act. If the Proposer is a team comprised of multiple entities, this information shall be provided for each of the team members.

1.12 RESPONSE PREPARATION COSTS: The City will not pay any costs incurred by any Proposer in the proposal preparation, printing, presentation, or negotiation process. All costs shall be borne by the Proposer.

2 SCOPE OF DESIGN, SPECIAL TERMS AND CONDITIONS

2.1 OVERVIEW

2.1.1 The purpose of this Request for Qualifications (RFQ) is to solicit qualifications for the Design of the Historic Fort Meade Outpost Project (“the Outpost” or “the Project”), for the City of Fort Meade. While the immediate focus of this RFQ is the design of the Equestrian/Event Facility, which is Phase 1 of the overall Outpost Project, the qualification and selection process completed under this RFQ will be effective for all succeeding phases of the Outpost Project.

2.1.2 The location of the project site is the Fort Meade Outdoor Recreation Area, US 98, East Broadway Street, Fort Meade, FL 33841. Location map is included as Exhibit “A.”

2.1.3 The following sections describe expectations as to what elements are to be considered for inclusion in the design work contemplated by this RFQ.

2.2 GENERAL INFORMATION

2.2.1 All-Inclusive Contract: The Proposer will furnish all services, administration, transportation, insurance and daily expenses to meet the requirements of this scope of work. Negotiated prices shall be inclusive of all costs.

2.3 SCOPE OF WORK –

The City is issuing a request for qualifications from interested individuals, businesses and non-profit community groups for the design of the Historic Fort Meade Outpost Project. The initial phase of the design is to provide complete Design and Construction documents for the Equestrian/Event Facility portion of the Historic Fort Meade Outpost Project (“New Facilities”). Required facilities for this Phase 1 of the Outpost Project are shown conceptually in Exhibit “B,” which is extracted from the Markin Consulting October 2017 Market and Feasibility Report.

Details regarding the scope of work:

2.3.1 All engineering, architectural, geotechnical, environmental, survey, utilities coordination, access, parking, and any and all other analysis, design and other work and work product as required to provide integrated, comprehensive, complete and

constructible design documents for the construction of the New Facilities. Design shall include all major structures shown on the Markin Plan (Exhibit “B”), as well as all appurtenant structures and amenities as may be needed for a complete and operational project.

2.3.2 Design process shall consider features conducive and compatible with sustainability, low-impact development, and conservation of natural resources, including but not limited to the following. Full LEED certification is not required, but is desirable if it can be attained at reasonable cost.

- Underground location of all utilities, including but not limited to water, sanitary sewer, storm water, electrical, and communication;
- Solar power production to serve all or a portion of the facility power requirements;
- Water conservation through collection of rainwater from rooftops for livestock watering and washing, arena floor water treatment, general facility washdown, landscape irrigation, toilet flushing
- Water conservation through use of reclaimed water for landscape irrigation, toilet flushing and fire sprinklers per F.A.C. 62.610.476.
- Reduction of impervious pavement to the greatest degree possible, providing for stabilized parking in suitable areas. Maintain carrying capacity and all-weather qualities of high-traffic and emergency vehicle access roadways through use of below ground, geo-cell stabilizing systems rather than systems such as pervious pavers or turf block.

2.3.3 Design and supporting calculations shall be sealed/stamped by appropriate professionals as required by Florida state law.

2.3.4 Work under this RFP shall be organized into four distinct phases:

- a. PHASE 1-A - Initial Site Viability Analysis: the purpose of this phase is to verify the ability of the site to support the proposed Outpost Project. This assessment is anticipated to include the following:
 - i. Survey of boundary, topography, and occupation including existing buildings and other features, above ground evidence of apparent utilities, easements, environmental jurisdictional lines and trees
 - ii. General geotechnical investigation of site to identify areas that are suitable for development
 - iii. Floodplain and associated stormwater studies to identify areas that are undesirable for development
 - iv. Environmental studies (“bugs and bunnies”) to identify the presence of any flora or fauna on the site whose presence will affect or constrain development. Set jurisdictional delineation lines around any wetlands or surface waters.
 - v. Other investigations that may affect usability of the site (e.g., land use regulations, deed restrictions, annexations, restrictive easements, etc.)
 - vi. Concept site plan evaluation – review the suitability of the overall site to contain facilities required to be designed under this RFQ, as shown on

Exhibit “B.” If site conditions allow for multiple prospective project areas, provide options for review by City, including architectural site plan concepts for all alternative site plan layouts developed. Include order-of-magnitude construction cost estimates with each of the options provided, to account for differences in site location, utilities extensions, access roadways and other costs. In developing site layout options, take into account the other (future) components of the Outpost Project, as shown on the “Historic Fort Meade Outpost Conceptual Site Plan,” included as Exhibit “C.” Note that locations of the various components are not fixed and can be adjusted to best suit site conditions.

- b. PHASE 1-B - GO/NO-GO Evaluation: This evaluation will be conducted with the City to evaluate whether any conditions or restrictions exist that preclude development of the site for the Historic Fort Meade Outpost Project, as disclosed by the Initial Site Viability Assessment. If the result of the go/no-go review is **positive**, meaning that there are no insurmountable conditions present on the site that would preclude development, the design development process will proceed. If the result of the go/no-go review is **negative**, meaning that that one or more insurmountable conditions are present on the site that would preclude development, the design development process will be terminated and the Proposer’s contract will come to an end. This phase will also include evaluation with the City of any optional site layouts developed during the Initial Site Viability Assessment to weigh design options and funding requirements that affect the project’s overall viability.
- c. PHASE 1-C - Design development and construction plans finalization: the purpose of this stage is to develop final construction documents that will allow for bidding and construction of the final Outpost Project Facilities contemplated under this RFQ.
- d. PHASE 1-D - Construction phase services: the design team will be incorporated into the construction phase in an advisory capacity, to address questions that may arise from the contractor(s) hired to construct the facility.

RFQ SCHEDULE: The following identifies the projected RFQ process schedule:

Request for Qualifications Issued: Saturday, November 10, 2018

Mandatory Pre-submittal

Meeting & Site Visit: Tuesday, November 27, 2018 (1:30 p.m.)

Proposals Due: Thursday, December 13, 2018 (1:30 p.m.)

Evaluation Committee Meeting: Monday, December 17, 2018 (1:00 p.m.)

3 SUBMISSION REQUIREMENTS

3.1 **SIMILAR PROJECTS & REFERENCES**: Proposers shall supply a list and description of at least four (4) similar projects over the past five (5) years, along with the contact information of the client.

- 3.2 REQUESTS FOR ADDITIONAL INFORMATION: During the proposal evaluation, the City of Fort Meade reserves the right to request additional written information to assist in the evaluation of these qualifications
- 3.3 ACCEPTANCE/REJECTION/MODIFICATION TO PROPOSALS: The City reserves the right to negotiate modifications to proposals it deems acceptable, reject any and all proposals, and to waive minor irregularities in the procedures.
- 3.4 INCURRED EXPENSES: The City is not responsible for any expenses that Proposers may incur in preparing and submitting proposals called for in this RFQ.
- 3.5 INTERVIEWS: A formal oral presentation may be required of each firm that is selected during the initial review process (at the sole option of the City). If required, presentations should be in support of the firm's proposal and/or to exhibit or otherwise demonstrate the information contained therein.
- 3.6 PROPOSALS BINDING: All proposals submitted shall be binding for ninety (90) calendar days following the proposal opening.
- 3.7 ADDENDUM AND AMENDMENT TO REQUEST FOR QUALIFICATION: If it is necessary to revise or amend any part of this RFQ, the Purchasing Representative will post the addendum on the City's website at www.cityoffortmeade.com. It is the Proposer's responsibility, prior to submitting a proposal, to ascertain if any addenda have been issued, to obtain all such addenda, and to return any executed addenda with the proposal (or complete and sign addenda acknowledgement form). The failure of a Proposer to submit acknowledgment of any addenda that materially affects the proposal is considered a major irregularity and will be cause for rejection of the proposal.
- 3.8 CITY IS SOLE DISTRIBUTOR OF THIS RFQ: The City of Fort Meade is the sole distributor of this RFQ and all addenda and changes to the RFQ documents. The City is not responsible for any solicitations issued through subscriber publications or other sources not connected with the City, and the Proposer should not rely on such sources for information regarding the RFQ solicitation.
- 3.9 ECONOMY OF PREPARATION: Proposals should be prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to fulfill the requirements of the RFQ. Submit one bound original (marked 'original'), five bound copies (a total of six); and one electronic copy (USB 2.0 thumb drive). Proposals shall be as brief and to the point as possible, while still meeting proposal requirements. Excessive length is discouraged.
- 3.10 PROPRIETARY INFORMATION: In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State and Federal Law, all Proposers should be aware that RFQs and the responses thereto are public records and subject to public inspection. If a Proposer believes that any information contained in a proposal is confidential or proprietary and exempt from public disclosure, the Proposer shall identify specifically any such information contained in their proposals and cite specifically the applicable exempting law.
- 3.11 PROPERTY OF THE CITY: All responses received in response to this RFQ will become the property of the City of Fort Meade and will not be returned to the Proposers. In the event of contract award, all documentation produced as part of the contract will become the

exclusive property of the City.

3.12 CONTRACT AWARD: A proposal must be complete to be considered for award.

The City of Fort Meade reserves the right to qualify, accept, or reject any or all vendors as deemed to be in the best interest of the City. The City reserves the right to accept or reject any or all proposals and to waive irregularities or technicalities in any proposal when in the best interest of the City. The City reserves the right to make award(s) by individual item, group of items, all or none, or a combination thereof. The City reserves the right to accept or reject any exception taken by the Proposer to the terms and conditions of the Request for Qualifications.

3.12.1 The City of Fort Meade reserves the right to accept any submittal, or any part or parts thereof, or to reject any and all submittals.

3.12.2 It is the City's intent to make an award within thirty (30) working days of the proposal due date.

3.12.3 Award, if made, will be in accordance with the terms and conditions herein and shall be in the form of a Contract. Awarded firm will be provided with the City's contract and compliance documents to complete and return within ten (10) calendar days of contract award. Once these documents are returned to City, the City intends to approve the contract at the next City Commission Meeting.

3.13 RESPONSE TO SCOPE OF SERVICES:

3.13.1 Contact Restrictions for Proposers: All questions or requests for additional information regarding this proposal MUST be directed to the designated Purchasing Representative indicated below. Prospective Proposers shall not contact any member of the City Manager's Office, other City employees or consultants, Evaluation Committee members, or City Commissioners regarding this proposal prior to award recommendation by the City Commission and posting of the final tabulation on the City's website at www.cityoffortmeade.com. Any such contact shall be cause for rejection of the proposal.

3.13.2 **All Proposers shall direct communications and inquiries to:**

Fred Hilliard, City Manager Phone: (863) 285-1100
City of Fort Meade Fax: (863) 285-1124
8 West Broadway Street
Fort Meade, FL 33841-0856

3.14 SITE VISITS:

3.14.1 Mandatory Pre-Submittal Meeting and Site Visit: There will be a mandatory pre-submittal meeting and site visit held on **Tuesday, November 27, 2018** at 1:30 p.m. in the City Commission Chambers at City Hall, 8 W. Broadway Street, Fort Meade, Florida 33841.

3.14.2 Additional site visits: Potential Proposers wishing to visit the identified worksite for the purpose of gathering additional technical information are free to do so at their convenience. As noted elsewhere, Proposers are cautioned not to make contact with any City employee or discuss the RFQ with anyone associated with the City.

- 3.14.3 Caution is noted regarding communication with anyone other than the Purchasing Representative.
- 3.15 **VENDOR PROTESTS:** Proposers who do not agree with the City Commission's recommendation for award are afforded the opportunity to protest the recommendation by submitting written notice to the Purchasing Representative within three (3) business days after City Commission award.
- 3.16 **NEGOTIATIONS:** The City reserves the right to enter into contract negotiations with the highest-ranked Proposer to negotiate a successful contract. If these negotiations are unsuccessful, the City may terminate said negotiations and begin negotiations with the next highest-ranked Proposer. This process will continue until a contract has been executed or all Proposers have been rejected. No Proposer shall have any rights against the City arising from such negotiations.
- 3.17 **PERFORMANCE SCHEDULE:** The Proposer shall commence performance within ten (10) days of receipt of Notice to Proceed.
- 4 **EVALUATION OF QUALIFICATIONS** - It is intended that one firm shall be selected to perform professional services on behalf of the City of Fort Meade for the design of the Facilities described in this RFQ. The City of Fort Meade will rank each prospective firm in order of its preference. The City of Fort Meade, through its representatives, will negotiate with the highest ranked prospective firm. The firm retained serves at the discretion, direction and pleasure of the City of Fort Meade.
- 5 **SCORING CRITERIA:** The following factors shall be considered by the scoring committee in rating the proposing firms:
- Project understanding as demonstrated in RFQ response: 20 points
 - Breadth of technical ability and experience in required disciplines: 40 points
 - Recent experience with similar projects: 30 points
 - Whether the Proposer is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act. If the Proposer is a team comprised of multiple entities, this information shall be provided for each of the team members.: 5 points
 - Location of principal office in physical relation to Fort Meade: 5 points
-

NOTICE TO PROPOSERS

RFQ#18-01

Date: November 10, 2018

The City of Fort Meade will accept sealed proposals at City Hall until Thursday, December 13, 2018, at 1:30 PM, EST, at which time all proposals received will be opened publicly and the Proposers' names read aloud at City Hall, 8 West Broadway Street, Fort Meade, FL 33841-0856 for the following:

RFQ #18-01- Design of the Historic Fort Meade Outpost Project, Phase 1 Equestrian/Event Facility

Copies of Proposal Provisions and Forms may be found at the City of Fort Meade website at www.cityoffortmeade.com.

Additional technical information relative to this proposal may be obtained from Fred Hilliard, Purchasing Representative, at (863) 285-1100 [or fhilliard@cityoffortmeade.com](mailto:fhilliard@cityoffortmeade.com) during normal business hours.

Note: Any Proposer failing to mark the outside of the envelope as set forth herein may not be entitled to have his proposal considered.

Persons with disabilities needing special accommodation to participate in this Request for Qualifications should contact the Purchasing Representative at 8 West Broadway Street, Fort Meade, Florida 33841-0856, (863) 285-1100, at least seven days before the date the accommodation is necessary.

EXHIBIT "A"
Historic Fort Meade Outpost
Site Map



- AFFECTED APN's:**
1. 253126-000000-022000
 2. 253135-000000-011010
 3. 253135-486500-000071
 4. 253202-000000-011020
 5. 253135-000000-013020
 6. 253126-000000-024020
 7. 253126-437500-004001

EXHIBIT "B"
**Historic Fort Meade Outpost
 Required Facilities under RFQ**

FACILITY RECOMMENDATIONS

To successfully attract and retain the potential events and uses shown on the previous pages, the following minimum facilities are recommended for the proposed Outpost Project.

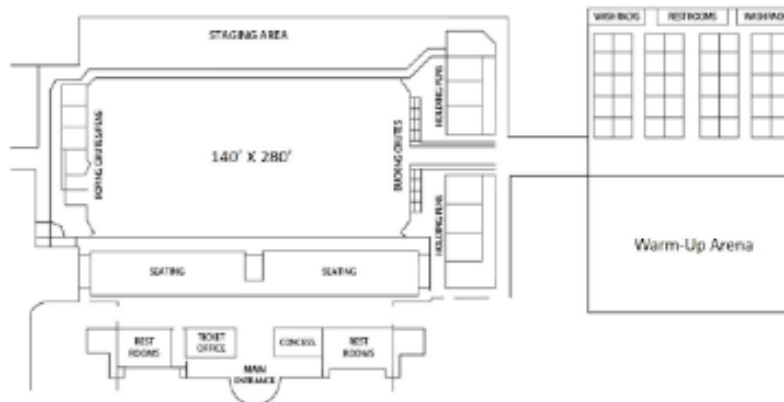
Covered Arena Facility

- 140' x 280' dirt arena floor
- 1,500 to 1,800 seating capacity
- Bucking and roping chutes
- Livestock holding area
- Staging area
- Lighting and large ventilation fans
- Restrooms
- Concessions area
- Show office
- Ticket booths/box office
- Sound system
- Timing system

Attached Covered Stall Area

- 25,000+ square feet
- Accommodate 150, 10' x 10' stalls
- Restrooms with showers
- Wash racks
- Lighting, electrical and water access

Below is a concept layout that illustrates the features of the covered arena and stall area.



Outdoor Warm-Up Arena (80' x 120') with Lights and Rails

Trailer Parking Area

RV Hook-Ups

- 40 to 50 sites with single or double pedestals
- Restroom/shower house

Office and Maintenance Area

Investment in equestrian trails to this phase of the Outpost Project is not deemed to be warranted due to the significant number of horse trails within the region.

HISTORIC FORT MEADE OUTPOST CONCEPTUAL SITE PLAN

TOURIST / HISTORICAL AREA

- * Town Square with Stage
- * Craftsmen's Shops
- * Country Store
- * Fort / Museum
- * Riding Corral
- * Visitor / Bus Parking

EXISTING PARK AREA

- * Existing Corral / Kayak Launch
- * Existing Open Pavilions
- * Existing Picnic Area

SOLAR PARK AREA

- * Supplemental Power For Entire Project
- * Anticipated Output = 2 CMW / year

EQUESTRIAN & EDUCATION AREA

- * Riding Stable
- * Open Areas & Exercise / Roping Pans
- * Multi-purpose building 10,000 SF
- * Casemaker Residence / Student Dormitory

FAIR / EXHIBITION AREA

- * Fairs / Exhibit Hall 95,000 SF
- * Covered Arena
- * 1/2 Mile Track with Grandstand

HOTEL

- * 100 Rooms
- * Restaurant and Coffee Shop
- * Historic Theme

RESORT AREA

- * RV park
- * Horse Camping / RV Park
- * Cabins
- * Camping Areas
- * Recreational Base

NATURE / CANOE / KAYAK AREA

- * Hiking & Nature Trails
- * Canoe / Kayak Launch

EQUESTRIAN TRAVEL SYSTEM

- * 4 Mile Outer Loop
- * 5 Miles Total

* This plan was prepared without the benefit of a preliminary survey. The specific location of survey markers is not shown. It is recommended that a preliminary survey be conducted prior to construction.



Historic Fort Meade Outpost
City of Fort Meade
Conceptual Site Plan



AMEC ENVIRONMENT & INFRASTRUCTURE, INC.
1000 N. UNIVERSITY BLVD., SUITE 1000, FT. MEADE, FL 32035
PHONE: 850.867.5500 FAX: 850.867.5507

2-15-14

EXHIBIT "C"
Historic Fort Meade Outpost
Overall Project Concept