



REQUEST FOR QUALIFICATIONS (RFQ) O-02319

FOR

CONSTRUCTION MANAGER & PROJECT COORDINATION SERVICES

RFQ Issue Date: 11/08/19

RFQ Response Due Date: 12/04/19

RESPONSIBLE DEPARTMENT

David May, P.E.
Director of Expressway Operations

PROCUREMENT DEPARTMENT

Man Le, PMP
Procurement Manager
1104 East Twiggs Street, Suite 300
Tampa, Florida 33602
Telephone Number: (813) 272-2307
Email: Man.Le@tampa-xway.com

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I. INTRODUCTION

The Tampa Hillsborough Expressway Authority (THEA) is in the processes of developing plans to renovate the existing Authority Headquarters Building and Traffic Management Center located at 1104 East Twiggs Street, Tampa, Florida 33602. In 2018, THEA contracted with RK&K along with architectural subconsultant Wilder Architects to develop a conceptual renovation plan and cost estimates.

II. PROJECT DESCRIPTION

The completed RK&K concept plan proposes a phased project that will include all three floors of the existing 32,253 square foot facility, including renovation and remodeling. The estimated construction budget is approximately \$2,000,000.00.

The pre-construction design process has begun and includes Schematic Design, Design Development, Construction Document, Pricing, and Permitting Phases. THEA hired Wannemacher Jensen Architects, Inc. (Architect) in October 2019 to prepare the renovation plans. It is THEA's intent to hire an Agency Construction Manager (CM) to provide Pre-construction and Construction Management Services. The delivery process for the Construction Phase of the project will be Design Bid Build. The Architect will also provide Construction Support services.

It is anticipated that the CM Pre-Construction Services will last approximately 3 months, followed by a 9 month construction schedule. The exact phasing plan for the renovation of the existing building has not been finalized.

REQUESTED SERVICES

THEA is interested in hiring an individual or firm in a consulting role to represent the THEA's interests during the Pre-Construction and Construction Phases. Specific Tasks in addition to others that may be recommended include the following:

Pre-construction Phase:

- Attendance at the design progress meetings that will include the THEA and Architect, and assistance with THEA's design approval process
- Participation with the Architect in developing strategies for phasing of the construction, maintaining an operable facility during construction, and move-in schedules
- Assist in solicitation and negotiation of contracts for any outside consultants hired by THEA that are not included in the Architect or General Contractor's (GC) contracts
- Check estimate of the complete project budget including construction costs, soft costs, FF&E, technology, and contingencies

- Assistance to THEA with any required value engineering or scope change exercises
- Review of the permit application process to ensure that the architect is obtaining in a timely manner any signatures and payments required by THEA
- Review of design documents and specifications
- Perform constructability and phasing review of design documents
- Provide recommendations for construction contract segmentation
- Prepare overall project master schedule including design schedule from architect, owner review time periods, permitting, bidding/award/contract NTP, phased construction and closeout.
- Prepare Invitation to Bid (ITB) for GC
- Administration of the ITB process for GC firms
- Review all GC proposals and make recommendations to THEA
- Assist THEA with negotiations of the contract and preparation of Contract Documents for the selected GC
- Administration of all communication between the GC, Architect, and THEA

Construction Phase:

- Administration of all communication between the GC, Architect, and THEA
- Oversight of the GC's schedule and general observation of the work on a regular basis as required to keep THEA informed on the progress of the work
- Conduct weekly THEA, Architect, GC Progress Meetings and provide written minutes and reports of all items requiring THEA's attention, serve as an extension of THEA staff
- Review of the Architect construction administration, GC and all THEA vendor's requests for payment
- Arrange any contract for any special testing and inspection that may be required
- Oversight to ensure that the GC is appropriately administering the THEA's Tax-Exempt Direct Material Purchase Program
- Oversight of the design team and GC's efforts to determine whether their respective scopes of services are being provided in accordance with the Contract Documents
- General oversight along with the Architect to ensure that the GC is maintaining a neat and orderly job site, and to report to the GC any complaints from THEA regarding construction activities that may be a disruption to the operation of the facility
- Advise and report to THEA any major conflicts, issues or unforeseen conditions that may arise during the construction that require the THEA's involvement
- Advise and involve THEA in any additional design decisions that may be required during the progress of the work
- Provide independent, non-partial recommendations to THEA regarding potential conflicts or omissions in the Contract Documents that may result in added time or cost to the job
- Review all Architect's requests for Additional Services to determine whether they are warranted
- Assist THEA with negotiation of the fee for any authorized Architect's Additional Services

- Review of the architect’s recommendations relating to the GC’s Pay Applications, cost proposals or claims for delay
- Coordination of THEA’s Subcontractors and Vendors with the GC
- General oversight of the GC and Architect’s Substantial and Final Inspections and their acceptance of the work
- Oversight of the Architect’s review and acceptance of the warranty and close-out documents
- Oversight of the CM’s operation and maintenance instruction process
- Coordination of the THEA’s migration plan for interim moves to facilitate phasing and final move-in process

End of Project Description

III. INSTRUCTIONS TO FIRMS

1. The Authority must receive all submittals at the location and date/time stated in section “V. TIMETABLE,” **no later than 2:00 PM Eastern on December 04, 2019**. Any submittal received after the stated time and date shall not be considered. It shall be the sole responsibility of the firm to have its package delivered to the Authority by U.S. Mail, hand delivery, or any other method available to them; however, facsimile or telegraphic submittals will not be accepted. Delay in delivery shall not be the responsibility of the Authority. Submittals received after the deadline shall not be considered, and may be returned only at the firm’s expense.
2. Each firm shall examine all documents and shall determine all matters relating to the interpretation of such documents.
3. All questions regarding this RFQ are required to be submitted in writing to Man.Le@tampa-xway.com
4. Provide material that demonstrates experience that qualifies the individual or firm to provide the services described in Section II.
 - **Firm Experience & Capabilities:** Maximum 5-page written proposal that addresses Key personnel and proposed approach, including description of all recommended and proposed services in addition to the requirements indicated in Section II. Provide information for point of contact for this procurement.
 - Maximum 5 References to verify experience (not counted in 5-page proposal).
 - Maximum 4 pages of previous, relevant occupied office building project experience (not counted in 5-page proposal).

- **Qualification of Key Staff:** Maximum 2-page resumes of up to 3 Key Staff proposed for this project (not counted in 5-page proposal).
 - **Approach to Assignment:** Proposed basis of compensation for Pre-construction and the Construction Phase in accordance with the schedules and time durations indicated above, including estimated staff hours for 12 months of contract (not counted in 5-page proposal).
5. Complete all required forms (EXHIBITS A – C).
 6. One (1) original, three (3) signed copies and one (1) electronic CD/USB copy of the submittal must be delivered to the Authority’s Procurement Department in one package, clearly marked on the outside, "Request for Qualifications O-02319 for Construction Manager Services for the Tampa Hillsborough County Expressway Authority," with opening time and date, and sent or delivered to:

Man Le ~ Procurement Manager
1104 East Twiggs Street, Suite 300
Tampa, FL 33602
Phone: (813) 272-2307

7. The response shall clearly indicate the legal name, Federal taxpayer identification number, address, and telephone number of the firm. The person signing the response on behalf of the firm shall have the authority to bind the firm to the submitted response.
8. The Authority shall not be liable for any expenses incurred in the preparation of the response.
9. The Authority reserves the right to accept or reject any or all responses, to waive irregularities and technicalities, and to request resubmission or to re-advertise for all or any part of the services. The Authority shall be the sole judge of the submittals and the resulting negotiated agreement that is in the Authority's best interest, and the Authority's decision shall be final.
10. Joint responses will not be accepted.
11. The successful firm shall be required to execute an agreement, in form and content acceptable to the Authority, indemnifying and holding harmless the Authority, its officials, officers, employees, and agents from all claims.
12. **Firms, their agents, or associates shall refrain from contacting or soliciting any Authority staff or members of the Board directly or indirectly regarding this RFQ during the selection process. Failure to comply with this provision may result in the disqualification of the firm. All requests for clarification or additional information should be made in writing via email per the “V. TIMETABLE” schedule to: Man.Le@tampa-xway.com**

IV. SELECTION PROCESS

The selection process for this RFQ will consist of the following.

EVALUATION CRITERIA:

The response packages will be scored by the Evaluation Committee. The maximum points to be earned in the evaluation are one hundred (100) points per evaluator.

Scoring of responses will be as follows:

<u>Criteria</u>	<u>Points</u>
Firm Experience and Capabilities	25
Qualifications of Key Personnel	40
Approach to Assignment	<u>35</u>
TOTAL	100

FINAL SELECTION:

The firm with the highest scores, based on the Evaluation Committee’s evaluation, will be presented to the Authority’s Board for consideration and approval. The Authority may also select the second and third highest ranked firms to enter into a push-button contract. Firms are not required to attend; however, the meeting is open to the public. The Authority’s Board has the right to correct any errors in the evaluation and selection process that may have been made. The Authority is not obligated to award the contract and the Authority’s Board may decide to reject all responses.

After approval of the final ranking of the firm(s) and award of the contract by the Authority’s Board, the results will be posted on the Authority’s website and the DemandStar system per the dates in section “V. TIMEABLE.”

V. TIMETABLE

EVENT	DATE/TIME
Release of RFQ	November 08, 2019
Deadline for Questions/Request for Clarification	November 21, 2019
Addendum and/or Letter of Clarification Release (if required)	November 22, 2019
<p>RFQ Response Due Date/Time (Deadline) <i>Location:</i> Transportation Management Center (TMC) 1104 East Twiggs Street, Suite 300 Tampa, FL 33602</p> <p>Public Opening of Responses @ 2 p.m. (Firms are not required to attend, however, this meeting is open to the public).</p>	<p>December 04, 2019 by 2 p.m. EST</p>
<p>Evaluation Committee Meets for Final Ranking at TMC</p> <p>Public Meeting (Firms are not required to attend, however, this meeting is open to the public).</p>	<p>December 05, 2019 @ 4:00 p.m.</p>
<p>Post Notice of Intent & Ranking to the Authority’s website and Demandstar</p>	<p>December 06, 2019</p>
<p>Board Approval of Final Ranking & Award of Contract @ TMC, Board Room</p>	<p>December 16, 2019</p>
<p>Posting of Notice of Board Approval & Award of Contract</p>	<p>December 17, 2019</p>

VI. SELECTION AWARD

After the Authority has evaluated the written responses they may or may not require presentations of the top ranked firms. After the evaluation is completed, the Authority’s selection committee will make a recommendation to the Board.

VII. TERMS AND CONDITIONS

The Authority reserves the right to reject all responses, any response not conforming to this Request for Qualifications, and to waive any irregularity or informality with respect to any response. The Authority further reserves the right to request clarification of information submitted and to request additional information from one or more firms.

The Authority requires that the firm selected will not discriminate under the contract against any person in accordance with federal, state, and local governments' regulations.

The Authority requires the firm selected make an affirmative statement to the effect that their retention shall not result in conflict of interests with respect to the Authority.

The Authority requires that the firm make an affirmative statement to the effect that they have not contacted, or attempted to contact, any member of the Board, or Authority staff, except as expressly permitted in the RFQ.

VIII. STATEMENT ON PUBLIC ENTITY CRIMES

Failure of the firm to certify the firm as free from any "public entity crime" as defined in the Florida Statutes, Subsection 287.133 shall result in rejection or disqualification of your response. (See Exhibit A)

IX. DRUG-FREE WORKPLACE

Failure of the firm to certify the firm as a drug-free workplace in accordance with Florida Statutes, Subsection 287.087 shall result in rejection or disqualification of your response. (See Exhibit B)

X. ANTICIPATED SBE PARTICIPATION (See Exhibit C)

EXHIBIT A

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

1. This sworn statement is submitted by _____ as
_____ of
_____ whose business address is
_____ and (if applicable)
its Federal Employer Identification Number (FEIN) is _____.

2. I understand that a “public entity crime” as defined in Section 287.133(1)(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 in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a 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 record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 - A. A predecessor or successor of a person convicted of a public entity crime; or

 - B. 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 person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. 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 any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the 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.

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

By

Date

STATE OF
 COUNTY OF

The foregoing instrument was acknowledged before me this _____ day
 of _____, 20____, by
 _____ who is personally known to me or who produced a
 _____ as identification and who did take an oath.

Notary Public

My commission expires:

EXHIBIT B

DRUG-FREE WORKPLACE FORM

The undersigned vendor, in accordance with Florida Status 287.087 hereby certifies that _____ does:

Name of Business

1. Publish a statement of 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 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 bid, the employees will abide by the terms of a statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 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 of, or require the satisfactory participation in a drug abuse assistance or rehabilitation program is such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 thru 5.

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

Firm's Signature

Date

EXHIBIT C

ANTICIPATED SBE PARTICIPATION STATEMENT

Project: _____

Firm Name: _____

It is our intent to subcontract _____% of the project to SBE(s).

Listed below are the proposed SBE subcontractors _____ (to the extent known, please indicate whether the company holds, Minority, Women or Disadvantaged Business Enterprise Status.):

<u>SBE(s) Name</u>	<u>Type of Work/Specialty</u>	<u>Dollar Amount/Percentage</u>	<u>Minority Status</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Submitted by: _____
Print Name:

Title: _____

E-mail Address: _____

Telephone number: _____

Date: _____