



"A City for All Ages"

## City of Port St. Lucie

### Electronic Request for Proposals ("E-RFP")

**Event Name: Professional Design Services for a New Public Works Administration Building**  
**E-RFP (Event) Number: 20240046**

## 1. Introduction

### 1.1 Purpose of Procurement

Pursuant to the *City of Port St. Lucie Code of Ordinances, Sec. 35.07*, and section 287.055, Florida Statute (Consultant Competitive Negotiations Act), the City of Port St. Lucie, a Florida municipal corporation ("City") is requesting Proposals from qualified firms to provide Professional Design Services to design and permit a New Public Works Administration Building at Thornhill Drive.

A descriptive overview of the City of Port St. Lucie can be found at <https://www.cityofpsl.com/discover-us/about-psl> . Please visit the City's website to familiarize yourself with how our city is structured and operates. Please contact the Issuing Officer with any questions.

### 1.2 Restrictions on Communicating with Staff

From the issue date of this e-RFP until a City generated Purchase Order is submitted to the contracted Contractor (or the e-RFP is officially cancelled), Contractors are not allowed to communicate for any reason with any City staff or elected officials except through the Issuing Officer named herein, or during the Bidders'/Offerors' conference (if any), or as defined in this e-RFP or as provided by existing work agreement(s). This is commonly known as a cone of silence during the procurement process as identified in the City Code of Ordinances, Section 35.13. Prohibited communication includes all contact or interaction, including but not limited to, telephonic communications, emails, faxes, letters, or personal meetings, such as lunch, entertainment, or otherwise. The City reserves the right to reject the response of any Contractor violating this provision. Further information of this topic can be found on the Cone of Silence and e-RFP Communication Document.

### 1.3 Restriction on Submitting Proposals

The New Public Works Administration Building project was previously solicited as a design-build contract, pursuant to section 287.055(9), which included the contracting of professional services to prepare the design criteria package. This project is no longer being solicited as a design-build contract, but rather will be implemented by separate design and construction/build solicitations. The City's intent in this solicitation is to effect an equitable distribution of contracts among qualified firms and ensure that no firm has an unfair advantage in this solicitation. Accordingly, no firm, consultant, or subconsultant previously involved in the preparation of the design criteria package for the New Public Works Administration Building ("design criteria package"), referenced herein, may submit a proposal for this E-RFP. Any proposals submitted by qualified firms, consultants, or subconsultants involved in the drafting of the design criteria package will be rejected and not submitted to the City's Evaluation Committee.

## 1.4 E-RFP Scope of Services

### A. Executive Summary

The City of Port St Lucie is requesting professional architectural and engineering services for the design and permitting of a New Public Works Administration Building. The site is located at 450 SW Thornhill Drive, Port St. Lucie, St. Lucie County, Florida. The site is currently the Port St. Lucie Public Works facility and contains multiple buildings/structures including two office buildings, two storage buildings, vehicle maintenance building, a vehicle wash building, fueling area, covered storage area, paved parking area, and landscaped green space on approximately 8.95 acres. This proposed project is for Phase 1 of a three (3) phase project and consists of a new three (3) story, 41,425 (approx.) gross square footage Public Works Administration building accompanied with associated parking lot, utilities, stormwater infrastructure, landscaping, and demolition of the existing administration building.

The Phase 1 building program consists of the design and permitting of a new three (3) story administration building and civil site design consistent with the approved site plan. The first floor will include private offices along the northern exterior wall with an open cubicle area in the center. Along with Public Works and other City staff, the first floor will support Emergency Management Services and include a Training Room. The second floor will include private offices along the northern exterior wall, but also additional internal private offices and open space for cubicles. This floor will also include a Break Room, a Traffic Control Room, and a Data Center. The third floor will be an unfinished floor to be completed at a later date. Further description of programming requirements can be found in Exhibit B – Design Criteria Package. The Design Criteria Package is being provided for information purposes only. The selected firm is not obligated to use the suggested design recommendations. The final design will be in collaboration with the Public Works Department executives and the City Manager.

The new facility will be located within the northwest part of the site, west to the existing Administration building. The existing site entrance from Thornhill Drive will remain in place. The existing facility will be utilized by the Public Works Department throughout construction; therefore, accommodations must be made to always keep this facility operational.

Civil – Stormwater: The existing Port St. Lucie Public Works Compound was built prior to ERP Permitting on a nine (9) acre parcel. The site currently discharges to PSL Kingsway and Elkcam Canals leading to the North Fork of the St. Lucie River. The City wishes to redevelop the entire site in three (3) phases while keeping the compound operational. New dry retention areas and a lake are proposed to be built in phases to handle water quality, nutrient removal and stormwater runoff attenuation. The Designer will only focus on Phase 1 of the Stormwater improvements.

Civil - Finished Floor Elevation (“FFE”) criteria set forth by City of Port St. Lucie specifies that the minimum FFE of proposed buildings be above twenty-four (24) inches of the center of the abutting intersection of Thornhill Drive and Bayshore Boulevard. We estimated the intersection to be at an elevation of 19.20’ NAVD, yielding a minimum FFE requirement of 21.20’ NAVD.

South Florida Water Management District (“SFWMD”) FFE criteria requires the FFE be above the 100-year / 3-day zero discharge stage. Stage storage calculations were performed based on this criterion yielding a minimum FFE requirement of 20.44’ NAVD.

Based on the design criteria set forth by local and state agencies it has been determined that the minimum FFE should be set at 21.20’ NAVD for all proposed buildings within the site.

Civil – Utilities - City of Port St. Lucie Utilities is the utility authority that provides water and sewer services to the site. City of Port St. Lucie Utility ATLAS indicates that water is provided to the site by a twelve-inch (12”) water main located across Thornhill Drive. The existing on-site connection point has served the site’s water usage demands in the past with no issues, therefore upsizing the line is not

anticipated at this time. The utilities ATLAS indicates that the site's sanitary conveyance system includes a lift station (City of Port St. Lucie NP-016). The lift station feeds into the City's twelve-inch (12") force main that abuts the site on Thornhill Drive. There is a regional lift station located on the east side of the site that abuts Bayshore Blvd that services adjacent residential units but not our site.

Civil – Florida Power and Light Company ("FPL") - FPL currently has major transmission lines running through the existing drainage right-of-way located within the site. The drainage right-of-way does not show on the title commitment and appears to have been abandoned. Power for the new administration building should be underground.

#### 1. Project Status

- a. The project has been developed through the Site Plan Approval Process and has received approval. See attached drawings in Exhibit B.
- b. The project has been developed through the Civil permitting process and received a Conceptual Permit from SFWMD (Exhibit C).
- c. The Designer shall complete the permitting process through all agencies and receive all permits required for the project.
- d. The project program has been developed by City staff. See Exhibit B for drawings.
- e. Geotechnical, and Asbestos Report have been completed and are contained within Exhibit B.
- f. A complete topographic and utility survey of the property has been completed and are contained within Exhibit B.

#### 2. Project Requirements

- a. The Designer shall provide all services necessary for a complete facility, fully functional and ready for the City to issue a solicitation for the construction. All services shall be provided but not limited to:
  - 1) Architecture and Engineering Design Services
  - 2) Technical Specifications
  - 3) Permitting by all agencies
  - 4) Additional surveying
  - 5) Additional geotechnical investigations.
  - 6) Additional utility locating.
  - 7) Utility Agency coordination.
  - 8) Utility adjustments, connections, and new services required.
  - 9) All material and soils testing.
  - 10) Commissioning of all systems by a third-party commissioning agent.
  - 11) Complete CAD and PDF sets of approved for construction drawings.
  - 12) All site plan coordination and approval by the City will be the responsibility of the design firm.
- b. The Designer shall be responsible for the complete design.
  - 1) Signed and Sealed Construction Documents and receipt of a building permit through all agencies.
  - 2) Construction documents shall be fully detailed and present all aspects of the building, finishes, systems, structure, etc., to provide a 100% complete and operable facility.
  - 3) Complete specifications package for the materials and systems being proposed within the facility.
  - 4) All shop drawings shall be reviewed by the licensed design professional, prior to ordering.
  - 5) The Designer shall be responsible for providing quality control throughout the project and providing clarification and revisions as necessary if constructability or errors are found.

## B. Design Requirements

### 1. Codes and Standards

- a. The project shall be designed to meet all applicable codes and standards required by all local, state, and federal agencies.
- b. All codes applicable shall be the latest addition at the time of permit submission.
- c. The building shall be designed to meet the requirements of an "Essential" Facility Category 5 Hurricane rated.
- d. The integration of innovative "green" features and sustainable techniques and technologies shall be used whenever possible.
- e. The building shall be designed in accordance and meet the requirements of section 255.2575, Florida Statute, for energy-efficient and sustainable buildings.

### 2. Project Management Process

- a. The Designer shall identify the key personnel for the project in their proposal. The key personnel shall remain on the project from the beginning of design through final design. These key personnel shall be engaged in all meetings.
- b. Prepare meeting minutes of all meetings and submit to the City within forty-eight (48) hours of the meeting. Meeting minutes shall maintain a list of unresolved issues and who is the responsible party for follow up.
- c. Refer the general conditions contained in Exhibit B.

### 3. Design Process

- a. The attached proposed plans have been developed to aid in the overall design of the project and process through the site plan approval process. It is the Designer's responsibility to develop the design from this point forward. Any revisions and resubmittals shall be the responsibility of the Designer.
- b. The Designer shall revise and update the plans as required to comply with all permit agencies and receive all permits required for the project.
- c. The Designer shall provide detailed and thoroughly coordinated civil, landscape, irrigation, architectural, structural, mechanical, electrical, plumbing, fire alarm and fire sprinkler, security, data/communication, and interior design construction working drawings.
- d. Construction specifications shall be provided based on the standard Construction Specifications Institute format and sections.
- e. During the design process the following submittals shall be made to the City for review.
  - 1) All submittals shall be complete with drawings, specifications, calculations, samples, etc. Submittals shall be complete to allow the full review of all aspects of the project. All submittals shall be as follows based on the level of completeness:
    - i. Four (4) complete sets of plans and specifications printed at 24" x 36" for drawings and 8.5" x 11 for specifications.
    - ii. A PDF set of the submittal on a USB Drive.
    - iii. Product samples of proposed finishes.
    - iv. Updated project schedule.
    - v. All disciplines shall be presented including civil engineering.
    - vi. An onsite meeting to review each submittal with the city.
  - 2) 100% Design Development Submittal. This shall include all the interior design aspects of the project. All engineering disciplines and systems shall be presented.
  - 3) 30% Construction Documents
  - 4) 60% Construction Documents
  - 5) 90% Construction Documents

- 6) 100% Signed and Sealed Permit Documents
- 7) Construction Issue Set of documents inclusive of all permit comment resolutions.

f. The Designer shall set up regular meetings with the city to review the design process.

### 1.5 Overview of the E-RFP Process

The objective of the E-RFP is to select a qualified consultant to provide the services outlined in this E-RFP to the City. This E-RFP process will be conducted to gather and evaluate responses from consultants for potential award. All qualified consultants are invited to participate by submitting responses, as further defined below. After evaluating all consultants' responses received prior to the closing date of this E-RFP and following negotiations (if any) and resolution of any contract exceptions, the preliminary results of the E-RFP process will be publicly announced, by the [City Clerk's Office](#), to include the names of all participating consultants and the evaluation results. Subject to the protest process, final contract award(s) will be publicly announced thereafter.

NOTE TO CONSULTANTS: The general instructions and provisions of this document have been drafted with the expectation that the City may desire to make one award or multiple awards. For example, this document contains phrases such as "contract(s)" and "award(s)." Please refer to Section 1.1 – "Purpose of the Procurement" and Section 6.4 – "Selection and Award," for information concerning the number of contract awards expected.

### 1.6 Schedule of Events

The schedule of events set out herein represents the City's best estimate of the schedule that will be followed. However, delays to the procurement process may occur which may necessitate adjustments to the proposed schedule. If a component of this schedule, such as the close date, is delayed, the rest of the schedule may be shifted as appropriate. Any changes to the dates up to the closing date of the E-RFP will be publicly posted prior to the closing date of this E-RFP. After the close of the E-RFP, the City reserves the right to adjust the remainder of the proposed dates, including the dates for evaluation, negotiations, award and the contract term on an as needed basis with or without notice.

Description	Date	Time
Release of E-RFP	As Published on DemandStar	N/A
Pre-Proposal Conference Location: Public Works Compound 450 SW Thornhill Drive Port St. Lucie, FL 34984 Attendance is: Strongly Recommended	<b>February 13, 2024</b>	<b>9:00 AM</b>
Deadline for written questions sent via email to the Issuing Officer referenced in Section 1.7	<b>February 20, 2024</b>	<b>5:00 PM</b>
Collective responses to Written Questions by City Issued Addendum	<b>February 27, 2024</b>	<b>5:00 PM</b>
Proposals Due/Close Date and Time	<b>March 6, 2024</b>	<b>3:00 PM</b>
Initial Evaluation Committee Meeting #1 to Review Scored Proposals	<b>TBD</b>	<b>TBD</b>
Evaluation Committee Meeting #2 Final Evaluation	<b>TBD</b>	<b>TBD</b>

The City reserves the right to proceed to award without further discussions after receipt of the initial proposals, in which case, evaluation committee reviews, negotiations and Proposal Revisions may not be required.

## 1.7. Official Issuing Officer (Procuring Agent)

**Name:** Nathaniel Rubel  
**Procurement Assistant Director**  
**Email:** [nrubel@cityofpsl.com](mailto:nrubel@cityofpsl.com)

## 1.8. Definition of Terms

Please review the following terms:

Consultants' Competitive Negotiation Act ("CCNA") –Acquisition of professional architectural, engineering, landscape architectural, or surveying and mapping services. *Section 287.055, Florida Statute.*

Contractor(s) – companies desiring to do business with the City (Also called "Bidder", "Proposer", or "Offeror".)

City of Port St. Lucie ("City") – the governmental entity identified in Section 1.1 "Purpose of Procurement" of this E-RFP.

Immaterial Deviation- does not give the consultant a substantial advantage over other consultants.

Material Deviation- gives the consultant a substantial advantage over other consultants and thereby restricts or prevents competition.

Procurement Management Division (PMD) - The City department that is responsible for the review and possible sourcing of all publicly sourced solicitations.

Proposer – an individual or organization who submits a proposal in response to a request for proposal (RFP).

Responsible- means the consultant, whether a company or an individual, has appropriate legal authority to do business in the City, a satisfactory record of integrity, appropriate financial, organizational and operational capacity and controls, and acceptable performance on previous governmental and/or private contracts, if any.

Responsive- means the consultant, whether a company or an individual, has submitted a timely offer which materially conforms to the requirements and specifications of the solicitation.

Sourcing Platform- [DemandStar](#)

Any special terms or words which are not identified in this E-RFP Document may be identified separately in one or more attachments to the E-RFP. Please download, save and carefully review all documents in accordance with the instructions provided in Section 2 "Instructions to Proposers" of this E-RFP.

## 1.9. Contract Term

The term of the contract(s) will be determined during negotiation phase. The contract(s) may be amended in writing from time to time by mutual consent of the parties. Unless this E-RFP states otherwise, the resulting award of the contract(s) does not guarantee volume or a commitment of funds.

### 1.9.1. Hours of Service

The standard hours of work allowed in the City's rights-of-way are from 7:00 a.m. to sundown Monday through Friday. Any work performed by the Contractor outside of the aforementioned time limit requires special authorization by the City and requires that the Contractor obtain a noise permit from the City Police Department. All equipment operated at night shall comply with the noise levels established by the City of Port St. Lucie noise ordinance. Any additional costs associated with work outside of the hours of work allowed shall be borne by the Contractor. This shall include, but is not limited to, costs of inspection, testing, police assistance, and construction administration.

All night, Saturday, Sunday, and/or Holiday work must be authorized by the City and requires that the Contractor obtain a noise permit from the City Police Department. All night work within the City's rights-of-way requires a minimum forty-eight (48) hour prior notice to the City. This clause shall not pertain to crews organized to perform maintenance work on equipment or to operate and maintain special equipment such as dewatering pumps, which may be required to work twenty-four (24) hours per day.

## 2. Instructions to Bidders/Proposers

This section contains general business requirements. By submitting a response, the consultant is certifying its agreement to comply with all of the identified requirements of this section.

By submitting a response to the E-RFP, the consultant is acknowledging that the consultant:

1. Has read the information and instructions,
2. Agrees to comply with the information and instructions contained herein.

### 2.1 General Information and Instructions

#### 2.1.1. Familiarity with Laws and Regulations

Responding Consultants are assumed to be familiar with all Federal, State and local laws, ordinances, rules and regulations that may affect the work. Ignorance on the part of the Awarded Consultant will in no way relieve them from contract responsibility.

#### 2.1.2. Submitting Questions

All questions concerning this E-RFP must be submitted in writing via email to the Issuing Officer identified in Section 1.7 "Issuing Officer" of this E-RFP. No questions other than written will be accepted. No response other than written will be binding upon the City. All consultants must submit questions by the deadline identified in the Schedule of Events for submitting questions. Consultants are cautioned that the City may or may not elect to entertain late questions or questions submitted by any other method than as directed by this section. All questions about this E-RFP must be submitted in the following format:

Company Name

Question #1 Question, *Citation of relevant section of the E-RFP*

Question #2 Question, *Citation of relevant section of the E-RFP*

#### 2.1.3. Attending Pre-Proposal Conference

The Pre-Proposal Conference or any other information session (if indicated in the schedule of events) will be held at the offices referred to in Section 1.6 "Schedule of Events" of this E-RFP. Unless indicated otherwise, attendance is not mandatory, although consultants are strongly encouraged to attend. However, in the event the conference has been identified as mandatory, then a representative of the consultant must attend the conference in its entirety to be considered eligible for contract award. The consultant is strongly encouraged to allow ample travel time to ensure arrival in the conference meeting room prior to the beginning of any mandatory conference. The City reserves the right to consider any representative arriving late to be "not in attendance." Therefore, all consultants are strongly encouraged to arrive early to allow for unexpected travel contingencies.

#### 2.1.4. The City's Right to Request Additional Information – Consultant's Responsibility

Prior to contract award, the City must be assured that the selected consultant has all of the resources to successfully perform under the contract. This includes, but is not limited to, adequate number of personnel with required skills, availability of appropriate equipment in sufficient quantity to meet the on-going needs of the City, financial resources sufficient to complete performance under the contract, and experience in similar endeavors. If, during the evaluation process, the City is unable to assure itself of the consultant's ability to perform, if awarded, the City has the option of requesting from the consultant any information deemed necessary to determine the consultant's responsibility. If such information is required, the consultant will be notified and will be permitted approximately ten (10) business days to submit the information requested.

### 2.1.5. Failing to Comply with Submission Instructions

Responses received after the identified due date and time or submitted by any other means than those expressly permitted by the E-RFP will not be considered. Consultants' responses must be complete in all respects, as required in each section of this E-RFP.

### 2.1.6. Rejection of Proposals; The City's Right to Waive Immaterial Deviation

The City reserves the right to reject any or all responses, to waive any irregularity or informality in a consultant's response, and to accept or reject any item or combination of items, when to do so would be to the advantage of the City. The City reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the mandatory requirements and/or doing so does not otherwise materially affect the procurement of requested commodities and/or services. It is also within the right of the City to reject responses **that do not contain all elements and information requested in this E-RFP**. A consultant's response will be rejected if the response contains any defect or irregularity and such defect or irregularity constitutes a material deviation from the E-RFP requirements, which determination will be made by the City on a case-by-case basis.

**NOTE: The City may not accept proposals from firms that have had adversarial relationships with the City or firms that have represented entities that have had adversarial relationships with the City. This includes the firm, employees and financial or legal interests. The City will not enter into a contract or conduct business with any firm or any personnel that is listed on the Federal, State, or other local government agencies' Excluded Parties List, Suspended List or Debarment List. Please see [Florida Statute 287.133](#) for further information regarding business transactions with companies that have been convicted of public entity crimes.**

### 2.1.7. The City's Right to Amend and/or Cancel the E-RFP

The City reserves the right to amend this E-RFP. All revisions must be made in writing prior to the E-RFP closing date and time. If a responding entity discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, they shall immediately notify the City of such error in writing and request modification or clarification of the document. Any modification made to this RFP will be issued as an addendum. Written notice will be posted to DemandStar without divulging the source of the request. If a responding entity fails to notify the City prior to the date and time fixed for submission of an error or ambiguity in the RFP known to them, or an error or ambiguity that reasonably should have been known to them, they shall not be entitled to additional time by reason of the error/ambiguity or its late resolution. By submitting a response, the consultant shall be deemed to have accepted all terms and agreed to all requirements of the E-RFP (including any revisions/additions made in writing prior to the close of the E-RFP whether or not such revision occurred prior to the time the consultant submitted its response) unless expressly stated otherwise in the consultant's response. **THEREFORE, EACH CONSULTANT IS INDIVIDUALLY RESPONSIBLE FOR REVIEWING THE REVISED E-RFP AND MAKING ANY NECESSARY OR APPROPRIATE CHANGES AND/OR ADDITIONS TO THE CONSULTANT'S RESPONSE PRIOR TO THE CLOSE OF THE E-RFP** All Notice(s) of Intent to Award (NOIAs) will be posted as referenced in Section 4.7 of this document. **Consultants are encouraged to frequently check the solicitation documentations and embedded URLs for additional information. Finally, the City reserves the right to amend or cancel this E-RFP at any time.**

### 2.1.8. Assigning of the Contract & Use of Subconsultants

Except as may be expressly agreed to in writing by the City, Consultant shall not assign, sell, transfer or otherwise dispose of the Contract or any portion thereof, or of the work provided for therein, or of his right, title or interest therein, to any person, firm or corporation without the written consent of the City.

The successful Proposer shall provide a listing of all subconsultants, and the work provided by the suppliers in the area provided on the Bid Reply Sheet. The successful Proposer(s) shall provide a listing of all subconsultants, suppliers, and other persons and organizations (including those who are to furnish the principal items of material and equipment), other than those identified in the Bid Reply, to



the City within ten (10) days after the bid opening. Such lists shall be accompanied by an experience statement for each such subconsultant, supplier, person or organization if requested by City. The City, after due investigation, has reasonable objection to any proposed subconsultant, supplier, other person or organization, may, before the Notice of Award is given, request apparent successful Proposer to submit an acceptable substitute without an increase in Bid price.

If apparent successful Proposer(s) declines to make any such substitution, City may award the Contract to the next acceptable Proposer(s) that proposes to use acceptable subconsultants, suppliers, and other persons and organizations. Declining to make requested substitutions will not constitute grounds for sacrificing the Bid security of any Proposer(s). Any subconsultant, supplier, other person or organization listed and to whom City does not make written objection prior to the giving of the Notice of Award will be deemed acceptable to City subject to revocation of such acceptance after the effective date of the Contract.

No subcontract which Consultant enters into with respect to performance of obligations or work assigned under the Contract shall in any way relieve Consultant of any responsibility, obligation or liability under this Contract and for the acts and omissions of all Subconsultants, agents, and employees. All restrictions, obligations and responsibilities of the Consultant under the Contract shall also apply to the Subconsultants. Any contract with a Subconsultant must also preserve the rights of the City. The City shall have the right to request the removal of a Subconsultant from the Contract with or without cause.

#### **2.1.9. Proposal of Addition Services**

If a proposer indicates an offer of services in addition to those required by and described in this RFP, these additional services may be added to the original contract at the sole discretion of the City.

#### **2.1.10. Protest Process**

Proposers should familiarize themselves with the procedures set forth in City Ordinance 20-15 Sec. 35.15. By submitting a response to this e-RFP, the Contractor certifies that he is on notice of section 35.15, understands the procedures set forth therein, and acknowledges he is bound by the protest process therein.

#### **2.1.11. Costs for Preparing Responses**

Each Consultant's response should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. The cost for developing the response and participating in the procurement process (including the protest process) is the sole responsibility of the consultant. The City will not provide reimbursement for such costs.

#### **2.1.12. Public Access to Procurement Records**

Solicitation opportunities will be publicly advertised as required by city ordinances and state and federal laws. Any material that is submitted in response to this RFP, including anything considered by the Proposer to be confidential or a trade secret, will become a public document pursuant to [Chapter 119 of the Florida Statutes](#). Any claim of confidentiality is waived upon submission, effective after the City's opening of the proposals pursuant to Section 119.07, Florida Statutes. Therefore, the Proposer is hereby cautioned to NOT submit any documents that the Proposer does not want to be made public. The City is allowed to assess a reasonable charge to defray the cost of reproducing documents. A City employee must be present during the time of onsite inspection of documents. PLEASE NOTE: When information (financial or other information) submitted by a consultant is marked as "confidential", "proprietary", etc., the City will make a determination regarding what information may or may not be withheld from disclosure pursuant to Florida law. Consultants should review [Chapter 119 of the Florida Statutes](#) for all updates before requesting exceptions from Florida Statutes Chapter 119.

## 2.2. Submittal Instructions

### Submittal Instructions to DemandStar

Listed below are key action items related to this E-RFP. The Schedule of Events in Section 1.6 identifies the dates and time for these key action items. This portion of the E-RFP provides high-level instructions regarding the process for reviewing the E-RFP, preparing a response to the E-RFP and submitting a response to the E-RFP. Consultants are required to access, print and utilize the submittal instructions identified in Section 2.2.1 of this E-RFP to ensure the consultant successfully submits a response to this E-RFP.

#### 2.2.1. E-RFP Released

The release of the E-RFP is only communicated through the posting of this E-RFP as an event in [DemandStar](#). This E-RFP is being conducted through DemandStar an online, electronic tool, which allows a consultant to register, log on, select answers and type text in response to questions, and upload any necessary documents. Each consultant interested in competing to win a contract award must complete and submit a response to this E-RFP using [DemandStar](#). Therefore, each consultant MUST carefully review the submittal instructions on DemandStar's website and follow the submittal guidance that is provided in Section 2.2 of this RFP document.

#### 2.2.2. E-RFP Review

The E-RFP consists of the following: this document, entitled "PSL E-RFP Document", and any and all information included in the E-RFP, as posted to DemandStar, including any and all documents provided by the City as attachments to the E-RFP or links contained within the E-RFP or its attached documents.

Please carefully review all information contained in the Event, including all documents available as attachments or available through links. Any difficulty accessing the Event or opening provided links or documents should be reported immediately to the Issuing Officer (See Section 1.7).

#### 2.2.3. Submitting, Reviewing, Revising or Withdrawing a Submitted Response

After the response has been submitted, the consultant may view and/or revise its response by logging into DemandStar. Please take note of the following:

1. **PROPOSAL SUBMISSION. Upload in one file**, the proposal response (Bid Reply) formatted as instructed in Section 2.2.4 of this document. All proposals shall be submitted by completing and returning all required documents. All submittals are required to be electronic and be contained **in one (1) file TOTAL. No hard copies will be accepted.**
  - A. Upload the proposal including all required information, completed forms, and supporting documentation in the appropriate tabs onto DemandStar by the due date and time. Please permit adequate time to submit the response. Please note submission is not instantaneous and may be affected by several events, such as the consultant temporarily losing a connection to the Internet.
  - B. Enter zero for the cost on DemandStar (if requested) and select the Submit button at the bottom of the page to send the documents.**
2. **REVIEW AND REVISE.** In the event the consultant desires to revise a previously submitted response, the consultant may revise the response. If the revisions cannot be completed in a single work session, the consultant should save its progress. Once revisions are complete, the consultant **must resubmit** its corrected response. Please permit adequate time to revise and then resubmit the response. Please note submission is not instantaneous and may be

affected by several events, such as the consultant temporarily losing a connection to the Internet.

3. WITHDRAW. A consultant may withdraw the proposal by removing all documents from DemandStar prior to the deadline. In the event a consultant desires to withdraw its response after the closing date and time, the consultant must submit a request in writing to the Issuing Officer.

#### **2.2.4. Proposal Format / Evaluation Criteria**

##### **Instructions to Respondents**

The Respondent's PROPOSAL must be submitted in accordance with these instructions. Failure to follow these instructions may be cause for rejection of the proposal. For ease of review, submittals should be tabbed and divided in accordance with the sections outlined below with pages sequentially numbered at the bottom of the page. Submittals must be in a font no smaller than 11. Submittals should be concise, provide only the information requested, and adhere to the page limits set forth herein.

##### **Proposals must include the following information in this order:**

##### **Title Page**

Title Page shall show the request for proposal's subject, title, and proposal number; the firm's name; the name, address, and telephone number of a contact person; and the date of the proposal.

##### **Table of Contents**

The Table of Contents shall provide a listing of all major topics, their associated tab number, and starting page.

##### **Tab 1 – Firms Qualifications**

- A. Provide copies of all licenses, certifications or other documentation required in order to enable the Proposer to perform the work proposed.
- B. Include a brief history of the Proposer (years in business, annual volume of work over past five (5) years, company ownership, officers, etc.)
- C. Include information regarding similar project experience the Proposer possesses that relates in complexity and/or scope to this project.
  1. Include up to five (5) projects that have been completed in the past five (5) years.
  2. Include references for each project described (contact name, email, phone, position on project).
- D. Include associated qualifications/references for sub-consultants or subcontractors, if any, proposed.

##### **Tab 2 – Personnel & Experience and Knowledge**

- A. Provide a resume for each key individual needed to carry out the proposal and describe their proposed role/responsibilities.
- B. Identify whether these key individuals gained experience within the company or outside the company and with whom, years worked.
- C. Identify all subconsultants who will be used to carry out the work set forth in the Proposal.
- D. Describe the qualifications for employees of any such subconsultants.
- E. Include an organizational chart and/or workflow chart to identify each key role for the project.

### **Tab 3 – Methodology/Approach**

Provide information specific to this project that best displays the approach and methodology that will be used to complete the scope of work (planning, schedules, coordination, tracking, communication, management systems, etc.).

### **Tab 4 – Certified Minority Business Enterprise**

Provide official minority owned business enterprise certification documentation provided by the Florida Department of Management Services Office of Supplier Diversity. This applies to the Prime Consultant firm only. Subconsultants do not qualify to earn the points for this criterion.

### **Tab 5 – Additional Required Proposal Submittal Forms**

Additional forms required to be completed with the submitted proposal can be found in **Attachment**

**A.** Please attach additional sheets if necessary to provide all of the required information.

- General Information Work Sheet
- Cone of Silence Form
- Consultant's Code of Ethics
- E-Verify Form
- Non-Collusion Affidavit
- Drug-Free Workplace Form
- Vendor Certification Regarding Scrutinized Companies Form
- Truth in Negotiation Form

## **3. General Insurance**

This section contains general business requirements. By submitting a response, the consultant is certifying its agreement to comply with all of the identified requirements of this section and that all costs for complying with these general business requirements are included in the consultant's submitted pricing.

### **3.1. Indemnification/Hold Harmless**

Contractor agrees to indemnify, defend, and hold harmless, the City, its officers, agents, and employees from, and against any and all claims, actions, liabilities, losses, and expenses including, but not limited to, attorney's fees for personal, economic, or bodily injury, wrongful death, loss of or damage to property, at law or in equity, which may arise or may be alleged to have arisen from the negligent acts, errors, omissions or other wrongful conduct of Contractor, agents, laborers, subcontractors or other personnel entity acting under Contractor control in connection with the Contractor's performance of services under the contract. To that extent, Contractor shall pay any and all such claims and losses and shall pay any and all such costs and judgments which may issue from any lawsuit arising from such claims and losses including wrongful termination or allegations of discrimination or harassment, and shall pay all costs and attorney's fees expended by the City in defense of such claims and losses, including appeals. That the aforesaid hold-harmless agreement by Contractor shall apply to all damages and claims for damages of every kind suffered, or alleged to have been suffered, by reason of any of the aforesaid operations of Contractor or any agent laborers, subcontractors, or employee of Contractor regardless of whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages. Contractor shall be held responsible for any violation of laws, rules, regulations, or ordinances affecting in any way the conduct of all persons engaged in or the materials or methods used by Contractor on the work. This indemnification shall survive the termination of the contract.

### **3.2. Standard Insurance Requirements**

The Consultant shall, on a primary basis and at its sole expense, agree to maintain in full force and effect at all times during the life of this Contract, insurance coverage, limits, including endorsements, as described herein. The requirements contained herein, as well as City's review or acceptance of insurance maintained

by the Consultant are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by Consultant under the Contract.

The parties agree and recognize that it is not the intent of the City of Port St. Lucie that any insurance policy/coverage that it may obtain pursuant to any provision of this Contract will provide insurance coverage to any entity, corporation, business, person, or organization, other than the City of Port St. Lucie and the City shall not be obligated to provide any insurance coverage other than for the City of Port St. Lucie or extend its sovereign immunity pursuant to Section 768.28, Florida Statutes, and as may be amended from time to time, under its self-insured program. Any provision contained herein to the contrary shall be considered void and unenforceable by any party. This provision does not apply to any obligation imposed on any other party to obtain insurance coverage for this project, any/or obligation to name the City of Port St. Lucie as an additional insured under any other insurance policy, or otherwise protect the interests of the City of Port St. Lucie as specified in this Contract.

1. Workers' Compensation Insurance & Employer's Liability: The Consultant shall agree to maintain Workers' Compensation Insurance & Employers' Liability in accordance with Section 440, Florida Statutes, and as may be amended from time to time. Employers' Liability and must include limits of at least \$100,000.00 each accident, \$100,000.00 each disease/employee, and \$500,000.00 each disease/maximum. A Waiver of Subrogation endorsement must be provided. Coverage shall apply on a primary basis. Should scope of work performed by the Consultant qualify it employee for benefits under Federal Workers' Compensation Statute (for example, U.S. Longshore & Harbor Workers Act or Merchant Marine Act), proof of appropriate Federal Act coverage must be provided.
2. Commercial General Liability Insurance: The Consultant shall agree to maintain Commercial General Liability insurance, issued under an Occurrence form basis, including Contractual liability, to cover the hold harmless agreement set forth herein, with limits of not less than:

Each occurrence	\$1,000,000
Personal/advertising injury	\$1,000,000
Products/completed operations aggregate	\$2,000,000
General aggregate	\$2,000,000
Fire damage	\$100,000 any 1 fire
Medical expense	\$10,000 any 1 person

3. Additional Insured: An Additional Insured endorsement **must** be attached to the certificate of insurance (should be CG2026) under the General Liability policy. Coverage is to be written on an occurrence form basis and shall apply as primary and non-contributory. Defense costs are to be in addition to the limit of liability. A waiver of subrogation is to be provided in favor of the City. Coverage shall extend to independent consultants and fellow employees. Contractual Liability is to be included. Coverage is to include a cross liability or severability of interests' provision as provided under the standard ISO form separation of insurers clause.

Except as to Workers' Compensation and Employers' Liability Insurance, and Professional Liability Insurance, Certificates of Insurance and policies shall clearly state that coverage required by the Contract has been endorsed to include the City of Port St. Lucie, a municipality of the State of Florida, its officers, agents and employees as Additional Insured for Commercial General Liability and Business Auto policies. The name for the Additional Insured endorsement issued by the insurer shall read **"City of Port St. Lucie, a municipality of the State of Florida, its officers, employees and agents shall be listed as additional insured, and include Contract #20240046 – Professional Design Services for a New Public Works Administration Building."** Copies of the Additional Insured endorsements shall be attached to the Certificate of Insurance. The policies shall be specifically endorsed to provide thirty (30) day written notice to the City prior to any adverse changes, cancellation, or non-renewal of coverage thereunder. Formal written notice shall be sent to the City of Port St. Lucie, 121 SW Port St. Lucie Blvd., Port St. Lucie, FL 34984, Attn: Procurement. In the event that the statutory liability of the City is amended during the term of this Contract to exceed the above limits, the Consultant shall be required, upon thirty (30) days written notice by the City, to provide coverage at least equal to the amended statutory limit of liability of the City.

4. Business Automobile Liability Insurance: The Consultant shall agree to maintain Business Automobile Liability at a limit of liability not less than \$1,000,000.00 each accident covering any auto, owned, non-owned and hired automobiles. In the event the Consultant does not own any automobiles, the Business Auto Liability requirement shall be amended allowing Consultant to agree to maintain only Hired & Non-Owned Auto Liability. This amended requirement may be satisfied by way of endorsement to the Commercial General Liability, or separate Business Auto Coverage form. Certificate holder must be listed as additional insured. A waiver of subrogation must be provided. Coverage shall apply on a primary and non-contributory basis.
5. Professional Liability Insurance: Consultant shall agree to maintain Professional Liability, or equivalent Errors & Omissions Liability, at a limit of liability not less than \$1,000,000 Per Occurrence. When a self-insured retention (SIR) or deductible exceeds \$10,000, the City reserves the right, but is not obligated, to review and request a copy of Consultant's most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis, Consultant warrants the retroactive date equals or precedes the effective date of this Contract. In the event the policy is canceled, non-renewed, switched to an Occurrence Form, retroactive date advanced, or any other event triggering the right to purchase a Supplemental Extended Reporting Period (SERP) during the life of this Contract, Consultant shall agree to purchase a SERP with a minimum reporting period not less than four (4) years.
6. Waiver of Subrogation: By entering into this Contract, the Consultant agrees to a Waiver of Subrogation for each required policy. When required by the insurer, or should a policy condition not permit an Insured to enter into a pre-loss Contract to waive subrogation without an endorsement then Consultant shall agree to notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent.
7. Deductibles: All deductible amounts shall be paid for and be the responsibility of the Consultant for any and all claims under this Contract. Where an SIR or deductible exceeds \$5,000, the City reserves the right, but is not obligated, to review and request a copy of the bidder's most recent annual report or audited financial statement.

It shall be the responsibility of the Consultant to ensure that all independent consultants and/or sub-consultants comply with the same insurance requirements referenced herein. It shall be the responsibility of the consultant to obtain Certificates of Insurance from all independent consultants and subconsultants listing the City as an Additional Insured without the language "when required by written contract". If the Consultant, independent consultant and/or subconsultant maintain higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the consultant/independent consultant/subconsultant.

The Consultant may satisfy the minimum limits required above for either Commercial General Liability, Business Auto Liability, and Employers' Liability coverage under Umbrella or Excess Liability. The Umbrella or Excess Liability shall have an Aggregate limit not less than the highest "Each Occurrence" limit for either Commercial General Liability, Business Auto Liability, or Employers' Liability. When required by the insurer, or when Umbrella or Excess Liability is written on Non-Follow Form, the City shall be endorsed as an "Additional Insured."

The City by and through its Risk Management Department reserves the right, but is not obligated, to review, modify, reject or accept any required policies of insurance, including limits, coverages or endorsements, herein from time to time throughout the term of this contract. All insurance carriers must have an AM Best rating of at least A:VII or better.

A failure on the part of the consultant to execute the contract and/or punctually deliver the required insurance certificates and other documentation may be cause for annulment of the award.

**Consultant must review the City's Standard Contract for further details and coverage requirements.**

**Within ten (10) business days of award, the awarded consultant must procure the required insurance and provide the City with an executed Certificate of Insurance. Certificates must reference the contract number and the City as the additional Insured party. The Consultant's submitted pricing must include the cost of the required insurance. No contract performance shall occur unless and until the required insurance certificates are provided.**

## 4. Proposal Evaluation, Negotiations and Award

All timely proposals will be evaluated in accordance with the following steps. Based on the results of the initial evaluation the City may or may not elect to negotiate technical factors as further described in the E-RFP. Once the evaluation process has been completed (and any presentations or negotiations the City desires to conduct have occurred), the apparent successful consultant(s) will be required to enter into discussions with the City to resolve any exceptions to the City's contract. The City will announce the results of the E-RFP as described further in Section 4.7 "Public Award Announcement" of this E-RFP.

### 4.1. Administrative/Preliminary Review

First, the proposals will be reviewed by the Issuing Officer to determine the proposal's compliance with the following requirements, including but not limited to:

1. Proposal was submitted by deadline in accordance with Section 2
2. Meets minimum qualifications.
3. Proposal is complete and contains all required documents

### 4.2 Evaluating Proposal Factors

If the consultant's proposal passes the Administrative/Preliminary Review, the consultant's proposal will be submitted to the Evaluation Committee for evaluation.

#### 4.2.1. Review of Proposals

The Evaluation Committee will review each proposal in detail to determine its compliance with E-RFP requirements. If a proposal fails to meet the minimum qualifications and mandatory requirements, the City will determine if the deviation is material. A material deviation will be cause for rejection of the proposal. An immaterial deviation will be processed as if no deviation had occurred. All proposals which meet the requirements of the minimum qualifications and mandatory requirements are considered "Responsive Proposals" at this point in time and will be scored in accordance with the point allocation in Section 4.3 "Scoring Criteria" of this E-RFP. At the conclusion of the initial Evaluation Committee meeting, the Committee may create a "short-list" of respondents and require shortlisted respondents to submit additional documentation which may include but is not limited to: approach to the project, knowledge of the project scope, qualifications of the team members assigned to the project, and ability to furnish the required services within schedule and budget and/or to participate in public oral presentations.

The consultant will receive a total technical score at the conclusion of the evaluation of the E-RFP Evaluation Factors.

### 4.3 Scoring Criteria

The proposal will be scored in the following manner:

Category	Points
Firm's Qualifications	Maximum 25 points
Personnel & Experience and Knowledge	Maximum 35 points
Methodology/Approach	Maximum 35 points
Certified Minority Business Enterprise	Maximum 5 points
<b>Total</b>	<b>Maximum 100 points</b>

### 4.4 Negotiations of Proposals and/or Cost Factors

The objective of negotiations is to obtain the consultant's best terms. PLEASE NOTE: NEGOTIATIONS ARE DISCRETIONARY; THEREFORE, THE CITY URGES THE CONSULTANT: (1) TO SUBMIT IT'S BEST RESPONSE AND (2) NOT TO ASSUME THE CONSULTANT WILL BE GRANTED AN OPPORTUNITY TO NEGOTIATE.

#### **4.4.1. Overview of Negotiations**

After the Evaluation Committee has scored the consultants' proposals, the City may elect to enter into negotiations with all responsive and responsible consultants or only those consultants identified by the Evaluation Committee as being in the competitive range. The competitive range will not be selected arbitrarily, and those consultants included in the competitive range must have highly scored proposals. The City shall negotiate a contract with the highest scored firm to a compensation which is fair, competitive and reasonable. Should negotiations with the highest scored firm fail, the City shall terminate negotiations with the highest scored firm and shall begin with the next highest ranked firm. Once negotiations have started with the next highest ranked firm, the City shall not go back and attempt negotiations with the previously ranked firm. This process will continue by negotiating with the next highest ranked firm until an agreement is reached, there are not qualified firms remaining, or the E-RFP has been cancelled.

#### **4.4.2. Negotiation Instructions**

Listed below are the key action items related to negotiations. The City's Negotiation Committee may consist of the City's Evaluation Committee or may be comprised of different people. However, evaluation of proposals or revised proposals shall be completed only by the City's Evaluation Committee.

- 1. Negotiation Invitation:** Those consultants identified by the Evaluation Committee to negotiate will be notified and invited to attend negotiations. Consultants will be notified in writing:
  - a. the general purpose and scope of the negotiations;
  - b. the anticipated schedule for the negotiations; and
  - c. the procedures to be followed for negotiations.
  
- 2. Confirmation of Attendance:** Consultants who have been invited to participate in negotiations must confirm attendance.

#### **4.4.3. Competitive Range**

If the City elects to negotiate pursuant to Section 4.4, the City may either (1) elect to negotiate with all responsive and responsible consultants, (2) limit negotiations to those consultants identified within the competitive range, or (3) limit negotiations to the number of consultants with whom the City may reasonably negotiate as defined below. In the event the City elects to limit negotiations to those consultants identified within the competitive range, the City will identify the competitive range by (1) ranking consultants' proposals from highest to lowest and (2) then looking for breaks in the scores such that natural groupings of similar scores may be identified. In the event the City determines the number of responsive and responsible consultants is so great that the City cannot reasonably conduct negotiations with all consultants (which determination shall be solely at the City's discretion and shall be conclusive), the City may elect to limit negotiations to the top three (3) ranked consultants as determined by the Total Score.

#### **4.4.4. Negotiation Round Completion**

As part of each round of negotiation, the City may or may not engage in verbal discussions with the consultants. However, whether or not the City engages in verbal discussions, any revisions the consultant elects to make to its response must be submitted in writing via email by the end date and time identified by the Issuing Officer.

#### **4.5. Selection and Award**

The responsive and responsible consultant receiving the highest scored proposal and with whom the City is able to reach an agreement as to contract terms will be selected for award.



#### 4.6. Site Visits, Samples, and Oral Presentations

The City reserves the right to conduct site visits or to invite consultants to present their proposal factors/technical solutions to the City's Evaluation Committee. Unless prohibited by federal, state, county, or local laws and/or ordinances, all Consultant requested presentations shall be performed in an in-person meeting. An oral presentation or product demonstration is not a negotiation and Consultants are not permitted to revise their responses as part of the presentation and/or demonstration. Cost proposals and related cost information must not be discussed during the oral presentation of the consultant's technical solution. Nothing in this section shall prohibit the Negotiation Team from discussing both proposal factors and cost information during the negotiation process defined by Section 4.4 "Negotiations of Proposals and/or Cost Factors". Samples of items, when required, must be furnished free of expense and, if not destroyed, will upon request, be returned at the Consultant's expense. Request for the return of samples must be made within thirty (30) days following opening of proposals. Each individual sample must be labeled with Consultant's name, E-RFP number, and item number. Failure of Consultant to either deliver required samples or to clearly identify samples as indicated may be reason for rejection of the E-RFP. Unless otherwise indicated, samples should be delivered to the Procurement Management Department.

#### 4.7. Public Award Announcement

The preliminary results of the evaluation will be announced through the public posting of either a Notice to Proceed Negotiation with Consultant(s) or a Notice of Intent to Award posted to the City's Sourcing Platform. The Notice of Intent to Award ("NOIA") is not notice of an actual contract award; instead, the NOIA is notice of the City's expected contract award(s) pending resolution of the protest process period pursuant to City Code of Ordinances, Section 35.15. The NOIA (if any) will identify the apparent successful consultant(s), unsuccessful consultant(s), and the reasons why any unsuccessful consultants were not selected for contract award. **NO CONSULTANT SHOULD ASSUME PERSONAL NOTICE OF THE NOTICE OF INTENT TO AWARD ("NOIA") WILL BE PROVIDED BY THE CITY. INSTEAD, ALL CONSULTANTS SHOULD FREQUENTLY CHECK THE CITY'S SOURCING PLATFORM FOR THE POSTING OF THE NOTICE TO PROCEED NEGOTIATION WITH CONSULTANT(S) AND/OR THE NOIA.**

### 5. Payment

To ensure proper payment the awarded Consultant must:

1. The City shall have not less the allowable time under the Florida Prompt Payment Act, Section 218.70 et seq., Florida Statutes (as amended) to pay for any products and/or services.
2. Invoices must clearly show the description of products and/or services to include the number of each product or line item fulfilled.
3. All invoices must reference the Contract Number as established by the City.
4. Under no circumstances, will interest of any kind be required as payment to the Awarded Consultant.
5. All charges, e.g., set up costs, must be included in the cost proposal. No charges will be allowed unless specified in the E-RFP and agreed upon by the City.
6. Any discrepancies noted by the City must be corrected by the Awarded Consultant within 48 hours.
7. The payment amount due on invoices shall not be altered by the City personnel. Once disputed items are resolved, the Awarded Consultant must submit an amended invoice, or a credit memorandum for the disputed amount.
8. The City will not make partial payments on an invoice where there is a dispute.
9. The City will only make payments on authorized transactions.
10. All invoices must be sent to the Project Manager assigned by the City.

#### Payment by City's Visa Card Program

The City currently utilizes the State of Florida [Visa Program](#). The awarded Consultant can take advantage of this program and in consideration, receive payment within several days instead Florida Prompt Payment Act NET 25 terms.

### 6. Contract Terms and Conditions

The Contract that the City expects to award as a result of this E-RFP will be based upon the E-RFP, the successful consultant's final response as accepted by the City, all applicable contract terms and conditions, which can be downloaded from [DemandStar \(Exhibit A – PSL Sample Contract Agreement\)](#). The successful consultant's final response as accepted the City shall mean: the final cost and technical proposals submitted by

the awarded consultant(s) and any subsequent revisions to the awarded consultant's cost and technical proposals and the contract terms and conditions due to negotiations, written clarifications or changes made in accordance with the provisions of the E-RFP, and any other terms deemed necessary by the City, except that no objection or amendment by the consultant to the E-RFP requirements or the contract terms and conditions shall be incorporated by reference into the contract unless the City has explicitly accepted the consultant's objection or amendment in writing.

Please review all City attached documents and attached links prior to submitting a response to this E-RFP. Consultants should plan on all expressed requirements within this E-RFP, and City attached documents and links contained in this posted solicitation as being included in any award as a result of this E-RFP. Therefore, all costs associated with complying with these requirements should be included in any pricing quoted by the consultants. The City may supplement or revise contract terms and conditions and/or service specific requirements before contract execution.

### **Exception to Contract**

By submitting a proposal, each consultant acknowledges its acceptance of the E-RFP specifications and the contract terms and conditions without change. If a consultant takes exception to a Contract Provision or Solicitation Requirement, the consultant must state the reason for the exception and state the specific contract language it proposes to include in place of the provision. Any exceptions to the contract must be uploaded and submitted as an attachment in Tab 5 of the consultant's response. Proposed exceptions must not conflict with or attempt to preempt mandatory requirements specified in the E-RFP.

In the event the consultant is selected for potential award, the consultant will be required to enter into discussions with the City to resolve any contractual differences before an award is made. These discussions are to be finalized and all exceptions resolved within the period identified in the schedule of events. Failure to resolve any contractual issues will lead to rejection of the consultant. The City reserves the right to proceed to discussions with the next best ranked consultant.

The City reserves the right to modify the contract to be consistent with the apparent successful offer, and to negotiate other modifications with the apparent successful consultant. Exceptions that materially change the terms or the requirements of the E-RFP may be deemed non-responsive by the City, in its sole discretion, and rejected. Contract exceptions which grant the consultant an impermissible competitive advantage, as determined by the City, in its sole discretion, will be rejected. If there is any question whether a particular contract exception would be permissible, the consultant is strongly encouraged to inquire via written question submitted to the Issuing Officer prior to the deadline for submitting written questions as defined by the Schedule of Events.

### **Order of Preference**

In the case of any inconsistency or conflict among the specific provisions of the executed contract (including any amendments accepted by both the City and the Consultant attached hereto), the RFP (including any subsequent addenda and written responses to proposers' questions), and the Consultant's Response, any inconsistency or conflict shall be resolved as follows:

- (i) First, by giving preference to the specific provisions of the executed contract.
- (ii) Second, by giving preference to the specific provisions of the E-RFP.
- (iii) Third, by giving preference to the specific provisions of the Consultant's Response, except that objections or amendments by a consultant that have not been explicitly accepted by the City in writing shall not be included in this Contract and shall be given no weight or consideration.

## 7. List of E-RFP Attachments

The following documents make up this E-RFP. Please see Section 2.2.2 “E-RFP Review” for instructions about how to access the following documents. Any difficulty locating or accessing the following documents should be immediately reported to the Issuing Officer.

- PSL E-RFP (this document)
- Attachment A – Required Forms
  - General Information Work Sheet
  - Code of Silence Form
  - Consultant’s Code of Ethics Form
  - E-Verify Form
  - Non-Collusion Affidavit
  - Drug-Free Workplace Form
  - Vendor Certification Regarding Scrutinized Companies Form
  - Truth in Negotiation Form
- Exhibit A – PSL Sample Contract Agreement
- Exhibit B – Design Criteria Package
- Exhibit C – SFWMD Conceptual Site Permit

\*\*Any documents indicated in this E-RFP must be returned in the system as a part of the response by the Consultant. Failure to supply the completed document(s) may deem the Proposer as non-responsive.

**CONTRACTOR'S GENERAL INFORMATION WORK SHEET / E-BID REPLY FORM**  
**RFP #20240046**

It is understood and agreed that the following information is to be used by the City to determine the qualifications of prospective Contractor to perform the work required. The Contractor waives any claim against the City that might arise with respect to any decision concerning the qualifications of the Contractor.

The undersigned attests to the truth and accuracy of all statements made on this questionnaire. Also, the undersigned hereby authorizes any public official, Engineer, Surety, bank, material or equipment manufacturer, or distributor, or any person, firm or corporation to furnish the City any pertinent information requested by the City deemed necessary to verify the information on this questionnaire.

Dated at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 2024  
 (Location)

Name of Organization/Contractor: \_\_\_\_\_

By: \_\_\_\_\_  
 Name and Title

1. Corporation, Partnership, Joint Venture, Individual or other? \_\_\_\_\_

2. Firm's name and main office address, telephone and fax numbers

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

3. Contact person: \_\_\_\_\_ Email: \_\_\_\_\_

4. Firm's previous names (if any). \_\_\_\_\_

5. **ADDENDUM ACKNOWLEDGMENT** - Bidder acknowledges that the following addenda have been received and are included in its proposal/bid:

Addendum Number	Date Issued	Addendum Number	Date Issued

6. List any lawsuits pending or completed within the past five (5) years involving the corporation, partnership or individuals with more than ten percent (10 %) interest:

\_\_\_\_\_  
\_\_\_\_\_  
(N/A is not an acceptable answer - insert lines if needed)

7. List any judgments from lawsuits in the last five (5) years:

\_\_\_\_\_  
\_\_\_\_\_  
(N/A is not an acceptable answer - insert lines if needed)

8. List any criminal violations and/or convictions of the Proposer and/or any of its principals:

\_\_\_\_\_  
\_\_\_\_\_  
(N/A is not an acceptable answer - insert lines if needed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**NOTICE TO ALL PROPOSERS**

To ensure fair consideration is given for all Proposers, it must be clearly understood that upon release of the proposal and during the proposal process, firms and their employees of related companies as well as paid or unpaid personnel acting on their behalf shall not contact or participate in any type of contact with City employees, department heads or elected officials, up to and including the Mayor and City Council. The **"Cone of Silence"** is in effect for this solicitation from the date the solicitation is advertised on DemandStar, until the time an award decision has been approved by City Council and fully executed by all parties. Information about the Cone of Silence can be found under the [City of Port St. Lucie Ordinance 20-15, Section 35.13](#). Contact with anyone other than the Issuing Officer may result in the vendor being disqualified. All contact must be coordinated through **Mr. Nathaniel Rubel**, Issuing Officer, for the procurement of these services.

All questions regarding this Solicitation are to be submitted in writing to Nathaniel Rubel , Procurement Agent with the Procurement Management Department via e-mail [nrubel@cityofpsl.com](mailto:nrubel@cityofpsl.com), or by phone 772-344-4230 . Please reference the Solicitation number on all correspondence to the City.

All questions, comments and requests for clarification must reference the Solicitation number on all correspondence to the City. Any oral communications shall be considered unofficial and non-binding.

Only written responses to written communication shall be considered official and binding upon the City. The City reserves the right, at its sole discretion, to determine appropriate and adequate responses to the written comments, questions, and requests for clarification.

\*NOTE: All addenda and/or any other correspondence before bid close date (general information, question and responses) to this solicitation will be made available exclusively through the [DemandStar's Website](#) for retrieval. All notice of intent to award documentation will be published on the [City Clerk's Website](#). Proposers are solely responsible for frequently checking these websites for updates to this solicitation.

**I understand and shall fully comply with all requirements of City of Port. St. Lucie Ordinance 20-15, Section 35.13.**

Typed Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Company and Job Title: \_\_\_\_\_

Date: \_\_\_\_\_



"A City for All Ages"

**eRFP #20240046**  
**CONSULTANT'S CODE OF ETHICS**

The City of Port St Lucie ("City), through its Procurement Management Department ("Procurement Management Department") is committed to a procurement process that fosters fair and open competition, is conducted under the highest ethical standards and enjoys the complete confidence of the public. To achieve these purposes, Procurement Management Department requires each vendor who seeks to do business with the City to subscribe to this Consultant's Code of Ethics.

- ◆ A Consultant's bid or proposal will be competitive, consistent and appropriate to the bid documents.
- ◆ A Consultant will not discuss or consult with other Vendors intending to bid on the same contract or similar City contract for the purpose of limiting competition. A Vendor will not make any attempt to induce any individual or entity to submit or not submit a bid or proposal.
- ◆ Consultant will not disclose the terms of its bids or proposal, directly or indirectly, to any other competing Vendor prior to the bid or proposal closing date.
- ◆ Consultant will completely perform any contract awarded to it at the contracted price pursuant to the terms set forth in the contract.
- ◆ Consultant will submit timely, accurate and appropriate invoices for goods and/or services actually performed under the contract.
- ◆ Consultant will not offer or give any gift, item or service of value, directly or indirectly, to a City employee, City official, employee family member or other vendor contracted by the City.
- ◆ Consultant will not cause, influence or attempt to cause or influence, any City employee or City Official, which might tend to impair his/her objectivity or independence of judgment; or to use, or attempt to use, his/her official position to secure any unwarranted privileges or advantages for that Vendor or for any other person.
- ◆ Consultant will disclose to the City any direct or indirect personal interests a City employee or City official holds as it relates to a Vendor contracted by the City.
- ◆ Consultant must comply with all applicable laws, codes or regulations of the countries, states and localities in which they operate. This includes, but is not limited to, laws and regulations relating to environmental, occupational health and safety, and labor practices. In addition, Consultant must require their suppliers

(including temporary labor agencies) to do the same. Consultant must conform their practices to any published standards for their industry. Compliance with laws, regulations and practices include, but are not limited to the following:

- Obtaining and maintaining all required environmental permits. Further, Consultant will endeavor to minimize natural resource consumption through conservation, recycling and substitution methods.
- Providing workers with a safe working environment, which includes identifying and evaluating workplace risks and establishing processes for which employee can report health and safety incidents, as well as providing adequate safety training.
- Providing workers with an environment free of discrimination, harassment and abuse, which includes establishing a written antidiscrimination and anti-bullying/harassment policy, as well as clearly noticed policies pertaining to forced labor, child labor, wage and hours, and freedom of association.

Name of Organization/Proposer \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name and Title \_\_\_\_\_

Date \_\_\_\_\_

DISCLAIMER: This Code of Ethics is intended as a reference and procedural guide to consultants. The information it contains should not be interpreted to supersede any law or regulation, nor does it supersede the applicable consultant contract. In the case of any discrepancies between it and the law, regulation(s) and/or consultant contract, the law, regulatory provision(s) and/or vendor contract shall prevail.





"A City for All Ages"

### E-Verify Form

**Supplier/Consultant acknowledges and agrees to the following:**

1. Shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Supplier/Consultant during the term of the contract; and
2. Shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.
3. The Contractor hereby represents that it is in compliance with the requirements of Sections 448.09 and 448.095, Florida Statutes. The Contractor further represents that it will remain in compliance with the requirements of Sections 448.09 and 448.095 Florida Statutes, during the term of this contract and all attributed renewals.
4. The Contractor hereby warrants that it has not had a contract terminated by a public employer for violating Section 448.095, Florida Statutes, within the year preceding the effective date of this contract. If the Contractor has a contract terminated by a public employer for any such violation during the term of this contract, it must provide immediate notice thereof to the City.

**E-Verify Company Identification Number** \_\_\_\_\_

**Date of Authorization** \_\_\_\_\_

**Name of Contractor** \_\_\_\_\_

**Name of Project** \_\_\_\_\_

**Solicitation Number  
(If Applicable)** \_\_\_\_\_

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

NOTARY PUBLIC \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



"A City for All Ages"

**NON-COLLUSION AFFIDAVIT**

**eRFP#20240046**

**Professional Design Services for a new Public  
Works Administration Building**

State of \_\_\_\_\_ }

County of \_\_\_\_\_ }

\_\_\_\_\_, being first duly sworn, disposes and says that:  
(Name/s)

1. They are \_\_\_\_\_ of \_\_\_\_\_ the Proposer that  
(Title) (Name of Company)

has submitted the attached PROPOSAL;

2. He is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such PROPOSAL;

3. Such Proposal is genuine and is not a collusive or sham Proposal;

4. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with the contract for which the attached proposal has been submitted or to refrain from proposing in connection with such Contract or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm or person to fix the price or prices in the attached Proposal or of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Port St. Lucie or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Signed) \_\_\_\_\_

(Title) \_\_\_\_\_



"A City for All Ages"

STATE OF FLORIDA }  
COUNTY OF ST. LUCIE} SS:

The foregoing instrument was acknowledged before me this *(Date)* \_\_\_\_\_

by: \_\_\_\_\_ who is personally known to me or who has produced  
\_\_\_\_\_ as identification and who did (did not) take an oath.

Commission No. \_\_\_\_\_

Notary Print: \_\_\_\_\_

Notary Signature: \_\_\_\_\_

**DRUG-FREE WORKPLACE FORM**  
**eRFP # 20240046**  
**Professional Design Services for a new**  
**Public Works Administration Building**

The undersigned Contractor in accordance with Florida Statute 287.087 hereby certifies that \_\_\_\_\_ does:

(Name of Business)

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

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

\_\_\_\_\_  
Bidder's Signature

\_\_\_\_\_  
Date:

### VENDOR CERTIFICATION REGARDING SCRUTINIZED COMPANIES' LISTS

Vendor Name: \_\_\_\_\_

Vendor FEIN: \_\_\_\_\_

Authorized Representative's Name: \_\_\_\_\_

Authorized Representative's Title: \_\_\_\_\_

Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Sections 287.135 and 215.473, Florida Statutes, prohibit Florida municipalities from contracting with companies, for goods or services over \$1,000,000 that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or to engage in any Business operations with Cuba or Syria. Sections 287.135 and 215.4725 also prohibit Florida municipalities from contracting with companies, for goods or services in any amount that are on the list of Scrutinized Companies that Boycott Israel.

The list of "Scrutinized Companies" is created pursuant to Section 215.473, Florida Statutes. A copy of the current list of "Scrutinized Companies" can be found at the following link: <https://www.sbafla.com/fsb/FundsWeManage/FRSPensionPlan/GlobalGovernanceMandates/QuarterlyReports.aspx>

As the person authorized to sign on behalf of the Respondent Vendor, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan List; or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; is not participating in a boycott of Israel; and does not have any business operations with Cuba or Syria. I understand that pursuant to Sections 287.135 and 215.473, Florida Statutes, the submission of a false certification may subject the Respondent Vendor to civil penalties, attorney's fees, and/or costs.

I understand and agree that the City may immediately terminate any contract resulting from this solicitation upon written notice if the company referenced above are found to have submitted a false certification or any of the following occur with respect to the company or a related entity: (i) for any contract for goods or services in any amount of monies, it has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, or (ii) for any contract for goods or services of one million dollars (\$1,000,000) or more, it has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or it is found to have been engaged in business operations in Cuba or Syria.

Authorized Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

**TRUTH-IN-NEGOTIATION CERTIFICATE AND AFFIDAVIT**

STATE OF FLORIDA       §  
COUNTY OF ST. LUCIE   §

Before me, the undersigned authority, personally appeared affiant \_\_\_\_\_,  
who being first duly sworn, deposes and says:

1. That the undersigned firm is furnishing this Truth in Negotiation Certificate pursuant to Section 287.055(5)(a) of the Florida Statutes for the undersigned firm to receive an agreement for professional services with the City of Port St. Lucie, St. Lucie County, Florida.

2. That the undersigned firm is a corporation which engages in furnishing professional architectural/engineering services and is entering into an agreement with the City of Port St. Lucie, St. Lucie County, Florida to provide professional services for a project known as Professional Design Services for a New Public Works Administration Building, Contract #20240046.

3. That the undersigned firm has furnished the City of Port St. Lucie, St. Lucie County, Florida a detailed analysis of the cost of the professional services required for the project.

4. That the wage rate information and other factual unit cost, which the undersigned firm furnished, were accurate, complete and current at the time the undersigned firm and the City of Port St. Lucie entered into the agreement for professional services on the project.

5. That the agreement which the undersigned firm and the City of Port St. Lucie entered into on this job contained a provision that the original agreement price and any additions thereto shall be adjusted to include any significant sums by which the City of Port St. Lucie determines the agreement price was increased due to inaccurate, incomplete or non-current wage rates or other factual unit cost and that all such agreement adjustments shall be made within one (1) year following the end of the agreement.

FURTHER AFFIANT SAYETH NAUGHT

\_\_\_\_\_  
Name of Firm

By:                   President

The foregoing instrument was acknowledged before me by \_\_\_\_\_  
who has produced \_\_\_\_\_ as identification or is personally known to me.

WITNESS my hand and official seal in the State of \_\_\_\_\_, County of \_\_\_\_\_,  
last aforesaid this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(SEAL)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Notary Name (typed or printed)

\_\_\_\_\_  
Title or Rank



**OFFICE OF MANAGEMENT  
AND BUDGET**

**Solicitation Addendum Form**

<b>Solicitation Number: RFP 20240046</b>	<b>Solicitation Title: Professional Design Services for a New Public Works Administration Building</b>
Issuing Officer: Nathaniel Rubel, Assistant Procurement Director	Solicitation Initially Posted to Internet: See DemandStar
e-mail Address: nrubel@cityofpsl.com	Telephone: o:772-344-4230 c: 772-203-7733
Addendum Number: 1	Date: 02/12/2024

**Questions and Answers**

1. Will you please provide a list of the firms, consultants, or subconsultants previously involved in the preparation of the design criteria package that are not allowed to submit proposals?

*Response: The firms, consultants, and subconsultants previously involved in the creation of the design criteria package are as follows:*

- Design Criteria Professional: CPZ Architects, Inc.  
4316 West Broward Blvd.  
Plantation, FL 33317
  
- Civil: Bowman Consulting Group Ltd.  
301 SE Ocean Blvd., Suite 301  
Stuart, FL 34994
  
- MEP: KAMM Consulting  
1407 W. Newport Center Drive  
Deerfield Beach, FL 33441
  
- Structural: ML Engineering, Inc.  
2040 37<sup>th</sup> Avenue  
Vero Beach, FL 32960
  
- Landscape Architect: WGI, Inc.  
2035 Vista Parkway  
West Palm Beach, FL 33411



**OFFICE OF MANAGEMENT  
AND BUDGET**

- Geotechnical Engineering: Terracon  
5371 NW 33<sup>rd</sup> Ave., Suite 201  
Ft. Lauderdale, FL 33309
  
- Environmental Engineering: Terracon  
5371 NW 33<sup>rd</sup> Ave., Suite 201  
Ft. Lauderdale, FL 33309

Note: In the event of a conflict between previously released information and the information contained herein, the latter shall control. Please let us know of any questions.

Cordially,

Nathaniel Rubel – Procurement Assistant Director





**OFFICE OF MANAGEMENT  
AND BUDGET**

**Solicitation Addendum Form**

<b>Solicitation Number: RFP 20240046</b>	<b>Solicitation Title: Professional Design Services for a New Public Works Administration Building</b>
Issuing Officer: Nathaniel Rubel, Assistant Procurement Director	Solicitation Initially Posted to Internet: See DemandStar
e-mail Address: nrubel@cityofpsl.com	Telephone: o:772-344-4230 c: 772-203-7733
Addendum Number: 2	Date: 02/27/2024

**Questions and Answers**

1. Based upon the Site Plan Approval designs contained within Exhibit B, it appears the facility was a 2-story structure when approved. Now this RFP calls for a 3-story building. Since an additional floor is being added to the design is it correct to assume the new design will need to go through the City's site plan approval process?

*Response: This will require a major site plan amendment. The term major means it must go back to the City Council for approval vs. a minor site plan amendment which can be approved at the staff level.*

Note: In the event of a conflict between previously released information and the information contained herein, the latter shall control. Please let us know of any questions.

Cordially,

Nathaniel Rubel – Procurement Assistant Director