



**City of Sweetwater
Building and Zoning Department
1701 NW 112 Ave, # 102
Sweetwater, FL. 33172**

Request for Proposals



**Design-Build office build-out for
Building, Zoning and Code Compliance Department
Request for Proposals No. 2023-02**

Advertisement Date:	Monday, February 6, 2023
Pre-Bid Conference:	Tuesday, February 21, 2023 at 2:30 pm
All Questions Due:	Tuesday, March 7, 2023 by 5:00 pm
Submission due date:	Tuesday, March 21, 2023 by 2:00 pm
Bid Opening	Wednesday, March 29, 2023 @ 2:00 pm
Submit to:	City Clerk Office, City Hall 3rd Floor 500 SW 109 Ave Sweetwater, Florida 33174



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AFFIDAVITS



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**LEGAL ADVERTISEMENT
NOTICE TO BIDDER**

NOTICE IS HEREBY GIVEN that the City of Sweetwater is seeking sealed Bids for the following work

**Design-Build office build-out for
Building, zoning and Code Compliance Department
Request for Proposals No. 23-01-01**

The specifications for this RFP are available on the City of Sweetwater website at Cityofsweetwater.fl.gov. Proposals who obtain the specifications from sources other than City of Sweetwater website or the City of Sweetwater ('City') are cautioned that their Bid response package may be incomplete. Addenda will be posted and disseminated by the City at least five days prior to the submittal date to all Bidders who are listed on the official list. The City may not accept incomplete Bids.

Bids shall be on a unit price basis; segregated Bids will not be accepted. Sealed Bids will be received by the City Clerk's Office no later than **Tuesday, March 21, 2023 by 2:00 PM** at City hall 500 SW 109 Ave, Sweetwater, Florida, 33174. Bids received after this time will not be considered. The City is under no obligation to return Bids. Timely submitted Bids will be opened publicly and read aloud at this time. The envelope containing the sealed Bid must be clearly marked:

**RFP 2023-02
DESIGN-BUILD INTERIOR BUILD OUT BUILDING AND ZONING/ CODE COMPLIANCE
BID OPENING DATE: Wednesday, March 29, 2023**

The City reserves the right to reject any or all Bids, with or without cause, to waive technical errors and informalities, and to accept the Bid, which best serves the interest of, and represents the best value to, the City.

A **Non-Mandatory** Pre-Bid Conference for all potential bidders is set for **Tuesday, February 21, 2023 at 2:30 PM** at the 3rd floor Commission Chamber at the City of Sweetwater City Hall located at 500 SW 109 Avenue, Sweetwater, Florida 33174.

All questions regarding Request for Proposals No. 23-01-01 shall be directed in accordance with the timeframe specified above. Questions may be submitted via email to: Bids_Ci@cityofsweetwater.fl.gov. *Pursuant to Florida Statutes 119.071, sealed bids, proposals or replies by an agency pursuant to a competitive solicitation are exempt from inspection until such time as the agency provides notice of an intended decision or until thirty (30) days after the opening of the bids, proposals, or final replies, whichever is earlier.*



SECTION 1 INSTRUCTIONS TO BIDDER / GENERAL TERMS AND CONDITIONS

THESE INSTRUCTIONS ARE STANDARD FOR ALL BID COMMODITIES/SERVICES ISSUED BY THE CITY OF SWEETWATER. THE CITY OF SWEETWATER MAY DELETE, SUPERSEDE OR MODIFY ANY OF THESE STANDARD INSTRUCTIONS FOR A PARTICULAR CONTRACT BY INDICATING SUCH CHANGE IN SPECIAL INSTRUCTIONS TO BIDDERS OR IN THE BID SHEETS. ANY AND ALL SPECIAL CONDITIONS THAT MAY VARY FROM THE GENERAL CONDITIONS SHALL HAVE PRECEDENCE. BIDDER AGREES THAT THE PROVISIONS INCLUDED WITHIN THIS BID OR RFP SHALL PREVAIL OVER ANY CONFLICTING PROVISION WITHIN ANY STANDARD FORM CONTRACT OF THE BIDDER REGARDLESS OF ANY LANGUAGE IN BIDDER'S CONTRACT TO THE CONTRARY.

1.1 CLARIFICATION/EXPLANATION/QUESTIONS:

Any questions concerning this Request for Proposals or any required need for clarification must be made via email to: Bids_Ci@cityofsweetwater.fl.gov. Such requests for clarification/explanation or questions must be made at least five (5) business days prior to the date of the Bid opening. Interpretations or clarifications considered necessary by the City will be issued by addenda and posted/disseminated by City at Bids_Ci@cityofsweetwater.fl.gov to all parties listed on the official plan holders' list as having received the Request for Bids documents. Only questions answered by written addenda shall be binding. Oral interpretations or clarifications shall be without legal effect. No plea of ignorance or delay or required need of additional information shall exempt a Respondent from submitting their submission on the required date and time as publicly noted.

1.2 PLAN HOLDER'S LIST:

As a convenience to vendors, the City of Sweetwater has made available via internet lists of all plan holders for each Request for Proposal, Request for Bid, and request for qualifications. The information is available on-line at www.CityofSweetwater.com.

1.3 ADDENDA TO SPECIFICATIONS:

If any addenda are issued after the initial specifications are released, the City will post and disseminate the addenda through City of Sweetwater website. For those projects with separate plans, blue prints, or other materials that cannot be accessed through the internet, the City Clerk will make good faith effort to ensure that all registered proposers (those who have been registered as receiving a Bid package) receive the documents. It is the responsibility of the vendor prior to the submission of any Bid to check the above website to verify any addenda issued. The receipt of all addenda must be acknowledged on the Bid Response Sheet.

1.4 SPECIAL ACCOMMODATIONS:

Any person requiring a special accommodation at a Pre-Bid Conference or Bid/RFP/RFQ opening because of a disability should call the City Clerk at (305) 485-4542 at least five (5) days prior to the Pre-Bid Conference or Bid/RFP/RFQ opening. If you are hearing or speech impaired, please contact the City Clerk by calling the City of Sweetwater using the Florida Relay Service which can be reached at 1(800) 955-8771 (TDD).

1.5 PUBLIC ENTITY CRIMES STATEMENT:

Pursuant to the provisions of paragraph (2) (a) of section 287.133, Florida statutes -"a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Bid on a contract to provide any goods or services to a public entity, may not submit a Bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit Bids on leases of real property to a public entity, may not be awarded to perform work as a Contractor, supplier, sub-Contractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in section 287.107, for category two for a period of 36 months from the date of being placed on the convicted vendor list".



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1.6 BID DEADLINE:

Bids must be submitted no later than the time and date shown within this document.

1.7 SEALED BID:

The entire Bid Response Package shall be placed in an opaque envelope (with all items listed on the Bid checklist form and all other items required within this Request for Bid must be executed) and submitted in a **sealed** envelope. Proposals shall be submitted by later than **2:00 p.m. on March 21, 2023** at the City Clerk's Office at 500 SW 109 Ave, Third Floor, Sweetwater, FL. 33174. **Note:** City Clerk's Office is closed on Fridays, Saturday and Sundays. **Proposals received via email shall not be accepted.**

1.8 BID EXECUTION, SIGNATURES, ERASURE/CORRECTION:

All Bids shall be signed in blue ink. All price quotes shall be typewritten or printed with ink. All corrections made by the proposers prior to the opening must be initialed and dated by the proposers. No changes or corrections will be allowed after Bids are opened. Bids must contain an original, manual signature of an authorized representative of the company.

1.9 WITHDRAWAL OF BIDS:

Proposers may withdraw Bids only by written request and shall forward the withdrawal request via "Certified U.S. Mail – Return Receipt Requested" prior to the Bid opening time. Negligence on the part of the Proposers in preparing the Bid confers no right for the withdrawal of the Bid after it has been opened.

1.10 BID OPENING:

Bids will be opened publicly at the time and place stated in the Notice to Bidder. It is the responsibility of the proposers to ensure that the Bid reaches the City Clerk on or before the closing hour and date stated on the Request for Bid. After the Bid opening, the contents of the Bid Form will be made public for the information of vendors and other interested parties who may be present either in person or by representative. Bids that are received after the time and date shall not be accepted.

1.11 EVALUATION OF BIDS:

The City, at its sole discretion, reserves the right to inspect any/all Proposers facilities to determine their capability of meeting the requirements for the Contract. Also, price, responsibility, and responsiveness of the Proposers, the financial position, experience, staffing, equipment, materials, references, and past history of service to the City and/or with other units of state, and/or local governments in Florida, or comparable private entities, will be taken into consideration in the Award of the Contract.

- 1.11.1 Hold Harmless: All Proposer's shall hold the City, its officials and employees harmless and covenant not to sue the City, its officials and employees in reference to their decisions to reject, award, or not award a Bid, as applicable.
- 1.11.2 Cancellation: Failure on the part of the Proposers to comply with the conditions, specifications, requirements, and terms as determined by the City, shall be just cause for cancellation of the Award.
- 1.11.3 Disputes: If any dispute concerning a question of fact arises under the Contract, other than termination for default or convenience, the Contractor and the City department responsible for the administration of the Contract shall make a good faith effort to resolve the dispute. If the dispute cannot be resolved by agreement, then the department with the advice of the City Attorney shall resolve the dispute and send a written copy of its decision to the Contractor, which shall be binding on both parties.



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1.12 AGREEMENT:

After the Bid award, the City will, at its option, prepare an Agreement specifying the terms and conditions resulting from the award of this Bid. The vendor will have ten (10) calendar days after notification of the award by the City to execute the Agreement and provide the required Performance Bond.

The Proposers who has the Contract awarded to them and who fails to execute the Agreement and furnish the Performance Bond and Insurance Certificates within the specified time shall forfeit the Bid Security that accompanied their Bid, and the Bid Security shall be retained as liquidated damages by the City, and it is agreed that this sum is a fair estimate of the amount of

damages the City will sustain in case the Proposers fails to enter into the Contract and furnish the Bonds as herein before provided. Bid Security deposited in the form of a cashier's check drawn on a local bank in good standing shall be subject to the same requirements as a Bid Bond.

The performance of the City of Sweetwater of any of its obligations under the agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of the agreement for the current and any future periods provided for within the Bid specifications.

1.13 PAYMENTS:

Payment will be made after commodities/services have been received, accepted, and properly invoiced as indicated in the contract and/or purchase order. Invoices must bear the purchase order number.

1.14 BRAND NAMES:

If a brand name, make, of any "or equal" manufacturer trade name, or vendor catalog is mentioned whether or not followed by the words "approved equal" it is for the purpose of establishing a grade or quality of material only. Vendor may offer equals with appropriate identification, samples, and/or specifications on such item(s). The City shall be the sole judge concerning the merits of items Bid as equals.

1.15 MATERIAL:

Material(s) delivered to the City under this Bid shall remain the property of the seller until accepted to the satisfaction of the City. In the event materials supplied to City are found to be defective or do not conform to specifications, the City reserves the right to return the product(s) to the seller at the seller's expense.

1.16 SAMPLES:

Samples of items, when required, must be furnished by the Proposers free of charge to the City. Each individual sample must be labeled with the Proposers name and manufacturer's brand name and delivered by them within ten (10) calendar days of Proposers receipt of the "Notice to Proceed", unless schedule indicates a different time. If samples are requested subsequent to the Bid opening, they should be delivered within ten (10) calendar days of the request. The City will not be responsible for returning samples.

1.17 QUANTITY GUARANTY:

No guaranty or warranty is given or implied by the City as to the total amount that may or may not be purchased from any resulting Contract or Award. These quantities are for Bid purposes only and will be used for tabulation and presentation of the Bid. The City reserves the right to increase or decrease quantities as required, even significantly. The prices offered herein and the percentage rate of discount applies to other representative items not listed in this Bid.

1.18 GOVERNMENTAL RESTRICTIONS ON MATERIALS:

In the event any governmental restrictions may be imposed which would necessitate alteration of the material quality, workmanship, or performance of the items offered on this Bid prior to their delivery, it shall be the responsibility of the successful Proposers to notify the City at once, indicating in their letter the specific regulation which required an alteration. The City of Sweetwater reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel at no further expense to the City.



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1.19 SAFETY STANDARDS:

The Proposers warrants that the product(s) supplied to the City conforms in all respects to the standards set forth in the occupational safety and health act (OSHA) and its amendments. Bids must be accompanied by a materials data safety sheet (MSDS) when applicable.

1.20 WARRANTIES:

Successful Proposers shall act as agent for the City in the follow-up and compliance of all items under Warranty/Guaranty and complete all forms for Warranty/Guarantee coverage under this Contract.

1.21 COPYRIGHTS/PATENT RIGHTS:

Proposers warrants that there has been no violation of copyrights or patent rights in manufacturing, producing or selling of goods shipped or ordered, as a result of this Bid. The seller agrees to indemnify City from any and all liability, loss, or expense occasioned by any such violation.

1.22 LOCAL BUSINESS TAX (OCCUPATIONAL LICENSE REGISTRATION):

The contractor shall be responsible for obtaining and maintaining throughout the contract period his or her city and county local business tax receipts. Each vendor submitting a Bid on this Request for Bid shall include a copy of the company's local business tax/occupational license(s) with the Bid response. For information specific to City of Sweetwater local business tax/occupational licenses, please call Code Enforcement & Licensing at (305) 485-4526. If the contractor is operating under a fictitious name as defined in Section 865.059, Florida Statutes, proof of current registration with the Florida Secretary of State shall be submitted with the Bid. A business formed by an attorney actively licensed to practice law in this state, by a person actively licensed by the Department of Business and Professional Regulations or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State shall submit a copy of the current licensing from the appropriate agency and/or proof of current active status with the Division of Corporations of the State of Florida.

1.23 LIABILITY, INSURANCE, PERMITS AND LICENSES:

Proposers shall assume the full duty, obligation, and expense of obtaining all necessary licenses, permits, inspections, and insurance required. The Proposers shall be liable for any damages or loss to the City occasioned by negligence of the Proposers (or their agent) or any person the Proposers has designated in the completion of their contract as a result of the Bid. Contractor shall be required to furnish a copy of all licenses, certificate of competency or other licensor requirements necessary to practice their profession as required by Florida State Statute, Miami-Dade County, and City of Sweetwater Code. Contractors shall include current Miami-Dade County Certificates of Competency. These documents shall be furnished to the City along with the Bid response. Failure to furnish these documents or to have required licensor will be grounds for rejecting the Bid.

1.24 CERTIFICATE(S) OF INSURANCE:

Proposers shall furnish to the City Clerk, City of Sweetwater, 500 SW 109 Avenue, Sweetwater, Florida 33174, certificate(s) of insurance which indicate that insurance coverage has been obtained from an insurance company authorized to do business in the State of Florida or otherwise secured in a manner satisfactory to the City, for those coverage types and amounts listed in this document, in an amount equal to 100% of the requirements and shall be presented to the City prior to issuance of any Contract(s) or Award(s) Document(s). The City of Sweetwater shall be named as "additional insured" with respect to this coverage. The required certificates of insurance shall not only name the types of policies provided, but shall also refer specifically to this Bid and section. At the time of Bid submission, the Proposers must submit certificates of insurance as outlined in the General Conditions section. All required insurances shall name the City of Sweetwater as additional insured and such insurance shall be issued by companies authorized to issue insurance in the State of Florida. It shall be the responsibility of the Proposers and insurer to notify the City Manager of the City of Sweetwater of cancellation, lapse, or material modification of any insurance policies insuring the Proposers, which relate to the activities of such vendor and the City of Sweetwater. Such notification shall be in writing, and shall be submitted to the City finance support service director thirty (30) days prior to cancellation of such policies. This requirement shall be reflected on the certificate of insurance. Failure to fully and satisfactorily comply with the city's insurance and bonding requirements set forth herein will authorize the City Manager to implement a rescission of the Bid



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award without further City Commission action. The Proposers hereby holds the City harmless and agrees to indemnify City and covenants not to sue the City by virtue of such rescission.

1.25 ASSIGNMENT:

The Contractor shall not transfer or assign the performance required by this Bid without prior written consent of the City Manager. Any award issued pursuant to the Request for Proposal and monies which may be due hereunder are not assignable except with prior written approval of the City Manager. Further, in the event that the majority ownership or control of the Contractor changes hands subsequent to the award of this contract, Contractor shall promptly notify City in writing (via United States Postal Service – Certified Mail, Return Receipt Requested) of such change in ownership or control at least thirty (30) days prior to such change and City shall have the right to terminate the contract upon sixty (60) days written notice, at City's sole discretion.

1.26 HOLD HARMLESS/INDEMNIFICATION:

The Contractor shall indemnify, hold harmless, and defend the City of Sweetwater, its officers, agents and employees from and against any claims, demands or causes of action of whatsoever kind or nature arising out of error, omission, negligent act, conduct, or misconduct of the Contractor, their agents, servants or employees in the provision of goods or the performance of services pursuant to this Bid and / or from any procurement decision of the City including without limitation, awarding the Contract to the Contractor.

1.27 NON-CONFORMANCE TO CONTRACT:

The City of Sweetwater may withhold acceptance of, or reject items which are found upon examination, not to meet the specification requirements. Upon written notification of rejection, items shall be removed within (5) calendar days by the vendor at their own expense and redelivered at their expense. Rejected goods left longer than thirty (30) calendar days will be regarded as abandoned and the City shall have the right to dispose of them as its own property. Rejection for non-conformance or failure to meet delivery schedules may result in the Contractor being found in default.

1.28 DEFAULT PROVISION:

In case of default by the Proposers, the City of Sweetwater may procure the articles or services from other sources and hold the Proposers responsible for any excess costs occasioned or incurred thereby.

1.29 SECONDARY/OTHER VENDORS:

The City reserves the right in the event the primary vendor cannot provide an item(s) or service(s) in a timely manner as requested, to seek other sources without violating the intent of the Contract.

1.30 DEFINITIONS:

Wherever used in these General Conditions or in the other Contract Documents, the following terms shall have the meaning indicated which shall be applicable to both the singular and plural thereof:

- Acceptance:** Acceptance by the City as work being fully complete in accordance with the Contract Documents subject to waiver of claims.
- Agreement:** The written Agreement between the City and the Contractor covering the Work to be performed, which includes the Contract Documents.
- Addenda:** Written or graphic instruments issued prior to the Bid Opening which modify or interpret the Contract Documents, Drawings and Specifications, by addition, deletions, clarifications or corrections.
- Approved:** Means approved by the City.



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- Bid:** The offer of the Proposers submitted on the prescribed form setting forth the prices for the Work to be performed.
- Proposers:** Any person, firm or corporation submitting a Bid for Work.
- Bonds:** Bid, performance bond and other instruments of security, furnished by the Contractor and their surety in accordance with the Contract Documents and in accordance with the law of the State of Florida.
- Change Order:** A written order to the Contractor signed by the City authorizing an addition, deletion or revision in the Work, or an adjustment in the Contract Price or the Contract Time issued after execution of the Agreement.
- City:** City of Sweetwater, 500 SW 109 Avenue, Sweetwater, Florida 33174.
- Contract Documents:** Contract Documents shall include, Instructions to Proposers, Contractor's Bid, the Bonds, the Notice of Award, the Agreement between the City and Contractor as well as any addenda thereto, these General Conditions, Special Conditions, the Technical Specifications, Drawings and Modifications, Notice to Proceed, Request for Proposal, Insurance Certificate, Change Orders and Acknowledgment of Conformance with the City of Sweetwater.
- Contract Price:** The total monies payable to the Contractor under the Contract Documents.
- Contract Time:** The number of calendar days stated in the Agreement for the completion of the Work.
- Contracting Officer:** The individual who is authorized to sign the contract documents on behalf of the City's governing body.
- Contractor:** The person, firm or corporation with whom the City has executed this Agreement.
- Day:** A calendar day of twenty-four hours measured from midnight to the next midnight.
- Field Order:** A written order issued by the City which clarifies or interprets the Contract Documents or orders minor changes in the Work.
- Modification:** Modification means any one of the following: (a) a written amendment of the Contract Documents signed by both parties, (b) a Change Order, (c) a written clarification or interpretation if issued by the City, or (d) a written order for minor change or alteration in the Work issued by the City. A modification may only be issued after execution of the Agreement.
- Notice of Award:** The written notice by City to the apparent successful Proposers stating that upon compliance with the conditions precedent to be fulfilled by him within the time specified, City will execute and deliver the Agreement to him.
- Samples:** Physical examples which illustrate materials, equipment or workmanship and establish standards by which the Work will be judged.
- Specifications:** Those portions of the Contract Documents consisting of written technical descriptions of materials, equipment, construction systems, standards and workmanship as applied to the Work.
- Statement of Services:** The form furnished by the City which is to be used by the Contractor in requesting progress payments.
- Supplier:** Any person or organization who supplies materials or equipment for the Work, including that fabricated to a special design, but who does not perform labor at the site.



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Work: Any and all obligations, duties and responsibilities necessary to the successful completion of the Project assigned to or undertaken by Contractor under the Contract Documents, including all labor, materials, equipment and other incidentals, and the furnishing thereof.

Written Notice: The term "Notice" as used herein shall mean and include all written notices, demands, instructions, claims, approvals and disapprovals required to obtain compliance with Contract requirements. Written notice shall be deemed to have been duly served if delivered in person to the individual or to a member of the firm or to an officer of the corporation for whom it is intended, or to an authorized representative or such individual, firm, or corporation, or if delivered at or sent by registered mail to the last business address known to them who gives the notice. Unless otherwise stated in writing, any notice to or demand upon the City under this Contract shall be delivered to the City.

1.31 BID AWARD:

The City reserves the right to reject any and all Bids at its sole discretion. Bids shall be awarded by the City after the City performs all necessary searches, inquiries, exploration, and analysis of the Bids. The Bid shall be awarded to the lowest responsible and responsive proposer whose Bid best serves the interests of and represents the best value to the City in conformity with the criteria set forth in Section 62-8 of the City Code. No Notice of Award will be given until the City has concluded any investigation(s) as they deem necessary to establish the Proposer's capability to perform the Services as described in this RFP, ITB, RFQ or ITQ, as substantiated by the required professional experience, client references, technical knowledge and qualifications; and sufficient labor and equipment to comply with the City's established standards, as well as the financial capability of the Proposer to perform the Work in accordance with the Contract Documents to the satisfaction of the City within the time prescribed. The City reserves the right to reject the Bid of any Proposers on the basis of these queries and investigations and who does not meet the City's satisfaction, even though the firm may be the lowest dollars and cents Bid. In analyzing Bids, the City will also take into consideration client references, past work experience and work product, proven ability to satisfactorily perform. If the Contract is awarded, the City will issue the Notice of Award and give the successful Proposers a Contract for execution within ninety (90) days after opening of Bids. The City specifically reserves the right to award the contract to a proposer who is not necessarily the lowest dollars and cents proposers on the basis of the results of these queries and investigation(s).

1.32 EXECUTION OF AGREEMENT:

At least four counterparts of the Agreement, the Performance Bond, the Certificates of Insurance and such other Documents as required by the Contract Documents shall be executed and delivered by Contractor to the City within ten (10) calendar days of receipt of the Notice of Award.

1.33 LAWS AND REGULATIONS:

The Contractor will give all notices and comply with all laws, ordinances, rules and regulations applicable to the Work. If the Contractor observes that the Specifications are at variance therewith, they will give the City prompt written notice thereof, and any necessary changes shall be adjusted by an appropriate modification. If the Contractor performs any Work knowing it to be contrary to such laws, ordinances, rules and regulations, and without such notice to the City, they will bear all costs arising wherefrom.

1.34 TAXES:

The City of Sweetwater is exempt from sales tax imposed by the State and/or Federal Government. Florida Sales Tax Exemption No. _____ appears on each purchase order. Exemption certificates are available upon request.



1.35 DUTY TO DEFEND, INDEMNIFY AND SAVE HARMLESS:

In consideration of the separate sum of twenty-five dollars (\$25.00) and other valuable consideration, the Contractor shall defend, indemnify and hold harmless the City, its officers, agents and employees, from or on account of any injuries or damages, received or sustained by any person or persons during or on account of any operations connected with the Work described in the Contract Documents, or by or in consequence of any negligence in connection with the same; or by use of any improper materials or by or on account of any act or omission of the said Contractor or his Sub- Contractor, agents, servants or employees. The Contractor will defend, indemnify and hold harmless the City and their agents or employees from and against all claims, damages, losses and expenses including attorneys' fees arising out of or resulting from the performance of the Work, provided that any such claim damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than Work itself) including the loss of use resulting wherefrom and (b) is caused in whole or in part by any negligent act or omission of the Contractor, Sub-Contractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused by a party indemnified hereunder. In the event that a court of competent jurisdiction determines that Sec. 725.06 (2), F.S. is applicable to this Work, then in lieu of the above provisions of this section the parties agree that Contractor shall indemnify, defend and hold harmless the City, their officers and employees, to the fullest extent authorized by Sec. 725.06 (2) F.S., which statutory provisions shall be deemed to be incorporated herein by reference as if fully set forth herein. In the event that any action or proceeding is brought against City by reason of any such claim or demand, Contractor, upon written notice from City shall defend such action or proceeding by counsel satisfactory to City. The indemnification provided above shall obligate Contractor to defend at its own expense or to provide for such defense, at City's option, any and all claims of liability and all suits and actions of every name and description that may be brought against City, excluding only those which allege that the injuries arose out of the sole negligence of City, which may result from the operations and activities under this Contract whether the Work be performed by Contractor, its Sub-Contractors, or by anyone directly or indirectly employed by either.

1.36 DECISIONS ON DISAGREEMENTS:

The City will be the initial interpreter of the Technical Specifications.

1.37 CITY MAY TERMINATE:

If the Contractor is adjudged bankrupt or insolvent, or if they make a general assignment for the benefit of their creditors, or if a trustee or receiver is appointed for the Contractor or for any of their property, or if they file a petition to take advantage of any debtor's act, or to reorganize under bankruptcy or similar laws, or if they repeatedly fails to supply sufficient skilled workmen or suitable materials or equipment, or if they repeatedly fail to make prompt payments to Sub-Contractors or for labor, materials or equipment or they disregard laws, ordinances, rules, regulations or orders of any public body having jurisdiction, or if they disregard the authority of the City, or if they otherwise violate any provision of, the Contract Documents, then the City may, without prejudice to any other right or remedy and after giving the Contractor and the surety ten (10) days written notice, terminate the services of the Contractor and take possession of the Project and of all materials, equipment, tools, construction equipment and machinery thereon owned by the Contractor, and finish the Work by whatever method they may deem expedient. In such case the Contractor shall not be entitled to receive any further payment until the Work is finished. If the unpaid balance of the Contract Price exceeds the direct and indirect costs of completing the Project, including compensation for additional professional services, such excess shall be paid to the Contractor. If such costs exceed such unpaid balance, the Contractor will pay the difference to the City. Such costs incurred by the City will be determined by the City and incorporated in a Change Order. If after termination of the Contractor under this Section, it is determined by a court of competent jurisdiction for any reason that the Contractor was not in default, the rights and obligations of the City and the Contractor shall be the same as if the termination had been issued pursuant to this document.

1.37.1.1 Where the Contractor's services have been so terminated by the City said termination shall not affect any rights of the City against the Contractor then existing or which may thereafter accrue. Any retention or payment of moneys by the City due the Contractor will not release the Contractor from liability.



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1.37.1.2 Upon immediate written notice to the Contractor, the City may, without cause and without prejudice to any other right or remedy, elect to terminate the Agreement. In such case, the Contractor shall be paid for all Work executed and accepted by the City as of the date of the termination. No payment shall be made for profit for Work which has not been performed.

1.38 MISCELLANEOUS:

Proposers acknowledge the following miscellaneous conditions:

- 1.38.1 Whenever any provision of the Contract Documents requires the giving of written notice it shall be deemed to have been validly given if delivered in person to the individual or to a member of the firm or to an officer of the corporation for whom it is intended, or if delivered at or sent by registered or certified mail, postage prepaid, to the last business address known to them who gives the notice.
- 1.38.2 The Contract Documents shall remain the property of the City. The Contractor shall have the right to keep one record set of the Contract Documents upon completion of the Project.
- 1.38.3 The duties and obligations imposed by these General Conditions, Special Conditions and Supplemental Conditions and the rights and remedies available hereunder, and, in particular but without limitation, the warranties, guarantees and obligations imposed upon Contractor and those in the Special Conditions and the rights and remedies available to the City, shall be in addition to, and shall not be construed in any way as a limitation of, any rights and remedies available by law, by special guarantee or by other provisions of the Contract Documents.
- 1.38.4 Should the City or the Contractor suffer injury or damage to its person or property because of any error, omission, or act of the other or of any of their employees or agents or others for whose acts they are legally liable, claim shall be made in writing to the other party within a reasonable time of the first observance of such injury or damage.

1.39 WAIVER OF JURY TRIAL:

City and Contractor knowingly, irrevocably voluntarily and intentionally waive any right either may have to a trial by jury in State or Federal Court proceedings in respect to any action, proceeding, lawsuit or counterclaim based upon the Contract Documents or the performance of the Work there under.

1.40 GOVERNING LAW:

The Contract shall be construed in accordance with and governed by the law of the State of Florida.

1.41 VENUE:

Venue of any action to enforce the Contract Documents shall be in Miami-Dade County, Florida.

1.42 ARBITRATION:

It is the intention of the parties that whenever possible, if a dispute or controversy arises hereunder then such dispute or controversy shall be settled by arbitration in accordance with the procedures, rules and regulations of the American Arbitration Association. The decision rendered by the Arbitrator shall be final and binding upon the parties and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction. Arbitration shall be held in Miami-Dade County, Florida. All costs of arbitration and attorneys' fees incurred by the parties shall be paid by the non-prevailing party or, if neither party prevails on the whole, each party shall be responsible for a portion of the costs of arbitration and their respective attorneys' fees as may be determined by the court on confirmation.



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1.43 PROJECT RECORDS:

City shall have right to inspect and copy during regular business hours at City's expense, the books and records and accounts of Contractor which relate in any way to the Project, and to any claim for additional compensation made by Contractor, and to conduct an audit of the financial and accounting records of Contractor which relate to the Project. Contractor shall retain and make available to City all such books and records and accounts, financial or otherwise, which relate to the Project and to any claim for a period of three years following final completion of the Project. During the Project and the three-year period following final completion of the Project, Contractor shall provide City access to its books and records upon five days written notice.

1.44 SEVERABILITY:

If any provision of the Contract or the application thereof to any person or situation shall to any extent, be held invalid or unenforceable, the remainder of the Contract, and the application of such provisions to persons or situations other than those as to which it shall have been held invalid or unenforceable shall not be affected thereby, and shall continue in full force and effect, and be enforced to the fullest extent permitted by law.

1.45 INDEPENDENT CONTRACTOR:

The Contractor is an independent Contractor under the Contract. Services provided by the Contractor shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security and health insurance, employee benefits, purchasing policies and other similar administrative procedures, applicable to services rendered under the Contract shall be those of the Contractor.

End of Section



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Section 2 Special Terms and Conditions

2.1 PURPOSE OF BID

The City of Sweetwater, FL ("OWNER") is seeking to retain a qualified ("CONTRACTOR" or "PROPOSER") capable of providing all services specified herein located at 1695 NW 110 Avenue. The City of Sweetwater Building and Zoning/Code Compliance Interior Build out. This RFP is for a Design/Build contract. The City is seeking bids for the interior design-build offices. Contractor shall submit designs and installation pricing for permitting and construction of offices to include employee lunchrooms, bathrooms, a front service counter, employee cubicles, four offices, two private bathrooms, IT closet, mop sink, storage closet. Preliminary drawing to be provided upon awarding of contract.

2.2 PRE-BID CONFERENCE

A Non-Mandatory pre-bid conference will be held on **Tuesday, February 21, 2023 at 2:30 PM** at Sweetwater City Hall, 500 SW 109 Avenue, Sweetwater, FL 33172; 3rd Floor Conference Room to discuss the special conditions and specifications included within this solicitation. A site walk-thru will be conducted immediately following the pre-bid conference to allow bidders to gain familiarity with the site and the existing infrastructure.

Bidders are requested to bring this solicitation document to the conference, as additional copies may not be available.

2.3 CONTRACT TERM

Design and permit plans shall be completed no later than **120 days** after bid award. Substantial completion no later than **150 days** after permit issuance. Total contract term is **270 days**.

2.4 DISCRIMINATION

An entity or affiliate who has been placed on the discriminatory vendor list may not submit a Bid on a Contract to provide goods and services to a public entity, may not submit a Bid on a Contract with a public entity for the construction or repair of a building or public work, may not submit Bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor or consultant under any Contract with any public entity, and may not transact business with any public entity.



2.5 EQUAL EMPLOYMENT OPPORTUNITY

Contractor shall not discriminate against any employee or applicant for employment because of race, religion, age, color, sex or national origin, or physical or mental handicap, or marital status. Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during their employment without regard to their race, religion, age, color, sex or national origin, or physical or mental handicap, or marital status. Such actions shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship.

2.6 PRICE

If a Proposal is awarded a contract under this solicitation, the Price shall remain fixed and firm during the contract term. Contractor shall be responsible for mobilization and demobilization of labor, permits, materials and equipment. Payment for mobilization and demobilization will be included in the lump sum price indicated in the RFP. Pricing shall include such amounts, as proposer deems proper, for all labor, materials, supplies, equipment, subcontractors, insurance, bonds, overhead, profit and any other costs to provide the Services as noted in this Request for Proposal.

2.7 PERFORMANCE AND PAYMENT BOND

The City of Sweetwater shall require the successful proposer to furnish a Performance Bond and Payment Bond in the amount of 100% of the total Bid Price, with the City of Sweetwater as the Oblige, as security for the faithful performance of the Contract and for the payment of all persons performing labor or furnishing materials in connection herewith within ten (10) calendar days after issuance of the Notice of Award by the City. The Performance and Payment Bond shall continue in effect through the contract term. The bonds shall be with a surety company authorized to do business in the State of Florida and having been in business with a record of successful continuous operation for at least five (5) years.

The Performance Bond shall guarantee all work and materials furnished under the Contract including losses resulting from defects in the materials or improper performance of Work under the Contract that may appear or be discovered during performance of the Work or during any applicable warranty period after completion of all Work, and for latent defects, during the time periods set forth in section 95.11(3)(c), Florida Statutes. The Payment Bond shall stay in effect until the time required by section 255.05, Florida Statutes, for the making of claims under such Bond, or when all claimants submitting valid claims have been paid, whichever is later.



2.8 BID BOND

The City of Sweetwater shall require that every Bidder furnish a bid bond in the amount of 5% of the total bid price. The Bid Bond shall be countersigned by an agent of the surety company licensed to operate in the State of Florida.

2.9 INSURANCE

2.9.1 Comprehensive General Liability Insurance

Comprehensive General Liability with minimum limits of One Million Dollars (\$1,000,000.00) per occurrence combined single limit for Bodily Injury Liability and Property Damage Liability. Coverage must be offered in a form no more restrictive than the latest edition of the Comprehensive General Liability policy, without restrictive endorsements, as filed by the Insurance Services Office, and shall specifically include the following with minimum limits not less than those required for Bodily Injury Liability and Property Damage Liability:

- Premises and Operation;
- Independent Contractors;
- Products and/or Completed Operations Hazard;
- Broad Form Property Damage;
- Broad Form Contractual Coverage applicable to this specific Contract, including any hold harmless and/or indemnification agreement.
- Personal Injury Coverage with Employee and Contractual Exclusions removed, with minimum limits of coverage equal to those required for Bodily Injury Liability and Property Damage Liability.

2.9.2 Business Automobile Liability

Business Automobile Liability with minimum limits of One Million Dollars (\$1,000,000.00) per occurrence combined single limit for Bodily Injury Liability and Property Damage Liability. Coverage must be afforded on a form no more restrictive than the latest edition of the Business Automobile Liability policy, without restrictive endorsements, as filed by the Insurance Services Office, and must include:

- Owned Vehicles;
- Hired and Non-Owned Vehicles;
- Employers' Non-City ship.



Before starting the Work, the Bidder will file and make sure that all certificates of insurance required by this document and by the Contract are in the City's possession. These certificates shall contain a provision that the coverage afforded under the policies will not be canceled or materially changed until at least thirty (30) days prior written notice has been given to the City by certified mail. The City shall be named as an additional insured on the above-referenced policies.

The Bidder agrees that if any part of the Work under the Contract is sublet, they will require the Sub-Contractor(s) to carry insurance as required, and that they will require the Sub- Contractor(s) to furnish to them insurance certificates similar to those required by the City in this section.

2.9.3 Worker's Compensation Insurance

Worker's Compensation Insurance for statutory obligations imposed by Worker's Compensation or Occupational Disease Laws, including, where applicable, the United States Longshoremen's and Harbor Worker's Act, the Federal Employers' Liability Act and the Homes Act. Employer's Liability Insurance shall be provided with a minimum of One Hundred Thousand and 00/100 dollars (\$100,000.00) per accident. Bidder agrees to be responsible for the employment, conduct and control of its employees and for any injury sustained by such employees in the course of their employment

2.9.4 Environmental Pollution Insurance

The Contractor shall carry an Environmental Pollution Insurance for pollution-related incidents, including the cost of cleaning up a site after a pollution incident, with limits not less than \$500,000.00 Dollars per occurrence with deductible not greater than \$100,000.00. An additional Form or endorsement to the Commercial General Liability Insurance to include an Environmental Pollution Insurance coverage providing the specified coverage, is acceptable.

2.9.5 Cancellation and Re-Insurance

If any insurance should be cancelled or changed by the insurance company or should any insurance expire during the period of this contract, the Consultant shall be responsible for securing other acceptable insurance to provide the coverage specified in this section to maintain coverage during the life of this Contract. All deductibles must be declared by the Bidder and must be approved by the City. At the option of the City, either the Bidder shall eliminate or reduce such deductible or the Bidder shall procure a Bond, in a form satisfactory to the City, covering the same.

NOTE: THE CITY OF SWEETWATER, CONTRACT NUMBER AND TITLE MUST APPEAR ON EACH CERTIFICATE OF INSURANCE. THE CITY OF SWEETWATER MUST BE SHOWN AS AN ADDITIONAL INSURED WITH RESPECT TO THIS COVERAGE.



2.10 EXAMINATION OF SITE

Each proposer shall visit the site of the proposed work before submitting a proposal and shall fully familiarize themselves with conditions relating to construction and labor so that he or she may fully understand the facilities, difficulties and restrictions attending the execution of work under the Contract. It will be assumed that the Bidder has investigated and is satisfied as to the conditions of work to be performed and materials to be furnished and shall base Bid on their own opinion of the conditions likely to be encountered, and for the bid price must assume all risk of variance, by whomsoever made in any computation or statement of amounts or quantities necessary to fully complete the work in strict compliance with the Contract Documents.

Each proposer shall thoroughly examine and be familiar with the plans and specifications. The failure or omission of any proposer to receive or examine any form, instrument, addendum or other documents, or to visit the site and acquaint themselves with conditions there existing, shall in no way relieve any proposer from any obligation with respect to their proposal or to the Contract. The submission of a proposal shall be taken as prima facie evidence of compliance with this document.

No plea of ignorance of conditions that exist or that may hereafter exist, or of conditions or difficulties that may be encountered in the execution of the work under this Contract, as a result of failure to make the necessary examinations and investigations, will be accepted as an excuse for any failure or omission on the part of the Contractor to fulfill, in every detail, all of the requirements of Contract Documents, nor will they be accepted as a basis on any claim whatsoever for extra compensation or for any extension of time.

2.11 INTERPRETATION OF PLANS AND DRAWINGS

On all drawings, the figured dimension shall govern in case of discrepancy between the scales and figures. The Contractor shall take no advantage of any error or omission in the Drawings or of any discrepancy between the Drawings and Specifications. The Engineer of Record shall make such interpretations as may be deemed necessary for the fulfillment of the intent of the Drawings and Specifications as construed by the Engineer, and his/her decision shall be final. If there is a discrepancy between plans and specifications, the specifications govern.

2.12 LABOR REGULATIONS

The Contractor shall fully comply with all laws and regulations concerning labor, work hours, wage rates, labor conditions and related matters. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.



2.13 LICENSES, PERMITS AND FEES

The Contractor shall obtain and pay for all licenses, permits and inspection fees required for this project; and shall comply with all laws, ordinances, regulations and building code requirements applicable to the work contemplated herein. Damages, penalties and or fines imposed on the City or the Contractor for failure to obtain required licenses, permits or fines shall be borne by the Contractor. Contractor shall be required to furnish a certified copy of all licenses, certificates of competency or other licensure requirements necessary to practice his profession as required by Florida Statutes, Florida Building Code, Miami-Dade County, or City of Sweetwater Code. These documents shall be furnished to the City along with the Bid response. Failure to furnish these documents or to have required licensure will be grounds for rejecting the Bid as non- responsive or otherwise. The successful Bidder shall comply with all federal, state and local ordinances, regulations, rules and permits as well as any other laws that would apply to the services being provided.

2.14 QUALIFICATION OF BIDDER

The Contractor will be required to show, to the complete satisfaction of the Owner, that they have the necessary facilities, equipment, ability, and financial resources to perform the work in a satisfactory manner, within the time specified, at the time of submission. No Contract will be awarded except to responsible Contractors and businesses capable of performing the class of work contemplated. The Contractor must be in business for at least 5 years relating to dock construction experience and a minimum contract value of one hundred thousand (\$100,000) dollars or larger.

Proposals must contain evidence of Bidder's qualification to do business in the State of Florida or covenant to obtain such qualification prior to award of the contract. Contractor shall have all licenses, certifications and/or permits required by Federal, State, and Local Statutes, Regulations, and/or Ordinances for performing the Work specified in the Bid Documents at the time of RFP submittal. Additionally, Contractor must comply with regulations, policies and codes of the City of Sweetwater.

2.15 SUB-CONTRACTORS:

If one or more subcontractors are to be used, the subcontractor must be clearly identified and noted in the submittal when the RFP is submitted. The City must approve any changes in the use of subcontractors in advance and in writing. No such approval will be construed as making the City a party to such subcontract, or subjecting the City to liability of any kind to any subcontractor. No subcontractor will under any circumstances relieve the Respondent of its liability and obligation under any resulting contract. Subcontractor is subject to the same contractual conditions as is the Respondent.



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The Engineer shall promptly notify the Contractor, in writing, if either the Owner or Engineer, after due investigation, has reasonable objections to any subcontractor on said list and does not accept them. Failure of the Owner or Engineer to make objection within three (3) weeks to any subcontractor on the list shall constitute acceptance of such subcontractor. After acceptance, no subcontractor shall be changed without written approval by the Owner and Engineer.

2.16 PAYMENTS

Each invoice or payment application must be accompanied by all supporting documentation and other information reasonably requested by City, including, but not limited to a Partial Release of Lien or Final Release of Lien as appropriate in the forms set forth in Chapter 713.20, Florida Statutes. Reference herein to Chapter 713, Florida Statutes is for convenience, and shall not be construed as a waiver of sovereign immunity or authority for imposition of liens against public property. Each progress payment shall be reduced by 10% retainage. Subject to other requirements of the Contract Documents, retainage shall be released after final completion of the Work and City's receipt of acceptable reports and other documentation including certification of payment to subcontractors, if any, and a Final Release of Lien in the form set forth in Section 713.20, Florida Statutes.

A final payment invoice or application must be accompanied by written notice from Contractor that the entire Work is completed. The City's representative will make a final inspection and notify Contractor in writing with a punch list of all particulars in which this inspection reveals that the Work is incomplete or defective. Contractor shall immediately take such measures as are necessary to complete the punch list and remedy deficiencies. Contractor's obligation to perform and complete the Work in strict accordance with the Contract Documents shall be absolute. The City may refuse payment if (a) the Work is defective or completed Work has been damaged requiring correction or replacement, (b) the City has been required to correct defective Work or complete Work in accordance with the Contract Documents, or (c) because claims have been made against the City on account of Contractor's performance or furnishing of the Work or liens or claims have been filed or asserted in connection with the Work or there are other items entitling the City to a set-off against the amount due. No payment will be made for Work performed by the Contractor to replace defective work; for work which is not shown or ordered in the Contract Documents; or additional work performed by Contractor without prior written approval of City.

Invoices shall be supported with detailed information and mailed to:
City of Sweetwater 500 SW 109 Ave, Sweetwater, FL 33172



2.17 TAXES

Contractor must pay all applicable sales, consumer, use and other taxes required by law. Contractor is responsible for reviewing the pertinent state statutes involving state taxes and complying with all requirements.

2.18 LABOR, MATERIALS, AND EQUIPMENT SHALL BE SUPPLIED BY THE CONTRACTOR

The Contractor shall furnish the following, including but not limited to, all labor, material, equipment, barricading, Maintenance of Traffic (MOT) inclusive of any required off duty police officers, adequate supervision, and coordination for satisfactory contract performance. When not specifically identified in the technical specifications, such materials and equipment shall be of a suitable type and grade for the purpose and meeting or exceeding all permit or industry standard requirements. All material, workmanship, 100% design, testing and equipment shall be subject to the inspection and approval of the City Manager or his designated representative for this project.

2.19 MATERIALS SHALL BE NEW AND WARRANTED AGAINST DEFECTS

The Contractor hereby acknowledges and agrees that all materials, except where recycled content is specifically requested, supplied by the Bidder in conjunction with this solicitation and resultant contract shall be new, warranted for their merchantability, and fit for a particular purpose. In the event any of the materials supplied to the City by the Contractor are found to be defective or do not conform to specifications: (1) the materials may be returned to the Contractor at the Contractor's expense and the contract cancelled or (2) the City may require the Contractor to replace the materials at the Contractor's expense. No provisions or allotments for delays or time extensions to the schedule as a result of "defective", unacceptable material, or reused material found shall be granted.

In the event that material is suspected by the City of being reused or not new in original packaging, the material may be rejected. The Contractor shall remove such material and replace it at his/her cost and within the original schedule. No provisions or allotments for delays or time extensions to the schedule as a result of "defective", unacceptable material, or reused material found shall be granted.

2.20 NOTIFICATION TO BEGIN WORK SHALL BE GIVEN THROUGH A NOTICE TO PROCEED

The Contractor shall neither commence any work, nor enter a City work premise, until a written Notice to Proceed (NTP) directing the Contractor to proceed with the work has been received by the Contractor from the City Manager; provided however, that such notification shall be superseded by any emergency work that may be required in accordance with provisions included elsewhere in this solicitation and resultant contract. In addition to the written NTP, the Contractor must supply the City with the required insurance and bond documents.



2.21 ACCIDENT PREVENTION AND BARRICADES

Barricades, cones, construction fencing, temporary construction fencing and off duty police officers, per City regulations and other relevant requirements, shall be provided by the Contractor when work is performed in areas traversed by persons, vehicular traffic or when deemed necessary by the City Manager at no extra cost to the City. CONTINUOUS OFF-DUTY POLICE SUPPORT SHALL BE REQUIRED FOR ALL WORK RESULTING IN MODIFICATIONS TO THE EXISTING TRAFFIC FLOW PATTERNS INCLUDING BUT NOT LIMITED TO LANE CLOSURES AND DETOURS OR WHERE OTHERWISE REQUESTED BY THE CITY.

Contractor shall comply with City, State and Federal regulations and permit requirements for the placement of the proper Traffic Control Devices. Precautions shall be exercised at all times for the protection of persons and property. All services performed under this contract shall conform to all relevant regulations as prescribed in the current edition of the Manual of Uniform Traffic Control Devices (MUTCD), the Florida Department of Transportation's Design Standards (DS) and OSHA during the course of such effort. Where requirements vary or conflict, the more stringent shall apply. Any fines levied by the above-mentioned authorities for failure to comply with these requirements shall be borne solely by the Contractor.

2.22 SAFETY MEASURES:

Contractor shall take all necessary precautions for the safety of employees, and shall erect and properly maintain at all times all necessary safeguards for the protection of the employees and the public. Contractor to follow all OSHA Safety Standards. Danger signs warning against hazards created by his/ her operation and work in progress must be posted.

All employees of the contractor shall be expected to wear safety glasses or goggles, appropriate clothing, and hearing protection when and wherever applicable. The contractor shall use only equipment that is fully operational and in safe operating order. Contractor shall be especially careful when servicing property when pedestrians and/ or vehicles are in close proximity- work shall cease until it is safe to proceed.

2.23 DELIVERY & PROTECTION OF MATERIAL AND EQUIPMENT

All material must be F.O.B. destination. The Contractor is solely liable and responsible for the purchase, delivery, and installation of all materials and equipment. The contractor will make all arrangements for delivery. Contractor will be solely liable for receiving, inspecting, accepting, and replacing any damaged materials or equipment and filing any and all claim with suppliers or transporters. Contractor is responsible for the protection of all materials and equipment from adverse weather conditions, damage, deterioration, and theft until the Work has been accepted by the City.



2.24 CORRECTION OR REMOVAL OF DEFECTIVE WORK

If required by City, Contractor shall promptly, as directed and at its sole expense, either correct all defective Work, whether or not fabricated, installed or completed, or, if the Work has been rejected by City, remove it from the site and replace it with non-defective Work. Contractor shall bear all direct, indirect and consequential costs of such correction or removal (including but not limited to fees and charges of engineers, architects, attorneys and other professionals) made necessary thereby.

2.25 CHANGE ORDER

The Contract may only be changed by a Change Order approved by the City. Any increase or decrease in the Contract Price or adjustment in the Contract Time shall be based on written notice by the Contractor delivered promptly to the City (but in no event later than seven (7) days) after the acknowledgement or occurrence of the event giving rise to the claim and stating the general nature of the claim. Within fourteen (14) days thereafter, notice of the amount of the claim with all supporting data shall cover all amounts (direct, indirect and consequential) to which the claimant is entitled as a result of the occurrence of said event. All claims for adjustment in the Contract Price or Contract Time shall be determined by the City. Contractor acknowledges and agrees that no claim for an adjustment in the Contract Price or Contract Time will be valid or enforceable if not submitted in strict accordance with this paragraph.

The value of any Work covered by a Change Order or of any claim for an increase or decrease in the Contract Price or Contract Time shall be determined by: 1) mutual acceptance of a lump sum (which may include an allowance for overhead and profit) or 2) by application of unit prices contained in the Contract Documents to the quantities of the items involved. The City shall decide, in its sole discretion, whether to issue and agree to a Change Order, and verbal representations or instructions may not be relied upon by the Contractor.

2.26 GUARANTEES

No guarantee or warranty is given or implied by the City as to a minimum or total amount of services that may or may not be purchased from any resulting contract or award. The quantities and frequencies provided herein are for proposal purposes only and will be used for tabulation and presentation of the bid. The City reserves the right to increase or decrease service quantities and frequencies, as deemed necessary to serve the best interests of the City.

2.27 WARRANTY SHALL BE SUPPLIED IN WRITTEN FORM

In addition to any manufacturer's warranties, Contractor warrants and guarantees to the City that all work will be in strict accordance with the Contract Documents and will not be defective. All defective Work, whether or not in place, may be rejected, corrected or accepted as provided below.



2.27.1 Correcting Defects Covered Under Warranty

The Contractor shall be responsible for promptly correcting any deficiency, at no cost to the City, within seven (7) calendar days after the City notifies the Contractor of such deficiency in writing. If the Contractor fails to satisfy the warranty within the period specified in the notice, the City may (a) place the Contractor in default of its contract, and/or (b) procure the products or services from another source and charge the Contractor for any additional costs that are incurred by the City for this work or items; either through a credit memorandum or through invoicing.

2.27.2 Owner May Stop the Work

If the Work is defective or Contractor fails to supply sufficiently skilled workers or suitable materials or equipment, or fails to furnish or perform the Work in such a way that the completed Work will strictly conform to the Contract Documents, City may order Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated. However, this right of City to stop the Work shall not give rise to any duty on the part of City to exercise this right for the benefit of Contractor or any other party.

2.28 ONE YEAR CORRECTION PERIOD

In the event any work is found to be defective within one year after the date of Final Completion, Contractor shall promptly, without cost to City and in accordance with City's written instructions, either correct such defective Work, or, if it has been rejected by City, remove it from the site and replace it with non-defective Work. If Contractor does not promptly comply with the terms of such instructions, or in an emergency where delay would cause serious risk of loss or damage, City may have the defective Work corrected or the rejected Work removed and replaced, and all direct, indirect and consequential costs of such removal and replacement (including but not limited to fees and charges of engineers, architects, attorneys and other professionals) will be promptly paid by Contractor. Nothing in this RFP or the Contract shall be construed as a limitation on any right or remedy for breach of the Contract or defects in the Work. All rights set forth herein and in the Contract shall be deemed cumulative and in addition to any rights or remedies which may be afforded by Florida law.

2.29 FRAUD AND MISREPRESENTATION

The City may terminate this Contract based on any attempt by the Contractor to meet its contractual obligations with the City through fraud, misrepresentation or material misstatement. Should this occur the Contractor will be responsible for all direct or indirect costs associated with termination or cancellation of the Contract.



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2.30 PUBLIC RECORDS LAW

The City is subject to Chapter 119, Florida Statutes, "Public Records Law." No claim of confidentiality or proprietary information in all or any portion of a response will be honored unless a specific exemption from the Public Law exists and is cited in the response. An incorrectly claimed exemption does not disqualify the firm, only the exemption claimed. Contractor acknowledges the public shall have access at all reasonable times, to all documents and information pertaining to City's contracts, subject to the provisions of Chapter 119, Florida Statutes, and agrees to allow access by the City and the public to all documents subject to disclosures under applicable law.

To the extent that Contractor has been provided access to or has received security sensitive information, as defined by Florida Statutes, Section 119.071 and/or has executed a Confidential Information Acknowledgement and Agreement as part of the ITB process, Contractor shall keep and maintain the security sensitive information as confidential and exempt from public disclosures as required by Florida Statutes.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SUCCESSFUL PROPOSER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT CITY OF SWEETWATER 500 SW 109 AVE, SWEETWATER, FL 33172. THE CITY CLERK'S OFFICE MAY BE CONTACTED BY PHONE AT (305) 485-4542 OR VIA EMAIL AT cgarciac@cityofsweetwater.fl.gov.

END OF SECTION



Section 3 Scope of Services / Technical Specifications

3.1 SCOPE OF WORK

The City of Sweetwater, FL ("OWNER") is seeking to retain a qualified ("CONTRACTOR" or "PROPOSER") capable of providing all services specified herein located at 1695 NW 110 Ave Sweetwater, FL. 33172 Units 108-109, approximately 4,420 sq. ft. This RFP is for a Design/Build contract. The City is seeking bids for the architectural design and permit drawings and the construction of the interior units as specified under the approved set of plans. Upon qualifying the Proposer shall submit costs for complete design and permit plans and the construction of the units as per approved permit plans. There is no estimated budget for this project, the contract will be awarded based on a combination of best design style and pricing meeting the City's vision.

3.2 REQUIREMENTS OF THE CONTRACTOR

Contractors interested in performing these services must exhibit considerable relevant experience with this type of work, and should emphasize both experience and capability of particular personnel who will actually perform the work. All Architects, Engineers and General Contractors must be licensed by the State of Florida and maintain certification as and be in good standing with the Department of Business and Professional Regulations. Contractors should demonstrate that they have experience working with decorative pavilion structures, preferably for government. The selected contractor will be responsible for obtaining City of Sweetwater Building permits necessary for the construction of the projects. Contractor must have at least (5) years of similar structural experience over the past 10 years of similar size, nature and complexity as requested within this RFP, with a construction amount exceeding \$50,000 and provide evidence of same using the Project Verification Form provided herein.

The project services shall include but not be limited to the following:

1. Contractor to supply drawings and calculations and obtain a building permit.
2. Contractor to fabricate one pavilion for approval prior to full production.
3. Contractor or Manufacturer to furnish 11 turn-key pavilions and 14 benches to be brought to the site in assembled modules or site assembled depending on size fully completed and constructed in a workmanlike manner with acute attention to fit and finish.
4. Any damages to existing features of the park including trees, landscape, sidewalk, railings, fences, gates and pavement are the financial responsibility of the contractor to repair or replace if damaged in-kind or better.



5. Providing design and construction schedules.
6. Providing as-built drawings, applicable product data and operational manuals to the City.
7. At the time of submittal, provide any information and observations obtained from visits to the Site.
8. The contractor shall be responsible for site preparation, prior to commencement of work.
9. All necessary engineering plans, including but not limited to, structural and ADA accessibility.
10. The Design-Build Firm shall schedule regular progress meetings every week during the project.

3.3 Owners Rep

All communications and correspondence shall be directed to the Owners Rep and appointed project manager.

3.4 DESIGNATED PERSONNEL

The Contractor shall designate the personnel according to the organization chart submitted along with proposal, indicating who will be assigned specifically to the performance of this work. At the time of negotiation for entry into a formal contract, the City shall have the right to specify those key project personnel for whom the successful firm assigns to the project. Contractor shall not be allowed to substitute other personnel without prior written permission of the City Manager.

3.5 STORAGE

No storage will be available at the site, pavilions need to be brought-in and assembled.

3.6 DISCREPANCIES FROM PLANS

If the Contractor, in the course of work, finds any discrepancy between the drawings and the physical conditions of the locality, or any errors or omissions in drawings or in layout as given by points and instructions, it shall be his duty to immediately inform the Engineer, in writing, and the Engineer shall promptly verify the same. Any work done after such discovery, until authorized, shall be done at the Contractor's risk.



3.7 AS-BUILT RECORDS

A complete set of as-built records shall be kept by the Contractor at the job site. These records shall show all items of construction and equipment which differ in size, shape or location from those shown on the Contract drawings, also any additional work, existing features or utilities revealed by construction work which are not shown on the Contract drawings. These records shall be kept up to date daily. They may be kept on a marked set of Contract drawings to be furnished the Contractor for this purpose, or in any other form which is approved prior to the beginning of the work. They shall be available at all times during construction for reference by the Engineer, and shall be delivered to the Engineer prior to pre-final inspection.

3.8 ON-SITE WORK HOURS

Except as provided herein, no person or entity shall operate construction tools and equipment except as outline under Section 34-52 of the City code below:

(1) Standard time: 7:00 a.m. to 6:00 p.m. Monday through Friday, and 9:00 a.m. to 6:00 p.m. on Saturday.

(2) Daylight saving time: 7:00 a.m. to 7:00 p.m. Monday through Friday and 9:00 a.m. to 7:00 p.m. on Saturday.

(3) Prohibited acts: No construction activities shall take place on Sunday and on the following holidays: New Year's Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas day.

(4) Extended work hours for interior construction work may be permitted once the building is dry. Extended hours request shall be made in writing to the building and zoning director for consideration. The request shall include the hours of operations and the disciplines that will be working during the extended hours.



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Building and Zoning Department
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3.9 CLEAN-UP

All unusable materials and debris shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner by the Contractor. No equipment, material, debris, trailers or other items may be stored in any location outside of the provided construction easements without written approval from the City and the property owner. Upon final completion, the Contractor shall thoroughly clean up all areas where work has been involved as mutually agreed with the City. Damage to Public and/or Private Property: Extreme care shall be taken by Contractor to safeguard all existing facilities, site amenities, utilities, irrigation systems on or around the job site. Damage to public and/or private property shall be the responsibility of the Contractor and shall be repaired and/or replaced by Contractor at no additional cost to the City. The Contractor shall use all means to protect existing objects, structures and vegetation designated to remain. In the event of damage, the Contractor shall immediately make all repairs, replacements and dressings to damaged materials, to the approval of the City, at no additional cost to the City.

END OF SECTION



**Section 4
Response Format**

4.0 FORMAT

Submittals shall be submitted in duplicate. Submit one (1) original, four (4) copies and one (1) electronic copy of the submittal on USB Drive or CD. All required signatures shall be manual, in blue ink of an authorized representative who has the legal authority to bind the CONTRACTOR in contractual obligations. Each page of the bid should state the name of the CONTRACTOR, the bid number, and the page number. The City reserves the right to request additional data or material to support bid. All material submitted in response to the RFP will become the property of the City.

LABEL EACH SECTION AS NUMBERED

The proposal **must** be in the following format at the time of submittal:

1. Company Information

In response to this Proposal, all Contractors must provide the following:

- Name of Agency/Company (including any "Doing Business As" names)
- Company Location(s)
- Internet Web Site Address (if any)
- Details of Entity Business Structure (Corporation, Partnership, LLC)
- Date Founded
- Office address and telephone number, email address
- List of any outstanding litigation that would threaten the viability of the firm or the performance of this contract
- Proof of insurance
- Proposer must submit a copy of Florida Division of Corporations Sunbiz report with your company registered as active.
- W9

2. Qualifications

Proposer's relevant experience, qualifications and past performance

- An explanation of why the Contractor is the best qualified to perform the contract, include General Contractor's license.



3. Staffing

Relevant experience and qualifications of key personnel, including key personnel of subcontractors, that will be assigned to this project and experience and qualifications of subcontractors

- The size and experience of the company staff pool from which staff assigned to the management contract can be drawn
- The composition of the staff team that will be assigned to the contract, their function in the company.
- The name of the person who will be responsible for the coordination of work.
- Each proposal must identify the name(s) and address(es) of all Subcontractors, suppliers and other persons and organizations including those who are to furnish the principal items of material and equipment. If requested by City after Bid Opening and before Award, the successful bidder shall submit to City additional detail on any or all Subcontractors or Suppliers including without limitation, pertinent information regarding similar projects, and other evidence of qualification for each such Subcontractor, Supplier, other persons or organization.

4. Approach/Methodology

Proposers approach methodology to providing the services requested in this solicitation

- Suitability of the methodologies and approaches used in achieving tasks
- Work plan explaining how they intend on meeting the established deadlines.
- Sketches/drawings

5. References

Each Proposer must submit contact information to three (3) references of Current and Past Customers, preferably government agencies of which they have provided services similar in scope and size of those described herein. No staff at the City of Sweetwater shall be listed as a reference.

The City retains the right to request any additional information pertaining to the Contractor's ability, qualifications, and procedures used to accomplish all work under the contract as it deems necessary to ensure safe and satisfactory work.



6. Corporate Standing and Authorized Signatory

Respondent must demonstrate that the company is in good standing and that the person signing this submittal is an Authorized Signatory on behalf of the respondent to sign bids, proposals, negotiate and/or sign contracts, agreements, amendments and related documents to which the respondent will be duly bound. The respondent must provide a copy of the State Certificate of good standing listing the officers of the company. If the signatory is not one of the officers listed on the State Certificate, the respondent must provide one of the following forms of evidence of Signatory Authority with its response:

- a. A copy of firm's Articles of Incorporation listing the approved signatories of the corporation;
- b. A copy of a resolution listing the members of staff as authorized signatories for the firm; and
- c. A letter from a corporate officer listing the members of staff that are authorized signatories for the firm.

7. Litigation History

CONTRACTOR shall provide a summary of any litigation or arbitration that the CONTRACTOR, its parent company or its subsidiaries have been engaged in or are currently engaged in, during the past five (5) years against or involving any public entity. The summary shall state the nature of the litigation or arbitration, a brief description of the case, the outcome or projected outcome, and the monetary amounts involved. The CITY may disqualify any CONTRACTOR it determines to be excessively litigious.

8. Forms and Attachments

Enclosed Forms;

Respondent must complete, sign as required, and submit the Addenda and all forms Firm's Current Certificate(s) of Insurance; and attach a financial statement including bidder's latest balance sheet and income statement.

END OF SECTION



SECTION 5 Evaluation Process

5.1 Review of Proposals for Responsiveness

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in the solicitation. A responsive proposal is one which follows the requirements of this solicitation that includes all documentation, is submitted in the format outlined in this solicitation, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in the proposal being deemed non-responsive. The City reserves the right to select the Contractor who represents the best value, and to accept or reject any proposal submitted in response to this solicitation.

EVALUATION METHOD AND CRITERIA

The City will consider the following factors below in evaluating the qualifications of the bidders:

1.	Previous successful experience with similar projects.
2.	Firm possesses all appropriate Contractors and professional licenses required to do business in the State of Florida.
3.	i. The ability, capacity, skill, and organization of the Contractor to perform and support the needs and objectives within the scope of work as proposed. ii. The character, integrity, reputation, judgment, experience of Contractor. iii. The schedule and availability of the Contractor; to include response time. iv. Financial stability. v. The Current and projected workload of the Contractor; to include current contracts with other government entities.
4.	Price Schedule

5.2 Price Evaluation

The price proposal should include all components of specifications provided. It shall be evaluated subjectively in combination with the qualifications provided, including an evaluation of how well it matches Contractor's understanding of the City's needs described in this solicitation, the Contractor's assumptions, and the value of the proposed services. The pricing evaluation is used as part of the evaluation process. The City reserves the right to negotiate the final terms, conditions and pricing of the contract as may be in the best interest of the City.



5.3 Negotiations

The City may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the Contractor's best terms from a monetary and technical standpoint.

Notwithstanding the foregoing, if the City and said Contractor cannot reach agreement on a contract, the City reserves the right to terminate negotiations and may, at the City Manager's or designee's discretion, begin negotiations with the next lowest responsible and responsive Contractor. This process may continue until a contract acceptable to the City has been executed or all proposals are rejected. No Contractor shall have any rights against the City arising from such negotiations or termination thereof.

Any Contractor recommended for negotiations must provide to the City:

- a) Its most recent financial statements as of a date not earlier than the end of the Contractor's preceding official tax accounting period. A copy of the most recent business income tax return will be accepted if financial statements are unavailable.
- b) Information concerning any prior or pending litigation, either civil or criminal, involving a governmental agency or which may affect the performance of services to be rendered herein, in which the Contractor, any of its employees or subcontractors is or has been involved within the last three years.

5.4 DISCUSSIONS & PRESENTATIONS

The short-listed contractor's may be requested to make presentations to the City. The City may require additional information after evaluation of the submittals that does not affect the overall competition of the procurement, the contractor shall agree to furnish such information upon the City's request. Hence, proposals should be initially submitted on the most complete and favorable terms which contractors are capable of offering to the City. Contractors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals.

END OF SECTION



**City of Sweetwater
Building and Zoning Department
1701 NW 112 Ave, # 102
Sweetwater, FL. 33172**

**Bid Title: Design-Build for Building and Zoning/Code
Compliance**

THE UNDERSIGNED BIDDER PROPOSES AND AGREES, IF THIS BID IS ACCEPTED, TO ENTER INTO AN AGREEMENT WITH THE CITY OF SWEETWATER TO PERFORM AND FURNISH ALL WORK AS SPECIFIED OR INDICATED IN THE CONTRACT DOCUMENTS FOR THE CONTRACT PRICE AND WITHIN THE CONTRACT TIME INDICATED IN THIS BID AND IN ACCORDANCE WITH THE OTHER TERMS AND CONDITIONS OF THE CONTRACT DOCUMENTS.

The Bidder accepts all of the terms and conditions of the RFP and Instructions to Bidders, including without limitation those dealing with the disposition of Bid Security. This Bid will remain subject to acceptance for 90 days after the day of Bid opening. The Bidder agrees to sign and submit the Agreement and other documents required by this RFP within ten days after the date of the City's Notice of Award.

IN SUBMITTING THIS RFP, THE BIDDER REPRESENTS, AS MORE FULLY SET FORTH IN THE AGREEMENT, THAT:

- The Bidder has familiarized himself/herself with the nature and extent of the Contract Documents, Work, site, locality, and all local conditions and Law and Regulations that in any manner may affect cost, progress, performance, or furnishing of the Work.
- The Bidder has given the City written notice of all conflicts, errors, discrepancies that it has discovered in the Contract Documents and the written resolution thereof by City is acceptable to the Bidder.
- This RFP is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation; the Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; the Bidder has not solicited or induced any person, firm or corporation to refrain from Bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidders or over the City.

The Contractor understands and agrees that the Bid is for unit prices to furnish and install individual Work Items for maintenance and/or repair work, complete in place. Estimates are provided for the purpose of Bid evaluation and to establish unit prices for individual Work Items for maintenance and/or repair work to be contracted by the City under individual Purchase Orders, based on the unit prices established under this Bid.

The City and the successful Bidder will establish completion times for each individual Work Item and the successful Bidder agrees that the work will be completed within the time frames agreed upon and stipulated in the individual Purchase Orders and/or Notice to Proceed.



**City of Sweetwater
Building and Zoning Department
1701 NW 112 Ave, # 102
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Exact Legal Company Name: _____

Business Name (dba), if any: _____

Street Address: _____

Mailing Address (if different): _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

FEIN No.: _____

****By signing this document the bidder agrees to all Terms***

Authorized Signature: _____

Print Name: _____

Title: _____

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF BIDDER TO BE BOUND BY THE TERMS OF ITS BID. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE BID NON-RESPONSIVE. THE CITY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY BID THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER TO THE TERMS OF ITS OFFER.



**BID FORM 2
QUESTIONNAIRE**

Contractor to list projects of similar project scope fulfilling the following qualification requests, typed:

1. How many years has your organization been in business as a General Contractor?

2. List minimum of two (2) previous similar projects, preferably from a public entity. Include: Project Name, Owner, Project Address, Contact person, Phone, Contract Amount, Date of Completion and Description of Work.

3. Have you personally inspected the proposed work, are there any concerns that may impede your performance on this project?

4. Will you subcontract any part of this work? If so, give details such as the subcontractor name, address, phone number and type of work to be performed. Also, indicate the percentage of the total work to be performed by the subcontractor.



5. What equipment will you purchase for the proposed work?

6. Are there any exceptions to any of the terms in this RFP, and outline what, if any, alternative is being offered.

7. Each Proposer must submit a list of three (3) references of Current and Past Customers, preferably government agencies of which they have provided services similar in scope and size of those described herein:

8. Provide proposed project team's (contractor and sub-contractor) demonstrated experience working together on previous projects.



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9. What is your staffing plan? Ability to show that the firm is fully qualified to deliver Professional Civil Engineering Services. Firm or individual must demonstrate to City staff its capabilities, qualifications, licenses, financial stability, adequacy of professional personnel, past record, references, experience and performance.

10. List current construction projects over \$100,000 that you are working on?

11. What is your estimated timeframe for the completion of this project?

CONTRACTOR MUST ATTACH LICENSES, SUCH AS GENERAL CONTRACTOR'S LICENSE, TRAININGS AND CERTIFICATIONS OF CONTRACTOR AND SUBCONTRACTORS AND THE COMPANY'S CURRENT FINANCIAL STATEMENTS.



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**BID FORM 3
ADDENDA ACKNOWLEDGEMENT**

INSTRUCTIONS: COMPLETE PART I AND II, WHICHEVER APPLIES

PART I

LIST BELOW ARE THE DATES OF ISSUE FOR EACH ADDENDUM RECEIVED IN CONNECTION WITH THIS ITB

Addendum #1, Dated _____

Addendum #2, Dated _____

Addendum #3, Dated _____

Addendum #4, Dated _____

Addendum #5, Dated _____

Addendum #6, Dated _____

Addendum #7, Dated _____

Addendum #8, Dated _____

PART II: NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS ITB

FIRM NAME: _____

SIGNATURE: _____

TITLE: _____

DATE: _____



**City of Sweetwater
Building and Zoning Department
1701 NW 112 Ave, # 102
Sweetwater, FL. 33172**

**ATTACHMENT A
PRICING SCHEDULE**





City of Sweetwater
Building and Zoning Department
1701 NW 112 Ave, # 102
Sweetwater, FL. 33172

**RFP 19-11-02 Design-Build Interior Build Out Building and
 Zoning/Code Compliance**

BASE BID SCHEDULE				
Item	Quantity	Unit	Unit Price	Total Price
Mobilization	1	LS		
Prepare shop drawings, permit application and secure permit	1	LS		
	10	EA		
	1	EA		
	24	EA		
General Conditions	1	LS		
Bonds and Insurance	1	LS		
Permit Fees	1	LS		
Overhead and Profit	1	LS		
			TOTAL	\$



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AFFIDAVITS