



REQUEST FOR QUALIFICATIONS

FOR

**CONSTRUCTION MANAGER AT RISK FOR GREENBRIAR PARK AND SOUTH SHORE
COMMUNITY PARK**

RFQ # 018-18/ED

LEGAL NOTICE

REQUEST FOR QUALIFICATIONS

RFQ # 018-18/ED

Sealed Submittals, one (1) original, five (5) copies and one (1) electronic PDF copy, must be received on or before **June 27, 2018 at 10:00 AM Local Time**, in the Clerk's Office, Wellington City Hall located at 12300 Forest Hill Boulevard, Wellington, Florida 33414 for the following:

RFQ# 018-18/ED

“CONSTRUCTION MANAGER AT RISK FOR GREENBRIAR PARK AND SOUTH SHORE COMMUNITY PARK”

All submittals will be publicly opened and read at that time. The Clerk's Office time stamp shall be conclusive as to the timeliness of receipt. All submittals must be delivered in sealed envelopes and plainly marked: **“Attention: Purchasing Office, RFQ #018-18/ED, “Construction Manager at Risk for Greenbriar Park and South Shore Community Park”**”.

RFQ documents may be obtained, beginning on **May 21, 2018** by visiting Onvia DemandStar (<http://www.demandstar.com>), by visiting the Village's website www.wellingtonfl.gov, at the Village Clerk's Office located at 12300 Forest Hill Boulevard, Wellington, FL 33414, or by calling 561-791-4055. Fax (561) 904-5809- email- **edelavega@wellingtonfl.gov**.

An mandatory Pre-Bid meeting will be held on **June 5, 2018, beginning at 10:00 AM Local Time** in Wellington City Hall, 12300 Forest Hill Boulevard, Wellington, Fl. 33414.

Evaluation/Short-list Committee Review will be held on **July 11, 2018 at 10:00 A.M. Local Time in Wellington City Hall, 12300 Forest Hill Boulevard, Wellington, Fl. 33414**. Presentations and oral interviews will be conducted **on July 25, 2018 beginning at 9:00 A.M. Local Time**. Construction Manager selection will be announced after the oral interviews take place.

Construction Manager at Risk Services covered under this solicitation include construction of Greenbriar Park and South Shore Community Park.

Wellington reserves the right to accept or reject any or all RFQ submittals (in whole or in part) with or without cause, to waive technicalities, irregularities or informalities, or to accept RFQ submittals which in its judgment best serves the interests of Wellington.

WELLINGTON

Publish: Palm Beach Post

Account #9-657448

CONSTRUCTION MANAGER AT RISK

KEY DATES

- | | |
|--|----------------------------------|
| 1. Broadcast / Publication Release of RFQ: | May 21, 2018 |
| 2. Deadline to submit Request for Information (RFI's): | June 13, 2018 |
| 3. Mandatory Pre-Bid Meeting | June 5, 2018 at 10:00 AM |
| 4. RFQ Submittal Deadline: | June 27, 2018 at 10:00 AM |
| 5. Evaluation/Short-list Committee Review: | July 11, 2018 at 10:00 AM |
| 6. Presentations and Oral Interviews: | July 25, 2018 at 9:00 AM |
| 7. Council Recommendations for Contract Negotiations: | TBD |
| 8. Contract Negotiations / Executions: | TBD |
| 9. Award Recommendations to Wellington Council: | TBD |

* Dates above are subject to change based on the number of respondents, availability of the members, or other unforeseen circumstances.

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SECTION 1

GENERAL REQUIREMENTS

1.1 Introduction

The objective of this solicitation is to select and enter into a contract with a Construction Manager at Risk firm. The successful contractor shall be responsible for the construction of Greenbriar Park and South Shore Community Park.

Construction services shall be for work estimated to exceed \$2,000,000 in basic construction costs pursuant to Florida Statute 287.055.

1.2 Minimum Requirements:

- The selected Construction Management firm will function as a General Contractor responsible for publicly bidding trade contracts, all scheduling and coordination of the project, and the successful, timely, and economical completion of the project. The selected Construction Manager will provide pre-construction and construction services and will be responsible for constructing the project pursuant to a contractually guaranteed maximum price.
- The selected firm, and sub-consultants, shall be registered in the State of Florida to perform the services requested in this RFQ
- The selected firm shall have been in business and have a minimum of five (5) years experience in providing the services contemplated under this RFQ

1.7 Cancellation:

Wellington reserves the right to cancel award of any contract by written notice.

1.8 Instructions – Awarded Firm:

Invoices, unless otherwise indicated by Wellington must show purchase order numbers and shall be submitted to the Project Manager and copy Accounts Payable, 12300 Forest Hill Boulevard, Wellington, FL 33414. Payment shall be made in accordance with the Florida Prompt Payment Act, as amended from time to time.

1.9 Applicable Law and Venue:

The law of the State of Florida shall govern the contract between Wellington and the successful firm, and any action shall be brought in Palm Beach County, Florida. In the event of litigation to settle issues arising hereunder, the prevailing party in such litigation shall be entitled to recover against the other party its costs and expenses, including reasonable attorneys fees, which shall include any fees and costs attributable to appellate proceedings arising on and of such litigation.

1.10 Public Entity Crimes:

As provided in Section 287.133(2) (a), 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/proposal on a contract to provide any goods or services to a public entity; may not submit a bid/proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids/proposal on leases of real property to a public entity, and may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity. Each person or firm who elects to submit a Request for Qualification package shall notify the Purchasing Agent within thirty (30) days after a conviction of a contract crime applicable to it/him/her or to any officers, directors, executives, shareholders active in management, employees, or agent of their affiliates.

1.11 Conflict of Interest and Code of Ethics:

The award is subject to any and all applicable conflict of interest provisions found in the policies or Code of Ordinances of Wellington, the Palm Beach County Code of Ethics and Ch. 112, Part III, Florida Statutes. All Bidders must complete the Conflict of Interest Statement attached. The Bidder's duty to disclose is of a continuing nature and any conflict of interest shall be immediately brought to the attention of WELLINGTON

If any firm violates or is a party to a violation of the code of ethics of the State of Florida with respect to this RFQ, such firm may be disqualified from performing the work described in this RFQ or from furnishing the services for which the RFQ is submitted and shall be further disqualified from proposing/bidding on any future RFP/Bid/RFQ for work or for goods or services for Wellington. A copy of the State Ethics Codes is available on line at <http://www.flsenate.gov>.

1.12 Non-Collusion:

The proposer certifies that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same professional consulting services and is in all respects fair and without collusion or fraud.

No premiums, rebates, or gratuities are permitted, either with, prior to, or after any delivery of material or provision of services. Any violation of this provision may result in the contract cancellation, return of materials or discontinuation of services, and the possible removal from the vendor/contractor/bid/RFP list(s).

1.13 Florida Public Records Act:

All material submitted regarding this proposal becomes the property of Wellington. Proposals may be reviewed by any person thirty (30) days after the public opening or after a notice of intent to award has been issued, whichever occurs first. Proposers should take special note of this as it relates to any proprietary information that might be included in their offer. Any resulting contract may be reviewed by any person after the contract has been executed by Wellington. Wellington has the right to use any or all information/material submitted in response to this bid and/or any resulting contract from same. Disqualification of a bidder does not eliminate this right

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, OR TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, CHEVELLE NUBIN AT 561-791-4000, CNUBIN@WELLINGTONFL.GOV , 12300 FOREST HILL BLVD. WELLINGTON, FL 33414.

1.14 Legal Requirements:

Federal, State, County, local and Wellington laws, ordinances, orders, rules, regulations, guidelines, and directives that in any manner affect the items covered herein apply. Lack of knowledge by the proposer will in no way be a cause for relief from responsibility.

1.15 Indemnification:

Regardless of the coverage provided by any insurance, the successful bidder/proposer shall indemnify, hold harmless and defend Wellington, its agents, servants, or employees from and against any and all claims, liability, losses and/or causes of action which may arise from any negligent act or omission of the successful bidder/proposer, its subcontractors, agents, servants or employees during the course of performing services or caused by the goods provided pursuant to these bid documents and/or resultant contract.

1.16 Lobbying/Cone of Silence:

A cone of silence shall be imposed upon each competitive solicitation from the time of advertisement and shall remain in effect until Council awards or approves a contract, rejects all submittals or responses, or otherwise takes action that ends the solicitation process. While the cone of silence is in effect, no proposer or its agent shall directly or indirectly communicate with any member of Council or their staff, the Manager, any employee of Wellington authorized to act on behalf of Wellington in relation to the award of a particular contract, or member of the Selection Committee in reference to the solicitation, with the exception of the Purchasing Agent or designee. (Chapter 9, Village of Wellington Purchasing Manual). Failure to abide by this provision may serve as grounds for disqualification for award of contract to the proposer. Further, any contract entered into in violation of the cone of silence shall render the transaction voidable.

The cone of silence shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before Selection Committees, and contract negotiations during any public meeting, presentations made to the Council, and protest hearings. Further, the cone of silence shall not apply to contract negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, or any written correspondence with Wellington as may be permitted by the competitive solicitation. Additionally, the cone of silence shall not apply to any purchases made in an amount less than the competitive solicitation threshold set forth in the Purchasing Manual.

1.17 Insurance:

The Construction Manager at Risk firm shall meet the insurance requirements as described in Section 5.02 of the attached sample agreement.

1.18 Records and Audits:

The awarded firm shall maintain, during the term of the contract, all books of account, receipt invoices, reports, and records in accordance with generally accepted accounting practices and standards (GAAP). The awarded firm shall maintain and make available such records and files for the duration of the contract and retain them beyond the last day of the contract term for the period of three (3) years.

1.19 Duty to Update Records:

It shall be the responsibility of any individual or firm contracted by Wellington for any Type(s) of Work to notify Wellington promptly of any substantive amendment to the information provided in this Request for Qualifications package submittal, as well as to update that information on an annual basis.

1.20 Disputes:

A prospective bidder, proposer or offeror may submit a protest in writing to the Purchasing Manager challenging the terms, conditions, or specifications of a competitive solicitation, including any provision governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or

modifying or amending any contract. The foregoing notwithstanding, a protest may not challenge the relative weight of the evaluation criteria or the formula specified for assigning points therefore contained in the competitive solicitation. The protest must be filed within three (3) days (excluding Saturdays, Sundays and legal holidays) after the public posting or advertising of the competitive solicitation. Failure to file a protest as to the terms, conditions, or specifications of a competitive solicitation shall be deemed a waiver of the right to protest on those grounds. Prior to the award of any contract, bidders, proposer(s) or offeror(s), may submit a protest in writing to the Purchasing Manager. The protest must be filed within (3) days (excluding Saturdays, Sundays and legal holidays) after the posting of the Notice of Intended Award for public viewing at Wellington's Clerk's Office. All bidders, proposers, offerors or contractors affected by the intended award of contract will also be notified by the Purchasing Manager, via Demandstar.com or other means, of the intended award posting. Notwithstanding the above, it is the responsibility of all bidders, proposers, offerors or contractors affected by the proposed award to review the public posting of the intended award, and the deadlines to protest set forth herein shall not be enlarged based upon a claim of lack of knowledge thereof. Additionally, in order to maintain a protest, a protestor must have standing pursuant to established Florida case law. Protests filed by a person or entity that does not have standing may be summarily denied without further action or decision.

In order to defray a portion of the administrative costs associated with a protest, all protests shall be accompanied by a filing fee in the form of a cashier's check or money order for an amount equal to one percent (1%) of the total estimated contract value, but not less than \$1,000 nor more than \$10,000. Failure to pay the filing fee shall result in a denial of the protest. In the event that a protest is upheld, the filing fee shall be refunded to the protestor. For specific procedures on how to file a formal protest, refer to Chapter 9, Village of Wellington Purchasing Manual.

1.21 Palm Beach County Office of Inspector General

In accordance with Palm Beach County ordinance number 2011-009, the offeror understands that any Contract that results from this RFQ may be subject to investigation and/or audit by the Palm Beach County Inspector General. The offeror has reviewed Palm Beach County ordinance number 2011-009 and is aware of its rights and/or obligations under such ordinance.

1.22 Ownership of Work Products:

All work products, including all electronic and non-electronic plans, notes, drawings, studies, calculations, sketches and other documents produced on behalf of Wellington by any individual or firm, are the property of Wellington and shall be provided to Wellington prior to final payment.

All documents, reports, drawings, information (verbal or written) and other data (collectively "Proprietary Information") furnished to the awarded firm by Wellington shall be the sole property of Wellington and shall not be sold, licensed, transferred, disclosed or otherwise made available to any person or firm without the written consent of Wellington.

SECTION 2 INSTRUCTION TO BIDDERS

2.1 Introduction

The purpose of this Request for Qualifications (RFQ) is to award a contract to a Construction Manager at Risk firm in accordance with Section 287.055, Florida Statutes. The successful firm shall be responsible for construction of Greenbrair Park and South Shore Community Park.

Florida law requires Wellington to make a determination of a firm's qualification to perform such services prior to its engagement. The information submitted by each Firm in the written RFQ response

and the information gleaned from the oral interview process will be used by Wellington to make this determination.

2.2 Instructions for Submitting:

Firms shall submit one (1) original, five (5) copies and one (1) PDF electronic copy (CD) of the RFQ submittal in a sealed envelope plainly marked: **“Attention: Purchasing Office, RFQ #018-18/ED, “Construction Manager at Risk for Greenbriar Park and South Shore Community Park”**. The original submittal and copies of the submittal shall be organized into sections as per the tabs listed herein and shall be provided in 3 ring binders with no larger than a 1-1/2” spine. An electronic copy (CD) of the original shall be provided along with the original binder. The original submittal and each CD shall have the firm’s name, RFQ number and title and date clearly displayed on the cover/label.

Each firm shall provide a cover letter at the front of the submittal followed by a Table of Contents. Tab#1 through Tab #5 shall contain the forms (attached as part of the RFQ) and information indicated. Tab#6 shall contain evidence of insurance per the attached sample contract. Tab#7 shall contain copies of all applicable licenses, registrations and Certificates of Authorization. Tab #8 shall contain information about your firm, proposed Project Manager, overall approach and methodology, pending and ongoing lawsuits and claims (**max 10 – 8.5” x 11” sheets of paper front & back**) and information about claims. Tab #9 shall contain the following (**max. 10 - 8.5” x 11” sheets of paper front and back**): 1) Overview of Technical Capabilities; 2) Project Team & brief synopsis of experience, licenses and education for each member (full resumes are not required or desired); 3) Similar project experience; 4) Client references (Use attached form); 5) Demonstration of Cost and Quality Control. Tab#10 shall contain a letter of intent from a surety company indicating the applicant’s bond ability for this project. The surety company shall be currently listed with the United States Treasury for an amount greater than \$25 Million.

The Village reserves the right to request any additional information, from any proposer, deemed to be in the Village’s best interest.

RFQ SUBMITTAL ORGANIZATION

Cover Letter

Table of Contents

Tab # 1: Acknowledgement Form (Attached)

Tab # 2: Drug-Free Workplace Form (Attached)

Tab # 3: Wellington Local Preference Policy Form (Attached)

Tab # 4: Conflict of Interest Form (Attached)

Tab # 5: Non-Collusion (Attached)

Tab # 6: Evidence of Insurance Certification

Tab # 7: Current License(s)/ Certificates of Authorization / Registration(s) of the firm and sub-consultants to perform the applicable services in the State of Florida

Tab # 8: Firm Information, Contract Manager; Approach and Methodology (10 pages front and back maximum)

- Overview of Firm
- Location of Corporate Headquarters & Applicable Branch Offices
- Contract Manager
 - Name, Office Location, Contact Information
 - Relevant Experience, Education, Licenses/Registrations
- Project Manager
 - Name, Office Location, Contact Information
 - Relevant Experience, Education, Licenses/Registrations
- Contract Approach and Methodology
 - Approach and Methodology
 - Quality Control
 - Cost Control
- Pending, Ongoing and Past (last 3 years) Lawsuits and Claims with Clients, Sub Consultants and Vendors. Include Locations/Clients where firm has been barred, disqualified or prohibited from providing services.

Tab # 9: Construction Manager at Risk Services (10 pages front and back maximum)

- Overview of Capabilities
- Project Team Organization / Members
- Relevant Projects
 - Project Name, Location, Client, Year Complete, Description, Size of the Project, Contact Information
 - The nature of the firm's responsibility on each project including project delivery method.

- Experience working with Public water and sewer utilities
- A maximum of four (4) Client References including names, titles, addresses, telephone number and e-mail address (Use Attached Form). Only the references provided in the attached form will be contacted, unless the Village determines additional reference checks are required.
- Demonstration of Cost & Quality Control Performance for Similar Work

Tab # 10: Letter of Intent from a surety company indicating appropriate bond ability for this project.

Each RFQ package submitted shall be signed by an authorized principal of the firm. The RFQ submittal shall be signed by a representative who is authorized to contractually bind the qualifier.

All RFQ submittals must be delivered as specified. To be considered, the proposer must respond to all parts of the RFQ.

QUALIFIERS MUST SUBMIT ONE (1) IDENTIFIED ORIGINAL RFQ SUBMITTAL, PLUS FIVE (5) COPIES AND ONE (1) PDF ELECTRONIC COPY (CD).

2.3 RFQ Opening:

Responses to this RFQ shall be opened and publicly read in the **Wellington, City Hall, 12300 Forest Hill Boulevard Wellington, FL 33414** on **June 27, 2018 at 10:00 AM Local Time**. All responses received after that time shall be returned, unopened. All submittals must be delivered in sealed envelopes and plainly marked: **“Attention: Purchasing Office, RFQ#018-18/ED - Construction Manager at Risk for Greenbriar Park and South Shore Community Park”**.

All RFQs submitted shall include the completed RFQ forms and information. RFQs may be considered “Non-Responsive” if the required information is not submitted by the date and time specified.

Before submitting the RFQ response, each Proposer shall make all investigations and examinations necessary to ascertain if any addenda were issued.

2.4 Contact Person:

For any additional information regarding the specifications and requirements of this RFQ contact Ed De La Vega, 12300 Forest Hill Blvd, Wellington, FL 33414. Phone (561) 791-4055 Fax (561) 904-5809 edelavega@wellingtonfl.gov.

2.5 RFQ Clarification:

Any questions or clarifications concerning this RFQ shall be submitted in writing by email to Ed De La Vega- edelavega@wellingtonfl.gov.

The RFQ title/number shall be referenced on all correspondence. All questions must be received no later than **June 13, 2018**. All responses to questions / clarifications will be sent to all prospective Proposers in writing via Demandstar. Demandstar will automatically notify all planholders of any inquiries, addendums and request for clarifications once posted by the Village. It shall be the responsibility of any prospective proposer to ensure receipt of all addenda issued.

2.6 Interpretations:

Unless otherwise stated in the RFQ, any questions concerning this RFQ should be submitted in writing to: Ed De La Vega- Phone 561-791-4055- edelavega@wellingtonfl.gov.

2.7 Clarification and Addenda to RFQ:

If any Proposer contemplating submitting a response under this Request for Qualifications #013-18/ED requires clarification regarding the RFQ, the Proposer must submit to the Purchasing Department, by **June 13, 2018**, a request for clarification. All such requests for clarification must be made in writing, and the person submitting the request will be responsible for its timely delivery.

Any interpretation of the RFQ, if made, will be made only by an Addendum duly issued by Wellington's Purchasing Department. Wellington shall issue an Informational Addendum if clarification or minimal changes are required. Wellington shall issue a Formal Addendum if substantial changes which impact the technical submission of the RFQ are required. A copy of such Addendum will be sent to each Proposer receiving the RFQ via Demandstar. In the event of conflict with the original RFQ Documents, the Addendum shall govern all other RFQ and Contract Documents to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.

2.8 Local Preference Policy:

The Evaluation Committee will take into consideration when making their recommendation the proposer's business location and award additional points to local businesses in accordance with the Wellington's Local Preference Policy found in Chapter 9 of the Village's Purchasing and Procurement Manual. This Preference includes: (A) Western Communities local business with permanent location and headquarters zoned within the boundaries west of the Florida Turnpike, north of Lantana Road, south of Okeechobee Boulevard and U.S. Highway 98, east of Palm Beach County western boundary; (B) Palm Beach County local business with principal permanent location and corporate headquarters within Palm Beach County, Florida.

2.09 Tied Proposals

If, after application of the Local Preference, or in instances where the local preference does not apply, two or more bidders or proposers are tied, the following criteria will be used to break the tie:

- a. Delivery time – time for performance, if provided in the bid or proposal
- b. Certification of a "Drug Free Workplace Program" which meets the criteria established in F.F., Section 287.087.
- c. If application of the above criteria does not resolve the ties, the award will be given to the bidder or proposer whose bid was received earliest by Wellington and as indicated by the time clock log sheet provided by the Clerk's Office.

2.10 Selection Criteria:

Following the opening of the proposal packages, the proposals will be evaluated by an Evaluation/Selection Committee in accordance with the Village's Purchasing Manual.

Awards shall be made to the responsible proposer whose qualifications are determined to be the most advantageous to Wellington

2.11.1 Written Submittal Evaluation Criteria:

Each Member of the Evaluation/Selection Committee will first evaluate the written proposals for non-service category/discipline content based on the criteria and cardinal point system listed in the table below. A maximum of 50 points is achievable. Each Selection Committee Member will then evaluate the written proposals for each service category/discipline based on the criteria listed in the table below. A maximum of 50 points is achievable. A combined 100 points is achievable plus local preference points, if applicable.

Written Submittal Cardinal Scoring Criteria	Max
Non-Service Category/Discipline <ul style="list-style-type: none">• Qualifications of the Firm• Contract Approach / Methodology• Qualifications of the Project Manager• Lawsuits and Claims• Minority Enterprise as certified by the State	15 15 10 5 5
Total Non-Service Category/Disciplines	50
Service Category/Discipline: <ul style="list-style-type: none">• Technical Capabilities• Team Member Qualifications• Relevant Project Experience	20 15 15
Total Service Category/Disciplines	50
Grand Total	100

Each Selection Committee member will convert the Maximum Available Point score (cardinal number) for each proposer into an ordinal number designating the ranking (as first, second, or third of each proposer. For example:

Cardinal Number	Ordinal Number
100	1
95	2
92	3
91	4
86	5
75	6

The ordinal scores from each Selection Committee member for each proposer, will be added together to calculate a total ordinal score. The proposer with the lowest total ordinal score will be ranked highest for award preference. The proposer with the second lowest total ordinal score will be ranked second highest for award preference, and so on, until all proposers are ranked.

Upon completion of the technical criteria evaluation, rating and ranking, Wellington will conduct oral interviews with a minimum of three short listed firms. Upon completion of the oral interviews, the Committee will re-evaluate, re-rate and re-rank the proposals remaining in consideration based upon the interview criteria listed below:

2.11.2 Oral Interview Criteria

The short listed firms shall be required to attend a presentation and interview session with the members of the selection committee. Selection committee members will ask a variety of questions pertaining to the work and the information contained in each firm's RFQ submittal. Questions will not be provided in advance. It is highly encouraged that team members assigned to perform Wellington's work attend the interview. We are interested in understanding the technical abilities of team members actually assigned to perform Wellington's work. Pursuant to Florida Statute Section 286.0113, all interview presentation sessions shall be closed to the public. Following the interview, the Selection Committee will score each firm based on the criteria listed in the table below. Selection committee scoring session shall be opened to the public.

Oral Interview Cardinal Scoring Criteria	Max
Answers to Questions:	
<ul style="list-style-type: none"> Ability, knowledge and past performance of firm and the designated project team to satisfy the requirements of the RFQ. <ul style="list-style-type: none"> Areas of consideration in the evaluation: Professional qualification of proposed project team to perform subject work, demonstrated knowledge for similar projects, Demonstrated past performance of the firm and project team in completing similar projects. 	20
<ul style="list-style-type: none"> Approach to the RFQ, understanding of the project and quality of the presentation/written response. <ul style="list-style-type: none"> Areas of consideration in the evaluation: demonstrated understanding of the Village's needs, goals and objectives under the RFQ, demonstrated innovation in project approach, quality and clarity of the presentation/written response and demonstrated ability to meet budget and deadlines. 	25
<ul style="list-style-type: none"> Minority Enterprise as certified by the State 	5
Total Oral Interview Score	50

Each Selection Committee member will convert the Maximum Available Point score (cardinal number) for each proposer into an ordinal number designating the ranking (as first, second, or third) of each proposer. For example:

Cardinal Number	Ordinal Number
50	1
45	2
43	3
40	4
36	5
35	6

The ordinal scores from each Selection Committee member for each proposer, will be added together to calculate a total ordinal score. The proposer with the lowest total ordinal score will be ranked highest for award preference. The proposer with the second lowest total ordinal score will be ranked second highest for award preference, and so on, until all proposers are ranked.

Please note that the scores/rankings from the written proposal process are not included in the final ranking for award preference – only the scores/rankings from the Oral Interview process will be

Once the firms are ranked, the Selection Committee will forward the selection results, along with its recommendations, to the Wellington Council for consideration and approval to enter into contract negotiations with the recommended firm. Any such negotiations shall be conducted by the Village's Director of Purchasing. Any negotiations are subject to Sunshine Law, even if portions of the meetings are exempt and closed. It is the Village's intent to award a contract to (1) firm, if approved by Village Council. Once negotiated, the contract will be recommended and forwarded to the Wellington Council for award.

Wellington reserves the right to be the sole determination of responsiveness and responsibility of any RFQ submittals received. Proposer must demonstrate that it has sufficient training and / or experience to fulfill the contract requirements.

The Award will be based on a review of all the information submitted, plus a review of references. Wellington reserves the right to visit and inspect Qualifier/Proposer facilities and locations where Proposer is currently providing services in determining its capacity to perform the services contained in the RFQ.

The five member selection committee will consist of the following staff members:

1. Bruce Wagner- Public Works Director
2. Bruce Delaney – Parks and Recreation Director
3. Jonathan Reinsvold – Senior Engineer
4. Ana Acevedo- Controller
5. Michael O'Dell – Assistant Director, Planning, Zoning and Building

SECTION 3

SCOPE OF WORK

3.1 Introduction

The Village of Wellington desires to seek qualified Construction Management at Risk firms to construct the Greenbriar Park and South Shore Community Park located at 2975 Greenbriar Boulevard and 3401 South Shore Boulevard, Wellington, Florida 33414, respectively.

The project objectives (Subject to Change) for each park include, but are not limited to the following:

Greenbriar Park:

1. Provide Four (4) multiuse sport turf fields with a design prepared by a natural turf specialist, final dimensions to be provided by Village of Wellington Parks and Recreation Department;
2. Spectator bleachers;
3. Provide an approximate 2000 s.f. building with pavilion areas for patrons, concessions, restrooms, announcers booth, storage space, electrical room and janitor's closet;
4. Site lighting capable of serving night games and parking lot security;
5. Associated parking and site work incidental to construction of the multiuse fields and concessions.
6. Public water and sanitary sewer facilities to serve the proposed concession stand, existing restroom facilities and the future PBSO sub-station, including a municipal lift station.

South Shore Community Park:

1. Provide six (6) baseball/softball fields with a design prepared by a natural turf specialist. The fields shall include dugouts and bleachers (dimensions to be provided by Village of Wellington Parks and Recreation Department);
2. An enclosed indoor gymnasium (approx. 30,000 s.f.) with the following components:
 - a. Three (3) indoor basketball courts
 - b. Reception area
 - c. Restrooms (with outdoor accessibility)
 - d. Administrative office
 - e. Kitchen/break room
 - f. Associated storage areas, electrical room and janitors closet
3. Provide an approximate 2000 s.f. building with concession area, restrooms, announcers booth, storage space, electrical room and an janitor's closet;
4. Site lighting capable of serving night games and parking area security;
5. Associated parking and site work incidental to construction of the multiuse fields and concessions.
6. Public water and sanitary sewer facilities to serve the proposed concession stand and gymnasium.

SECTION 4 FORMS

RFQ # 018-18/ED ACKNOWLEDGEMENT (TAB# 1)

To: Wellington
12300 W Forest Hill Blvd
Wellington, FL 33414

(Proposer)

agrees to provide CONSTRUCTION MANAGEMENT AT RISK SERVICES as defined in this Request for Qualifications document and in accordance with the requirements of the specifications and related work authorizations/contract documents.

The undersigned proposer has carefully examined the RFQ requirements and related contract documents and is familiar with the nature and extent of the work and any local conditions that may in any manner affect the work to be done.

The undersigned agrees to provide the CONSTRUCTION MANAGEMENT AT RISK SERVICES called for by the RFQ documents, in the manner prescribed therein and to the standards of quality and performance established by Wellington for the quality of service quoted.

The undersigned accepts the invoicing and payment policies specified in the RFQ.

Upon award of this RFQ, Wellington and Proposer each binds himself, itself, or herself, its partners, successors, assigns, and legal representatives to the other party hereto in respect to all covenants, agreements, and obligations contained in the RFQ Documents.

The RFQ Document along with the attached sample agreement constitutes the entire agreement between Wellington and Proposer and may only be altered, amended, or repealed by a Change Order or a written amendment.

The Proposer, by signing these RFQ Submittal pages, acknowledges and agrees to abide by all the terms, conditions, and specifications contained in this RFQ Document.

Dated this _____ day of _____, _____
(Month) (Year)

INDIVIDUAL, FIRM, CORPORATION, LIMITED LIABILITY, PARTNERSHIP, OR OTHER FORM OF ENTITY

By: _____ / _____
(Signature) (Print name)

Address: _____

Telephone: (____) _____ Fax: (____) _____

Social Security Number (OR) Taxpayer Identification Number (TIN): _____

CORPORATION

By: _____ / _____
(Signature) (Print name)

Address: _____

Telephone: (____) _____ Fax: (____) _____

Taxpayer Identification Number (TIN/EIN): _____

State Under Which Corporation Was Chartered: _____

Corporate President: _____
(Print Name)

Corporate Secretary: _____
(Print Name)

Corporate Treasurer: _____
(Print Name)

CORPORATE SEAL

Attest By: _____
Secretary

Signature: _____ Date: _____

DRUG-FREE WORKPLACE (TAB #2)

Preference may be given to businesses with drug-free workplace programs. Whenever two or more Bids which are equal with respect to price, quality, and service are received by the Owner for the procurement of commodities or contractual services, a Bid received from a business that certifies that it has implemented a drug-free workplace program may be given preference in the award process. Established procedures for processing tie Bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business must attest to the following:

1. We publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. We inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. We give each employee engaged in providing the commodities or contractual services that are under Bid a copy of the statement specified in subsection (1).
4. We, in the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under Bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. We impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. We make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

COMPANY NAME

AUTHORIZED SIGNATURE

NAME (PRINT OR TYPE)

TITLE

LOCAL PREFERENCE (TAB #3)

WELLINGTON LOCAL PREFERENCE

APPLICATION TO BE CONSIDERED A LOCAL BUSINESS IN ACCORDANCE WITH VILLAGE OF WELLINGTON FLORIDA'S LOCAL PREFERENCE POLICY

Wellington gives preference to local businesses in certain purchasing situations as set forth in Chapter 9 of Wellington's Purchasing and Procurement Manual. In order to be considered a local business, entitled to be given preference, the business must make application with Wellington and meet one of the following criteria as such is more fully set forth in Chapter 9, of Wellington's Purchasing and Procurement Manual:

Chapter 9, LOCAL PREFERENCE

Western Communities Local Business - For the purpose of determining a "Western Communities local business" a vendor must have a principal permanent business location and headquarters within Wellington of Wellington, Florida or west of the Florida Turnpike to the Palm Beach County western boundary line as depicted in Exhibit "A" hereto. This applies to all entity formations, including, but not limited to, limited liability companies, partnerships, limited partnerships and the like or sole proprietors. Further, the entity or sole proprietor must provide that it, he or she has been domiciled and headquartered in the jurisdictional boundaries of the Western Communities for at least six months prior to the solicitation. Post Office boxes will not be considered a permanent business location within the Western Communities. Home business offices shall be considered as a business location if it otherwise meets the requirements herein. In order to be eligible for such local preference the vendor shall have a local business tax receipt pursuant to the County's and/or municipalities' Code of Ordinances, having jurisdiction over the location of the business, unless otherwise exempt therefrom. Further, the vendor must be properly licensed and authorized by law to provide the goods, services or professional services to the extent applicable and the location of the business must be properly zoned in order for the vendor to conduct its business.

Palm Beach County local business - For the purpose of determining a "Palm Beach County local business" a vendor must have a principal permanent business location and headquarters within Palm Beach County, Florida. This applies to all entity formations, including, but not limited to, limited liability companies, partnerships, limited partnerships and the like or sole proprietors. Further, the entity or sole proprietor must provide that it, he or she has been headquartered and domiciled in the jurisdictional boundaries of Palm Beach County, Florida for at least six months prior to the solicitation. Post Office boxes will not be considered a permanent business location within Palm Beach County, Florida. Home business offices shall be considered as a business location if it otherwise meets the requirements herein. In order to be eligible for such local preference the vendor shall have a local business tax receipt pursuant to the Palm Beach County Code of Ordinances as amended from time to time, unless otherwise exempt there from. Further, the vendor must be properly licensed and authorized by law to provide the goods, services or professional services to the extent applicable and the location of the business must be properly zoned in order for the vendor to conduct its business.

Subcontractor utilization - In competitive bid situations, a business may also qualify as either a Palm Beach County or Western Community local business if they are utilizing subcontractors to perform the work or materialmen to supply the job and more than fifty (50%) percent of their proposed bid price will be paid to subcontractors and/or materialmen who qualify, under the above standards, as Palm Beach County and/or Western Community local businesses.

Please check the box below indicating which preference category your business is applying for:

☐ Western Communities Local Business

☐ Palm Beach County Local Business

☐ Subcontractor Utilization

1. The name of the business is: _____

2. The address of the business is: _____

3. How long has the business been located at its current address: _____

4. If the business has relocated within the last six months, please provide the answers to questions 1-3 for the previous location:

5. The previous name of the business is: _____

6. The previous address of the business is: _____

7. How long was this business at the previous location: _____

8. If the business is attempting to qualify under the subcontractor utilization provision, please provide a breakdown of the subcontractors who would qualify for either the Palm Beach County or Western Community, business classification, the requisite information, provide their responses to the above 1 - 7 questions and for each of the subcontractors, indicate the amount that they are proposed to be compensated at under the bid price.

9. The business as a local business tax receipt from: (1) Palm Beach County ☐ (2) the following municipality: _____ (3) located in unincorporated Palm Beach County: ☐

10. Please provide a copy of Local Business Tax Receipts from Palm Beach County and the applicable municipality are attached.

11. Please provide a Certificate of Good Standing indicating the formation or domestication of the entity in and for the State of Florida is attached.

12. Please provide copies of licenses if applicable from the State of Florida authorizing the business to provide the good services or professional services contemplated in the bid documents.

By signing below, I hereby certify that under penalty of perjury I believe my business qualifies as a Palm Beach County, Western Community or subcontractor utilization business in accordance with Wellington's Local Preference Policy and that I have submitted current and accurate information and documents relating to my qualifications. I further acknowledge and agree that any fraudulent or duplicitous information submitted in furtherance of this application will be grounds for disqualification from bidding on this project and doing business with Wellington in the future.

Applicants Federal Tax ID Number - _____ Applicants Business Address _____

Signature of Authorized Representative of Corporation, Partnership, or other business entity:

Print Name: _____

Title: _____

Date: _____

CITY OF: _____

COUNTY OF: _____

SUBSCRIBED AND SWORN TO (or affirmed) before me on this ____ day of _____, 201__, by _____ He/She is personally known to me or has presented

_____ as identification.

(Signature of Notary)

(Print or Stamp Name of Notary)

Notary Public _____
(State)

Notary Seal

Signature of Individual if Sole Proprietor:

Print Name: _____

Date: _____

CITY OF: _____

COUNTY OF: _____

SUBSCRIBED AND SWORN TO (or affirmed) before me on this ____ day of _____, 201____, by
_____. He/She is personally known to me or has presented

_____ as identification.

(Signature of Notary)

(Print or Stamp Name of Notary)

Notary Public _____
(State)

Notary Seal

CONFLICT OF INTEREST STATEMENT (TAB# 4)

This Proposal/Agreement (whichever is applicable) is subject to the conflict of interest provisions of the policies and Code of Ordinances of WELLINGTON, the Palm Beach County Code of Ethics, and the Florida Statutes. During the term of this Agreement and any renewals or extensions thereof, the VENDOR shall disclose to WELLINGTON any possible conflicts of interests. The VENDOR's duty to disclose is of a continuing nature and any conflict of interest shall be immediately brought to the attention of WELLINGTON. The terms below shall be defined in accordance with the policies and Code of Ordinances of WELLINGTON, the Palm Beach County Code of Ethics, and Ch. 112, Part III, Florida Statutes.

CHECK ALL THAT APPLY.

☐ To the best of our knowledge, the undersigned business has no potential conflict of interest for this Agreement due to any other clients, contracts, or property interests.

☐ To the best of our knowledge, the undersigned business has no employment or other contractual relationship with any WELLINGTON employee, elected official or appointed official.

☐ To the best of our knowledge, the undersigned business has no officer, director, partner or proprietor that is a WELLINGTON purchasing agent, other employee, elected official or appointed official. The term "purchasing agent", "elected official" or "appointed official", as used in this paragraph, shall include the respective individual's spouse or child, as defined in Ch. 112, Part III, Florida Statutes.

☐ To the best of our knowledge, no WELLINGTON employee, elected official or appointed official has a material or ownership interest (5% ownership) in our business. The term "employee", "elected official" and "appointed official", as used in this paragraph, shall include such respective individual's relatives and household members as described and defined in the Palm Beach County Code of Ethics.

☐ To the best of our knowledge, the undersigned business has no current clients that are presently subject to the jurisdiction of WELLINGTON's Planning, Zoning and Building Department.

CONFLICT:

☐ **The undersigned business, by attachment to this form, submits information which may be a potential conflict of interest due to any of the above listed reasons or otherwise.**

THE UNDERSIGNED UNDERSTANDS AND AGREES THAT THE FAILURE TO CHECK THE APPROPRIATE BLOCKS ABOVE OR TO ATTACH THE DOCUMENTATION OF ANY POSSIBLE CONFLICTS OF INTEREST MAY RESULT IN DISQUALIFICATION OF YOUR BID/PROPOSAL OR IN THE IMMEDIATE CANCELLATION OF YOUR AGREEMENT, WHICHEVER IS APPLICABLE.

COMPANY NAME

AUTHORIZED SIGNATURE

NAME (PRINT OR TYPE)

TITLE

NON-COLLUSION AFFIDAVIT (TAB# 5)

State of _____

County of _____

Being duly sworn deposes and says:

That he/she is an officer of the parties making the forgoing bid submittal, that such bid submittal is genuine and not collusive or sham, that said Bidder has not colluded, conspired, connived or agreed, directly or indirectly with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner, directly, or indirectly, sought by agreement of collusion or communication or conference with any person, to fix the price of affiant or any other bidder, or to fix any overhead, profit of cost element of said price, or that of any other bidder, or to secure any advantage against the authority, of any person interested in the proposed contract and that all statements in said bid is true.

Name of Bidder

Print name of designated signatory

Signature

Title

On this _____ day of _____, 20____, before me appeared _____ personally known to me to be the person described in and who executed this _____ and acknowledged that (she/he) signed the name freely and voluntarily for the uses and purposes therein described.

In witness thereof, I have hereunto set my hand and affixed seal the day and year last written above.

Signature

Notary Public in and for the State of _____

(Affix Seal Here)

(Name Printed)

Residing at _____

My commission expires _____

REFERENCES (TAB#9)

COMPANY NAME, ADDRESS, CITY, STATE, ZIP PHONE & FAX NUMBER AND E-MAIL ADDRESS	
Company Name:	
Address:	
Contact Name:	
Phone: E-MAIL ADDRESS	Fax:
Company Name:	
Address:	
Contact Name:	
Phone: E-MAIL ADDRESS	Fax:
Company Name:	
Address:	
Contact Name:	
Phone: E-MAIL ADDRESS	Fax:
Company Name:	
Address:	
Contact Name:	
Phone: E-MAIL ADDRESS	Fax: