

CITY OF RIVIERA BEACH

RTQ #1008-20-4

PRE-QUALIFIED CONTRACTORS FOR MODULAR STRUCTURES



Event	
Date RTQ Issued	August 28, 2020
*Pre-Qualification Meeting	*September 8, 2020 at 11:00am
Due Date for Questions	September 11, 2020
Due Date for Responses (Approximate)	September 16, 2020
RTQ Due Date	September 28, 2020 at 11:00AM
Proposed CRB Award Date	TBD
<p>*The pre-qualification meeting will be held via GoToMeeting platform. All interested firms must send Email addresses and names of attendees by September 3, 2020, 3:00pm. An email with the log-in information will be sent one day prior.</p>	

CONTACT:

ALTHEA PEMSEL, DIRECTOR OF PROCUREMENT

APEMSEL@RIVIERABEACH.ORG

NO PHONE INQUIRIES WILL BE ACCEPTED.
ALL CORRESPONDENCE SHALL BE DIRECTED
TO THE CITY CONTACT INDICATED ABOVE VIA
EMAIL

SUBMIT PROPOSAL TO:

City of Riviera Beach Office of the City Clerk
600 West Blue Heron
Riviera Beach, FL 33404
(561) 845-4090

CITY OF RIVIERA BEACH
PALM BEACH, FLORIDA
REQUEST TO QUALIFY

GENERAL CONDITIONS

THESE INSTRUCTIONS ARE STANDARD FOR ALL CONTRACTS FOR COMMODITIES/SERVICES ISSUED BY THE CITY OF RIVIERA BEACH. THE CITY OF RIVIERA BEACH MAY DELETE, SUPERSEDE OR MODIFY ANY OF THESE STANDARD INSTRUCTIONS FOR A PARTICULAR CONTRACT BY INDICATING SUCH CHANGE IN THE SPECIAL INSTRUCTIONS TO PROPOSERS. BY ACCEPTANCE OF A PURCHASE ORDER ISSUED BY THE CITY, PROPOSER AGREES THAT THE PROVISIONS INCLUDED WITHIN THIS REQUEST TO QUALIFY SHALL PREVAIL OVER ANY CONFLICTING PROVISION WITHIN ANY STANDARD FORM CONTRACT OF THE PROPOSER REGARDLESS OF ANY LANGUAGE IN PROPOSER'S CONTRACT TO THE CONTRARY.

PROPOSER ACKNOWLEDGEMENT MUST BE SIGNED AND RETURNED WITH YOUR PACKAGE

RTQ WILL BE DUE and may not be withdrawn within 90 calendar days after such date and time. **9/28/2020 11:00 A.M. (EST)**

RTQ TITLE: **RTQ 1008-20-4**
Prequalified Contractors for Modular Structures

RTQ NO. **1008-20-4**

BUYER: **Althea Pemsel (561) 845-4180**

DELIVERY DATE: **9/28/2020**

SEE SPECIAL INSTRUCTION

CASH DISCOUNT TERMS

FEDERAL EMPLOYER I.D. or SOCIAL SECURITY NUMBER

DUN & BRADSTREET NUMBER

PROPOSER NAME

PROPOSER MAILING ADDRESS/CITY/STATE/ZIP

AREA CODE TELEPHONE CONTACT PERSON
NO.

FAX NO. INTERNET ADDRESS

AUTHORIZED SIGNATURE (original in ink)

TYPED NAME OF SIGNER TITLE

GENERAL INFORMATION TO PROPOSERS

RTQ NO. 1008-20-4

GENERAL CONDITIONS

This Request to Qualify (RTQ) solicitation is to establish a pool of pre-qualified full service suppliers and/or manufacturer of modular units. The firms must be capable of designing, delivering, erecting, installing, maintaining, repair, and interior build out for a variety of modular units, including but not limited to civil infrastructure, parking, lighting, data and security, as well as design and permitting, on an as needed basis for the City. The City has adopted plans to move forth with relocation, demolition, and development of sites and structures, including but not limited to City Hall, public safety, and non-public safety facilities requiring temporary units to accommodate City operations during the transitioning of facilities.

The pre-qualified list of suppliers shall comply with all state, local, and federal standards regarding modular structures as well as other safety standards listed below. A signed and sealed drawing in compliance with the Florida Building Code shall be provided to the City as a part of the project package based on the RFQ or WOR issued. The City may consider leasing, current inventory, and pre-owned modular structures.

Entry into the pre-qualification pool is not a contract for guaranteed work, but rather is an acknowledgement that the pool member satisfies the pre-qualification criteria. Pre-qualified suppliers will be invited to participate in future spot market competitions. The pool shall remain open for the term of the RTQ, enabling other suppliers to qualify at any time after the initial RTQ period three years following award by Riviera Beach City Council. Upon written approval and mutual consent by the parties, this contract may be extended for an additional two (2) year period, in writing by the City Manager.

DEFINITIONS

Submittal: shall refer to the form submitted in response to this Request to Qualify.

Supplier: shall refer to anyone responding to this Request to Qualify.

Request for Quote (RFQ): a solicitation where prequalified proposers are invited to quote on a specific City requirement, product or service, evaluated and awarded based on the lowest price or best value.

Work Order Request (WOR): a solicitation where pre-qualified proposers are invited to quote on a specific City requirement, product or service, evaluated and awarded based on best value rather than upon the lowest price.

OSHA: = Occupational Safety and Health Administration.

NIOSH: = National Institute of Occupational Safety Hazards.

NFPA: = National Fire Protection Association

ASME: = American Society of Mechanical Engineers

MCP: = Maintenance Control Program

1.1 TERM

The pre-qualification pool of suppliers shall commence on the day of the approval by the City Council, and must comply with providing appropriation documents in terms of insurance, bonds, and completion and submittal of all required documents requested in WOR.

1.2 QUALIFICATION CRITERIA: Suppliers who meet the below listed qualifications will be placed on a list for participation in future competitions:

- 1.2.1 The suppliers shall be registered and licensed as required by Florida Statutes and comply with Florida Statute Chapter 553, and comply with the Florida Building Code for modular buildings. Any license required by the State of Florida Department of Business & Professional Regulation shall be provided with the qualification packet. The Supplier's license shall be kept current during the term of the pool. Additionally, when qualified suppliers are invited to participate in spot market competitions via a Request for Quote, the required licenses shall be re-submitted for verification.
- 1.2.2 The suppliers shall provide at least three (3) verifiable references (that the Suppliers has been in this type of business in the past five (5) years).
- 1.2.3 The Suppliers must have a service facility located in Palm Beach, Broward, Martin, Okeechobee, or Miami-Dade Counties. The City reserves the right to perform an inspection of the firm's facility during the evaluation period and any time during the term of the pool and to use this inspection as a means for determining responsibility acceptance.

Suppliers shall provide all of the specified information and documents with their submittal form as proof of compliance to the requirement of this RTQ. However, the City may, at its sole discretion and in its best interest, allow Suppliers to complete, supplement, or supply the required documents. It shall be the sole prerogative of the City to determine the number of Suppliers who will be included under this RTQ. During the term of this RTQ, the City reserves the right to add or delete suppliers as it deems necessary and in its best interest.

1.3 CONFERENCES AND/OR SITE VISITS: Conferences and/or site visits may apply if so defined in the subsequent RFQs or WORs.

1.4 LIQUIDATED DAMAGES: Liquidated damages shall apply if so defined in the RFQ or WOR.

1.5 INDEMNIFICATION AND INSURANCE: Proof of insurance is not required in order to be pre-qualified under this RTQ. Insurance requirements will be detailed in the subsequent RFQ or WOR. Please refer to Section 1.7.4 below.

1.6 DAVIS-BACON ACT: The Davis-Bacon Act may apply if so defined in future RFQs.

1.7 REQUIREMENTS AT THE TIME OF RTQ

The following requirements may be included in the RTQ:

- 1.7.1 Provide the names and addresses project team in the areas responsible for this RTQ, their functions in the company, title and number of years of service with the supplier and years of experience in the modular building.
- 1.7.2 Provide name(s) and address (es) of specific project manager(s) assigned to the City that will assist in the engineering or mechanical aspects and also who will assist in the solution of problems and advise on matters pertaining to safety.
- 1.7.3 The City may require all employees of the supplier to undergo a background check, suitable for access permission in risk subject facilities, such as utilities and other faculties, prior to receiving clearance to work therein, as may be determined by the City.
- 1.7.4 Maintain and use a maintenance or repair crew trained in caring for modular buildings/structures. All repairs, emergencies, and services shall be scheduled through the City's facilities Project Manager.

1.7.5 Submit records management documents in written format to the City. In the interest of efficiency and to minimize paperwork, the City will accept supplier's reports on electronic media in the form of an e-mail.

1.7.6 Additional requirements will be determined at the time of RFQ or WOR.

SECTION 2 - TECHNICAL SPECIFICATIONS

2.1 SCOPE OF WORK

Design, permit, and provide, installation, maintenance, and repair modular building structures per the requirements of the City that are issued in future RFQ documents to firms that have been pre-qualified.

2.2 METHOD OF PAYMENT

If awarded an RFQ, the Suppliers will invoice the City's payment process as follows:

2.2.1 Monthly Invoices

The Suppliers shall submit invoices based on the terms and conditions outlined in individual RFQ or WOR but may not exceed more than once per month. If there are leases for the property then they shall be in accordance with the terms of the lease of modular facilities.

2.2.2 Itemized Invoices for Emergency Work and Additional Work

The Suppliers shall submit a separate quote and invoice to the City on emergency service requested or additional work specified in the RFQ, along with written verification of the service request from the City's authorized representative. The date of the invoice shall not exceed thirty (30) calendar days from the completion of the emergency service or additional work. The invoice for emergency service and additional work shall itemize all costs of labor and materials, in addition to a full description of the work performed. Failure to comply with the above requirement will result in return of invoices and/or delay of payment.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

Fire Station 87 @ Wells Scope:


- a. 8" Concrete Driveway on Blue Heron & Avenue H
- b. 50'x80' 3-Bay Apparatus Building (Bldg. 1)
 - o Specialty Doors for Quick Exit
 - o Special Exhaust for Diesel Emissions
- c. 40'x80' Storage Building (Bldg. 2)
 - o Multiple Lockable Storage Rooms
- d. 50'x60' Fire Station (Bldg. 3)
 - o See Floor Plan
- e. 65'x130' Parking Lot ± 24 Parking Stalls (10'x20')
 - o 1 1/2" SI Asphalt, 6" Limerock
- f. Utilities
 - o Water, Sewer, Fire Hydrant, Backup Generator (3-day of Fuel)
- g. Security
 - o Fence Enclosure
 - o Electric Rolling Gate on Access Control System
 - o Exterior & Interior Cameras
 - o External Lighting
- h. IT
 - o CAT 6 Data Cabling
 - o Locution Toning System
 - o Connection to Palm Beach County
- i. Planning
 - o Riviera Beach Site Plan Approval Process

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

Police and City Hall Scope:

- a. 65'x280' Parking Lot ± 54 Parking Stalls (10'x20')
- b. 200'x80' Administrative Building (Bldg. 1)
 - Management Offices
 - Open Cubicle Spaces
 - Public Access Lobby
 - Records Area
- c. 200'x100' Police Building (Bldg. 2)
 - Holding Cells
 - Sally Port
 - Evidence Room
 - Dispatch
 - 4" Concrete Patio
 - 30'x60' Sally Port
- d. 200'x100' City Hall Building (Bldg. 3)
 - Management Offices
 - Open Cubicle Spaces
 - Public Access Lobby
- e. Utilities
 - Water, Sewer, Fire Hydrants, Backup Generator (3 Days of Fuel)
- f. Security
 - Fencing
 - Exterior & Interior Cameras
 - Exterior Lighting
- g. IT
 - CAT 6 Cabling
 - Dispatch Direct Connection to Palm Beach County
- h. Existing Parking Lot
 - Install 1" of 53 Over Existing Parking
- i. Planning
 - Riviera Beach Site Plan Approval Process

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

Item		Description	Submitted
A	1.2.1	Suppliers shall provide copy of their company registration and/or license issued by the State of Florida Department of Business & Professional Regulation.	Registration 
Item		Description	
B	1.2.2	Three (3) verifiable references that the Vendor has been in this type of business in the past five (5) years.	Company Name: _____ Contact Person: _____ Title: _____ Address: _____ Phone: _____
			Company Name: _____ Contact Person: _____ Title: _____ Address: _____ Phone: _____
			Company Name: _____ Contact Person: _____ Title: _____ Address: _____ Phone: _____
Item		Description	Submitted
C	1.2.3	Address of manufacturing and service facility located in Palm Beach, Broward, and Miami-Dade Counties	Address: _____ _____ _____

QUALIFICATIONS DUE DATE:

Qualifications will be received until **09/28/2020 11:00 A.M. (EST)** at the Office of the City Clerk, **600 West Blue Heron, Riviera Beach, Florida, 33404**. The vendor is required to examine carefully the Scope of Work and be thoroughly informed regarding any conditions and requirements that in any manner may affect the work to be performed under this request, or affect the equipment, materials and labor required. Failure to do so will not be a basis for subsequent change orders.

INQUIRIES/QUESTIONS DEADLINE:

All inquiries shall be in written format and addressed to Althea Pemsel:

Procurement Department
2051 MLK Blvd., Suite 310
Riviera Beach, FL 33404
Email: apemsel@rivierabeach.org

The last day to submit questions concerning this RTQ shall be **09/11/2020**. Questions received after this time will not be answered.

PUBLIC RECORDS/TRADE SECRETS/COPYRIGHT:

The Proposer's response to the RTQ is a public record pursuant to Florida law, which is subject to disclosure by the City under the State of Florida Public Records Law, Florida Statutes Chapter 119.07 ("Public Records Law"). The City shall permit public access to all documents, papers, letters or other material submitted in connection with this RTQ and the Contract to be executed for this RTQ, subject to the provisions of Chapter 119.07 of the Florida Statutes.

Any language contained in the Proposer's response to the RTQ purporting to require confidentiality of any portion of the Proposer's response to the RTQ, except to the extent that certain information is in the City's opinion a Trade Secret pursuant to FS 215.045, shall be void.

If a Proposer submits any documents or other information to the City which the Proposer claims is Trade Secret information and exempt from Florida Statutes Chapter 119.07 ("Public Records Laws"), the Proposer shall clearly designate that it is a Trade Secret and that it is asserting that the document or information is exempt. The Proposer must specifically identify the exemption being claimed under Florida Statutes 119.07. The City shall be the final arbiter of whether any information contained in the Proposer's response to the RTQ constitutes a Trade Secret. The City's determination of whether an exemption applies shall be final, and the proposer agrees to defend, indemnify, and hold harmless the city and the City's officers, employees, and agent, against any loss or damages incurred by any person or entity as a result of the City's treatment of records as public records.

Proposals purporting to be subject to copyright protection in full or in part will be rejected. EXCEPT FOR CLEARLY MARKED PORTIONS THAT ARE BONA FIDE TRADE SECRETS PURSUANT TO FLORIDA LAW, DO NOT MARK YOUR RESPONSE TO THE RTQ AS PROPRIETARY OR CONFIDENTIAL. DO NOT MARK YOUR RESPONSE TO THE RTQ OR ANY PART THEREOF AS COPYRIGHTED.

INSURANCE REQUIREMENTS

The successful firm or individual entering a resulting contract with the City shall provide, pay for and maintain in full force and affect at all times during the services to be performed insurance as set forth below:

<u>Type of Coverage</u>	<u>Amount of Coverage</u>
Commercial and General	\$1,000,000 per occurrence
Contractual, insurance broad form property, Independent contractor, personal injury)	\$1,000,000 per occurrence
Automobile (owned, non-owned, & hired)	\$3,000,000 annual aggregate
Worker's Compensation, as applicable	\$1,000,000 single limits
	\$1,000,000 per accident
	\$1,000,000 disease each employee
	\$1,000,000 disease policy limit
Including employer's liability insurance	\$1,000,000 per occurrence

The successful proposer must maintain in full force and effect, during the life of this engagement. Certificates of liability insurance, satisfactory to the City, shall be furnished to the City immediately upon commencement of any services, with complete copies of policies to be furnished upon the City's request. Such certificates of insurance will provide the City with thirty (30) days prior written notice of any cancellation or non-renewal.

The policies shall name the City as an additional insured, and proof of such coverage shall be furnished to the City by way of an endorsement to same or a certificate of insurance no later than ten days prior to the provision of services under the awarded contract and upon renewal of each policy each year the awarded contract remains in effect and for a period of one (1) year after the termination of the contract. All such insurance must be with an insurance carrier approved and authorized to do business in the State of Florida, and who must have a rating of no less than "excellent" by A.M. BEST, or as mutually agreed upon by the City and the successful Respondent. All such insurance policies may not be modified or terminated without the express written authorization of the City. The insurance requirements set forth herein may be modified by the City in its sole discretion in competitive negotiations.

Misrepresentation of any material fact, whether intentional or not, regarding the Proposer insurance coverage, policies or capabilities may be grounds for rejection of the proposal and rescission of any resulting. **Evidence of ability to obtain appropriate insurance coverage shall be provided in each proposal.**

All policies shall be endorsed to provide sixty (60) days prior written notice of cancellation, non-renewal or reduction in coverage or limits to:

City of Riviera Beach
Attn: Risk Manager
2051 MLK Blvd., Suite 302
Riviera Beach, FL 33404
Email: risk@rivierabeach.org

REQUEST FOR INFORMATION FORM

ALL QUESTIONS PERTAINING TO THIS SOLICITATION MUST BE SUBMITTED IN WRITING.

(PLEASE EMAIL TO ALTHEA PEMSEL @ apemsel@rivierabeach.org. WE WILL RESPOND AS SOON AS POSSIBLE.)

RTQ # 1008-20-4

Date: _____

Contact Person _____

Business Name _____

Business Address _____

Business City, State, Zip _____

Fax No.: _____ Office No: _____

[illegible]

ATTACHMENT “A”

REQUIRED FORMS

IN ADDITION TO THE REQUEST TO QUALIFY COVER PAGE, THE FORMS LISTED BELOW ARE TO BE COMPLETED AND SUBMITTED WITH YOUR PACKAGE.

- 1) *SIMILAR PROJECT FORM*
- 2) *ADDENDUM PAGE*
- 3) *PUBLIC ENTITY CRIMES STATEMENT*
- 4) *DRUG FREE WORKPLACE*

NOTE: PLEASE ENSURE THAT ALL OF THESE DOCUMENTS ARE COMPLETED AND SUBMITTED WITH YOUR QUALIFICATIONS IN ACCORDANCE WITH THE INSTRUCTION SHEET ON THE PRECEDING PAGE. FAILURE TO DO SO MAY RESULT IN YOU NOT BEING CONSIDERED FOR AWARD.

IT IS THE PROPOSER’S RESPONSIBILITY TO CONTACT THE PROCUREMENT DEPARTMENT PRIOR TO SUBMITTING YOUR QUALIFICATION TO ASCERTAIN IF ANY ADDENDA HAVE BEEN ISSUED, TO OBTAIN ANY AND ALL SUCH ADDENDA AND RETURN EXECUTED ADDENDA WITH YOUR QUALIFICATIONS.

SIMILAR PROJECT FORM

Location:

Owner Contact Information:

Owner Name:

Phone Number:

Email Address:

Sign Location:

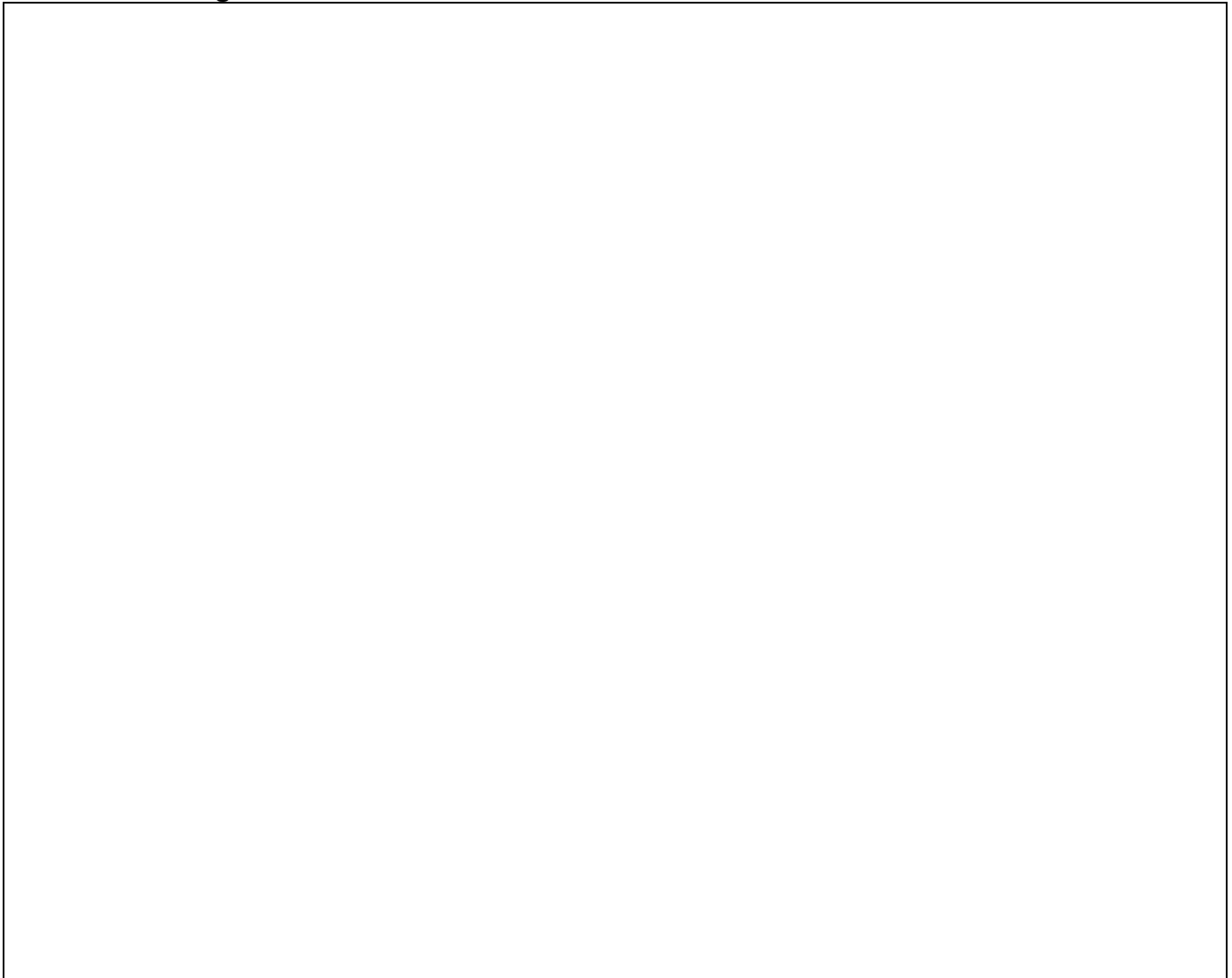
Owner Contact Information:

Owner Name:

Phone Number:

Email Address:

Picture of Design



ADDENDUM PAGE

The undersigned acknowledges receipt of the following addenda to the Request to Qualify (indicate number and date of each):

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

COMPANY

SIGNATURE

TITLE

CITY OF RIVIERA BEACH

NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

Pursuant to Section 287.133, Florida Statutes (1995), you are hereby notified that 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 or real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 [F.S.] for CATEGORY TWO [\$35,000.00] for a period of 36 months from the date of being placed on the convicted vendor list.

Acknowledged by:

Firm Name

Signature

Name & Title (Print or Type)

DRUG FREE WORKPLACE

Preference shall 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 State or by any political subdivision 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 shall 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 shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under 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. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

THIS CERTIFICATION is submitted by _____ the
(INDIVIDUAL'S NAME)

_____ of _____
(TITLE/POSITION WITH COMPANY/VENDOR) (NAME OF COMPANY/VENDOR)

who does hereby certify that said Company/Vendor has implemented a drug free workplace program which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

SIGNATURE

DATE