

CITY OF RIVIERA BEACH
REQUEST FOR QUALIFICATIONS
NO. 472-14



**PRE-QUALIFICATIONS OF GENERAL CONTRACTORS FOR A NEW PUBLIC
SAFETY AND PUBLIC WORKS FACILITY**

600 West Blue Heron Boulevard
Riviera Beach, FL 33404

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The City of Riviera Beach invites general contractors licensed by the State of Florida, to submit their qualifications for the opportunity of bidding on the construction services needed to modify multiple industrial buildings for the purpose of establishing newly renovated facilities for municipal police, fire and public works operations.

As a prerequisite for qualification, only those prime/general contractors who have successfully completed construction of at least one (1) new law enforcement facility, police station or combination police and fire complex (public safety complex) within the last ten (10) years from the date of this RFQ need apply. Proposers must also have successfully completed construction of at least three (3) additional government facilities (vertical or retrofit construction) within the last seven (7) years.

This RFQ provides guidelines for submission and outlines the essential services desired for the project. Submittals will be accepted at the **City of Riviera Beach, Office of the City Clerk, 600 West Blue Heron Boulevard, Suite #140, Riviera Beach, FL 33404, until 3:00 pm (EST) Monday, September 15, 2014.** Late submittals will not be accepted or considered.

This Public Solicitation document, including a scope of services may be obtained at the City of Riviera Beach, Purchasing Department, 2391 Avenue "L", Riviera Beach, FL 33404. Additionally, the RFQ may be obtained by visiting the City's web-site at www.rivierabch.com.

Responses shall be prepared, addressed and submitted in compliance with the instructions set forth in the solicitation documents. The City of Riviera Beach reserves the right to reject any or all proposals and to waive technicalities, if such measures are deemed appropriate and in the best interest of the City. Any proposal received after the date and time specified, whether by mail or otherwise, will not be accepted or considered. Any uncertainty regarding the time a proposal is received will be resolved against the proposer.

PUBLISH: Palm Beach Post – August 22, 2014
www.rivierabch.com – August 21, 2014

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GENERAL INFORMATION

PART 1

The City of Riviera Beach (City) is inviting prime/general contractors (referred to as "Contractor" or "Proposer") to submit their qualifications for the opportunity of bidding on the construction services needed to modify existing industrial buildings for the purpose of establishing newly renovated facilities for police, fire and public works operations.

Background/Scope

The City operates as a Council-Manager form of government and provides the following services: public safety, road and street facilities, community development, recreation and parks, library services, general administrative services, a municipal marina, and water/sewer utility services.

On February 11, 2013, the City purchased a 120,000 square foot facility located at 1481 West 15th Street formerly known as the Gulfstream Lumber building. It is the intention of the City to renovate the existing building to house the Police Department (67k sf), a Fire Station (12k sf) with 5,600 sf apparatus bay, Emergency Operations Center (3,200 sf), and Public Works (32k sf).

The main 60,000 sf two story building has 20,000 sf office build-outs which will require limited modification, while the remaining space will be renovated to comprise the Public Safety Building. The 18,000 sf building located to the east of the railroad tracks and the vehicle maintenance facility will comprise Public Works.

This RFQ document provides guidelines for the submission of responses for the desired professional services. Contractors should prepare their submittals simply and economically, providing a straight forward and concise description of their relevant expertise, capacity, approach and availability to meet the requirements of this public solicitation.

This invitation to submit Statements of Qualifications is extended to all qualified Contractors.

Please note, for purposes of facilitating participation for Minority Business Enterprises (MBEs), local participation, and for estimating apprenticeship program commitments for the project, draft project construction documents are available at <https://files.secureserver.net/0ffb1Ygp4gMnKK> Do not however, rely solely upon the draft plans. Final plans will be available as part of the Phase II bid process.

1-1 **PROPOSAL SUBMISSION AND OPENING**

All proposals must be received by the City of Riviera Beach no later than **3:00 pm, Monday, September 15, 2014** in order to be considered. The following is required to be included in the proposal:

Interested Contractors should submit four (4) original hard copies and seven (7) sets on CD of your complete response to this Request for Qualifications (RFQ) including the Contractor questionnaire. Responses must be submitted in a sealed envelope which must be plainly marked on the outside with your company information and the following:

RFQ No:	RFQ No. 472-14
RFQ Name:	Request for Qualifications: General Contractors for a New Public Safety and Public Works Facility
Due Date/Time:	Monday, September 15, 2014 at 3:00 p.m.

Interested parties should send or deliver their completed responses to the following address:

**City of Riviera Beach
Office of the City Clerk
600 West Blue Heron Boulevard, Suite 140
Riviera Beach, FL 33404**

The City shall not accept or consider responses submitted via facsimile transmission or email.

1-2 INQUIRIES

To ensure fair consideration of all contractors, the City prohibits communication to or with any department, elected official or employee during the submission process, other than designated Purchasing Department staff, regarding the requirements for this submittal. Any such contact may be considered grounds for disqualification. The City shall not be responsible for oral interpretations given by any City employee.

All inquiries concerning this solicitation or for additional information shall be submitted in writing by mail, email, or facsimile and directed as follows:

**City of Riviera Beach – Purchasing Department
Attention: Benjamin Guy, Purchasing Director or
Glendora Williams, Interim Senior Procurement Specialist
2391 Avenue “L”
Riviera Beach, Florida 33404
Fax: (561) 842-5105
Email: gwilliams@rivierabch.com**

1-3 RFQ SCHEDULE

The City will use the following tentative time schedule for the pre-qualification and bid process. The City reserves the right to change and or delay scheduled dates.

<u>Event</u>	<u>Date</u>
RFQ Available	08/21/2014
Last Date to submit Questions	09/04/2014
Addendum Release (if required)	09/09/2014
Proposals Due (3:00 p.m. EST)	09/15/2014
Oral Interviews (If Applicable)	10/09/2014
Release Bid to pre-qualified Contractors	10/20/2014

1-4 PROPOSAL DISCLOSURE

In accordance with Chapter 119, Florida Statutes, all proposals shall become “public records” in accordance with the law and shall be subject to public disclosure consistent with the law. Contractors submitting proposals must invoke in writing the exemptions to disclosure (provided by law) in the response to this Request for Qualifications by referencing the specific statutory authority for claimed exemptions, identifying the data or other materials to be protected, and stating the reasons why such exclusion from public disclosure is necessary.

1-5 ACCEPTANCE OR REJECTION OF SUBMITTALS

The City reserves the right to reject any and all submittals when (1) such rejection is in the best interest of the City; or (2) if the submittal contains any irregularities; provided, however, that the City reserves the right to waive any minor irregularities and to accept the most responsive and responsible proposal. The City reserves the right to cancel this Request for Qualifications at any time and/or to solicit and re-advertise for other proposals. The City is not obligated to enter a contract on the basis of any proposal submitted in response to this document.

1-6 PUBLIC ENTITY CRIME

Pursuant to Florida Statutes Section 287.133, as amended: 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 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 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

1-7 CODE OF ETHICS

If any proposer violates or is a party to a violation of the code of ethics of the State of Florida with respect to this proposal, such proposer may be disqualified from performing the work or from furnishing the goods or services for which the proposal is submitted and may be further disqualified from bidding on any future proposals for work, goods or services for the City.

1-8 EQUAL OPPORTUNITY REQUIREMENTS

It is the policy of the City to comply with all Federal, State, County and local laws to provide minorities and women equal opportunity for participating in all aspects of the City's contracting and procurement programs. It is further the policy of the City to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, creed, sex, age, handicap or veteran's status. Each firm should state its commitment to meet these same requirements.

1-9 CONTRACTUAL AGREEMENT

Any and all legal action necessary to enforce the award will have venue in Palm Beach County and the contractual obligations will be interpreted according to the law of the State of Florida. Any contract or agreement required by the vendor must be enclosed at the time of submittal.

1-10 INDEMNIFICATION

The Proposer, at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the CITY OF RIVIERA BEACH, its employees, and agents, from any liability of any nature or kind in regard to the delivery of these services. The Proposer shall secure and maintain General Liability Insurance as will protect him from claims under the Worker's Compensation Acts and from claims for bodily injury, death, or property damage which may arise from the performance of his services under this contract. Further, the proposer shall provide the City with evidence and the amount of Errors and Omissions Insurance, i.e., Professional Liability Insurance currently in effect.

1-11 CONE OF SILENCE

No entity filing a response to this RFQ shall through their principal, attorneys, or agents, contact the City Council for the purposes of discussing any aspect of this RFQ for any possible decision on the RFQ; neither shall any such party approach third parties for the purposes of having those third parties have those types of discussions with the City Council. **Any action in violation of this provision shall be cause for disqualification from participation in this RFQ.**

1-12 NON-COLLUSION STATEMENT

By signing this offer, the proposer certifies that this offer is made independently and free from collusion. Proposer shall disclose below, to their best knowledge, any Riviera Beach officer or employee, or any relative of any such officer or employee as defined in Section 112.3135 (1) (c), Fla. Stat. (1989), who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement. Any Riviera Beach officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement. For purposes hereof, a person has a material interest if he/she directly or indirectly owns more than five percent (5%) of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this proposer.

Failure of a proposer to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.

Proposer, if doing business under an assumed name, i.e., an Individual, Association, Partnership, Corporation, or otherwise, shall be registered with the Florida Department of State, Division of Corporations.

1-13 LOBBYING

Contact with any City employee, appointed official or elected official other than the individual identified above for inquiries regarding this RFQ, shall be grounds for elimination from the selection process. This restriction includes lobbying any City employee, appointed official or elected official.

Lobbying consists of introduction, communication, and discussions related to the selection process, or any other discussions or actions that may be interpreted as attempting to influence the outcome of the selection process for the project. This includes holding meetings thereof, engaging in the aforementioned prohibited lobbying and/or prohibited contact; which actions may immediately disqualify the Proposer from further City consideration for this project. Lobbying does not include any oral presentations before evaluation/selection teams, contract negotiations, or public presentations made to the City during any duly noticed public meeting.

By submitting a proposal, qualifications or other response for this RFQ, the proposer certifies that it or he/she and all of its affiliates and agents have not lobbied or attempted to lobby City employees, appointed officials or elected officials as defined herein.

1-14 GRATUITY PROHIBITION

Proposers shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the CITY OF RIVIERA BEACH for the purpose of influencing consideration of this proposal.

1-15 **ADDENDA TO RFQ**

The City reserves the right to amend this RFQ prior to the RFQ opening date indicated. Only written addenda will be binding. If, upon review, material errors in specifications are found, contact the Purchasing Department (Benjamin Guy, Director) a minimum of 96 hours prior to the RFQ submittal deadline to allow for review and subsequent clarification on the part of the City.

No verbal or written information which is obtained other than through this RFQ or its addenda shall be binding on the CITY OF RIVIERA BEACH. No employee of the CITY OF RIVIERA BEACH is authorized to interpret any portion of this RFQ or give information as to the requirements of the RFQ in addition to that obtained in this written RFQ document.

1-16 **REQUESTS FOR ADDITIONAL INFORMATION**

Prior to the final selection, proposers may be required to submit additional information which the City may deem necessary to further evaluate the proposer's qualifications.

1-17 **RIGHT OF WITHDRAWAL**

A proposal may not be withdrawn before the expiration of ninety (90) days from the proposal due date.

1-18 **EXCEPTIONS TO THE RFQ**

It is anticipated that proposers may find instances where they may take exception with certain requirements or specifications of the RFQ. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the CITY OF RIVIERA BEACH, and a description of the advantage to be gained or disadvantages to be incurred by the City as a result of these exceptions.

1-19 **DENIAL OF REIMBURSEMENT**

Neither the City nor its representatives shall be liable for any expenses incurred in connection with the preparation, submission or presentation of a response to this public solicitation.

The CITY OF RIVIERA BEACH will not reimburse proposers for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred in connection with the preparation, submission or presentation of a response to this RFQ.

1-20 **TRUTH IN NEGOTIATION CERTIFICATE**

For all lump sum or cost-plus-a-fixed-fee professional service contracts over \$50,000 the person/firm receiving the award shall execute a truth-in-negotiation certificates stating wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting. A professional service contract under which a certificate is required shall contain a provision that the contract price shall be adjusted to exclude any significant sums where the agency determines the contract price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs. Contract adjustments shall be made within one year following the end of contract.

1-21 **PUBLIC RECORDS**

Florida law provides that municipal records shall at all times be open for personal inspection by any person. §119.01, Fla. Stat. Information and materials received by City in connection with a bid response shall be deemed to be public records subject to public inspection upon award, recommendation for award, or thirty (30) days after bid opening, whichever occurs first. § 119.071, Flat. Stat. However, certain exemptions to the public records law are statutorily provided for in Section 119.07, Florida Statutes. If the proposer believes any of the information contained in its response is exempt from the Public Records Law, then the proposer, must in its response, specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption. The City's determination of whether an exemption applies shall be final, and the proposer agrees to defend, indemnify, and hold harmless the City, City Council, its officers, employees, and agents, against any loss or damages incurred by any person or entity as a result of the City's treatment of records as public records.

1-22 **PROTEST COST AND FILING FEES**

Protest procedures are outlined in section 16.5-241 of the City Code of Ordinances. In addition to the time constraints for filing a timely protest, as a special condition of this RFQ, the following fees must also be submitted:

1. Written Protest. The written protest submitted to the Purchasing Director must be accompanied by a filing fee in the form of a money order or cashier's check in the amount equal to \$500.00 or 2% of the value of the Bid/Proposal, whichever is greater up to a maximum of \$2,500.
2. Appeal to the City Manager. The written appeal to the City Manager must be accompanied by a filing fee in the form of a money order or cashier's check in the amount equal to \$500.00 or 2%, whichever is greater, up to a maximum of \$2,500.
3. Appeal to the City Council. The written request for an appeal to the City Council must be accompanied by a filing fee in the form of a money order or cashier's check in the amount equal to \$500.00 or 2%, whichever is greater, up to a maximum of \$2,500.
4. Refund of Filing Fees. All costs resulting from a protest shall be borne by the Protestor. If a protest is upheld by either the Purchasing Director or City Manager, as applicable, the filing fee shall be refunded to the Protestor less costs incurred by the City. If the protest is denied the filing fee shall be forfeited to the City in lieu of payment of costs incurred by the City. Filing fees at the City Council level are not refundable.

1-23 **RIGHTS TO INVESTIGATE AND AUDIT: OFFICE OF THE INSPECTOR GENERAL**

The proposer is hereby made aware that the Inspector General of Palm Beach County has the authority to investigate and audit matters relating to the negotiation and performance of this contract and in furtherance thereof may demand and obtain records and testimony from the contractor and its subcontractors and lower tier subcontractors. The proposer understands and agrees that in addition to all other remedies and consequences provided by law, the failure of the proposer or its subcontractors or lower tier subcontractors to fully cooperate with the Inspector General when requested may be deemed by the municipality to be a material breach of a contract entered into between the parties as justification for termination.

QUALIFICATIONS OF CONTRACTORS

SECTION 2

2-1 MINIMUM REQUIREMENTS

Proposals will only be considered from Contractors normally engaged in providing the types of services specified herein. The City reserves the right to inspect the Contractor's facilities, equipment, personnel, and organization at any time, or to take any other action necessary to determine Contractor's ability to perform. The Purchasing Director reserves the right to reject proposals where evidence or evaluation is determined to indicate inability to perform.

No proposal will be accepted from, nor will any contract be awarded to any person who has an outstanding debt to the City, or who is a defaulter, as surety or otherwise, upon any obligation to the City, or who is deemed irresponsible or unreliable by the City.

2-2 MINIMUM CRITERIA TO BE USED IN EVALUATION OF GENERAL CONTRACTORS

A. Contractor's Business Information

Factors that will be considered are the length of time the Contractor has been in business, references, past performance in building law enforcement buildings, police stations, police/fire complexes, other governmental projects, other construction projects and any other relevant information which in the sole discretion of the City demonstrates the Contractor's capacity to successfully execute the required scope of services.

B. Surety Company

- 1) Contractor must have adequate bonding capacity to provide for 100% Payment and Performance Construction Bonds for this project. A letter from the Surety Company is requested as evidence of a bonding capacity of \$8,000,000 for a single project and \$10,000,000 aggregate.
- 2) A Bid Bond and Performance and Payment Bonds must be executed by an "A" rated Surety Company of recognized standing, authorized to do business in the State of Florida and having been in business with a record of successful continuous operation for at least seven (7) years.
- 3) The Surety Company must be listed in the current issue of the Federal Register, with the dollar limits required for this project. It shall have a licensed registered agent with an office in Dade, Broward, or Palm Beach County.

C. Experience

Minimum experience requirements as a prime Contractor responsible for the complete construction of a law enforcement facility, a police station or combination police/ fire station complex (public safety building) under the current company name. Specifically,

- 1) The Contractor shall have successfully completed construction of at least one (1) law enforcement facility, police station building, or combination police and fire station complex (public safety building) in the last ten (10) years.
- 2) The Contractor shall have successfully completed at least three (3) additional governmental construction projects (vertical construction or retrofit) with a project budget of at least \$3,000,000 within seven (7) years from the issue date of this RFQ.

- 3) The Contractor's project manager or superintendent must have experience, during the last seven (7) years, leading the types and scale of projects listed in Item C, 1) and 2) (above), preferably with the Contractor's firm. The project manager and/or superintendent as named in the pre-qualification form shall not be changed at the time of bid or during construction, unless the project manager leaves the Contractor's employment. In that case, the Contractor must demonstrate that the substituted project manager and/or superintendent also meet the criteria for pre-qualification.
- 4) Contractor has constructed the structures described in Item C, 1) and 2) (above) under the Florida Building Code.

D. Litigation, Arbitration, and Claims or Liens Against Bonds

As a prerequisite for qualification, the following shall apply:

- 1) Contractor shall not be involved in current/pending or past litigation/arbitration in the last seven (7) years, which, in the opinion of the City, is likely to have a material negative impact on the Contractor's ability to execute this project.
- 2) Contractor shall not, in the opinion of the City, display an undesirable pattern of litigation with owners over construction matters.
- 3) Contractor shall not have had a claim against its bonding company in the last seven (7) years wherein the bonding company was required to take over and complete the project or pay outstanding liens on the project.

E. Safety Record

The Contractor shall, in the opinion of the City, have an adequate safety record. Adequacy will be judged through the review of OSHA citations and insurance experience modification factor.

F. Florida License

The Contractor shall have a valid Florida General Contractor's License and Business tax receipt in effect as required by Florida Statute section 205.065, as amended. Contractor shall include copies of licenses with its proposal response.

G. Financial Criteria

- 1) The Contractor shall, in the opinion of the City, have the financial capacity to complete the project.
- 2) The current firm or former firm if by a different name, or any of their respective directors, officers, partners, or principals shall not have declared bankruptcy in the last seven (7) years.
- 3) Contractor shall not have any outstanding debt to the City.

H. MBE and Local Participation

The Riviera Beach City Council has established Minority Business Enterprise (MBE) and Local participation as one of its most important goals for City Funded Projects. Consistent with this priority, Contractor shall submit a narrative addressing its approach to meeting or exceeding the City's 15% MBE goal and for maximizing the opportunity for Riviera Beach local businesses to participate in the contract for the proposed services. Also include the Contractor's approach to monitoring and reporting on compliance with the proposed participation approach.

Additionally, all Contractors have an opportunity to increase their chance to be shortlisted for the opportunity to bid this City project by maximizing their use of qualified MBEs. In accordance with section 16.5-312 of the City’s Code, as an incentive for the Contractor maximizing the participation of qualified MBEs on the project, additional bonus points shall be added to the Contractor’s score for the written proposal based upon the distribution of bonus points indicated in the table below:

Total Qualified MBE Participation in Excess of 15%	Bonus Points Awarded as a Percentage of Total Available Points for Written Score
0% -15%	0%
16%-30	4%
31%-40%	6%
41%-50%	8%
51% and above	10%

The Contractor shall seek to maximize its use of qualified MBEs. The Contractor shall complete the Tabulation of Subcontractors and Material Suppliers form (See Schedule One and Two) that will be provided with the RFQ package by the City. The total qualified minority business participation shall be the percentage of the total contract/project dollar amount that will be completed by qualified minority businesses. This amount shall be incorporated into the term of the final contract agreement between the City and the Contractor.

The total qualified minority business participation shall be completed by qualified minority businesses. The total qualified minority business participation percentage is non-cumulative; however, one or more qualified minority businesses can comprise the total qualified minority business participation percentage. The percentage of total bonus points awarded of maximum allowable points is non-cumulative and is the percentage of points to be awarded to a contractor based on the total qualified minority business participation.

Bonus points shall be calculated based only upon total points available for scoring written proposal (points for oral interviews shall not be used in calculation). Bonus points are not applicable to the prime but rather to subcontractors and material suppliers contracted by the prime. All proposed qualified minority businesses shall provide a letter of participation on its own letterhead and signed by the chief operating office stating the actual dollar amount or percentage of work to be completed by its own forces. This information shall be submitted in the sealed proposal packet.

A MBE business is an entity that is at least 51% owned, operated, and controlled by a minority person. Minority persons are African-Americans, Native-Americans, Hispanic-Americans, Asian–Americans, and Women. Women Business owners are females that own operate and control at least 51% of a business entity. Additionally, MBE must have current certification of its MBE status granted/authorized by a Federal Agency or State of Florida, local, county or agency.

I. Apprenticeship Program

It is the policy of the City of Riviera Beach that all projects or contracts of Seven Hundred and Fifty Thousand Dollars (\$750,000) or greater shall be required to comply with the requirements of the City's apprenticeship program. **This program is Mandatory.**

The Contractor must submit a narrative discussing its approach on how it will satisfy the requirements of the City's apprenticeship program. The Contractor should also discuss its experience and success, if any, with satisfying apprenticeship requirements similar to those required by the City's program. Finally, the Contractor must discuss approach and outline steps to ensure sub-contractors meet or exceed the 20% apprenticeship participation mandate for labor force of all applicable project trades for which the City has local registered apprenticeship programs. **Please refer to Appendix "A" for detailed Apprenticeship Program requirements.**

J. Summary

Contractor shall include a narrative outlining the reasons it should be considered for the opportunity to bid the project. Response should be limited to a maximum of two (2) pages.

Remainder of page left blank intentionally

PROPOSAL FORMAT

SECTION 3

3-1 PROPOSAL FORMAT

All proposals must be received by the City of Riviera Beach no later than 3:00pm, Monday, September 15, 2014 in order to be considered. The following is required to be included in the proposal; Four (4) original and seven (7) copies on CD. The envelope shall clearly identify the qualifying Contractor's or individual's name, return address, project title and solicitation number to include the following:

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- A. Transmittal letter (on company letterhead).
- B. Company overview:
 - a. Name, address, email, and telephone number
 - b. Principal company contact
 - c. Number of years in business
- C. An executive summary, outlining a brief history of the company (including form of ownership and name of owners/officers) and describing your understanding of the Project (including the benefits your company would bring to the Project).
- D. An organizational chart indicating the roles and responsibilities for the key personnel proposed for the Project. For each individual, please provide a resume containing years of service with the company, education, a brief description of completed projects similar to that contemplated herein, and two (2) client references.
- E. Provide list of qualifying projects in matrix format (column and rows). Please use form/format provided in Appendix "B" section of RFQ.
- F. Completed Qualification Statement and Questionnaire.
- G. Narrative detailing past, present and proposed strategies and programs to optimize both local and minority participation for the project.
- H. Narrative detailing past experience with fulfillment of apprenticeship requirements and strategy/approach to satisfying the City's 20% apprenticeship labor force participation requirement for applicable trades for this project.
- I. Summary as outlined in section 2-2 (J)
- J. Matrix of Past Projects. This section should include the project name, municipality, square footage of project, date started and completed, initial cost, final cost, and if applicable actual MBE participation achieved.
- K. Other information:
 - 1) Proof of liability insurance.
 - 2) Proof of Surety.
 - 3) Addenda issued.
 - 4) Other required information.

INSURANCE REQUIREMENTS

SECTION 4

4-1 **INSURANCE REQUIREMENTS**

The Contractor shall assume full responsibility and expense to obtain all necessary insurance as required by the City of Riviera Beach. Throughout the term of the contract, Contractor and/or any and all subcontractors or anyone directly or indirectly employed by either of them shall maintain in force, at all times, insurance as follows:

4-2 **WORKERS' COMPENSATION**

Statutory Limits of coverage to apply for all employees in compliance with all applicable State of Florida and federal laws. The policy must include Employers Liability with a limit of \$100,000 each accident.

Note: Contractors who are exempt from Florida's Workers' Compensation law must provide proof of such exemption issued by the Florida Department of Financial Services, Bureau of Workers' Compensation.

4-3 **GENERAL LIABILITY**

Commercial General Liability insurance with limits not less than \$1,000,000.00 each occurrence combined single limit for Bodily Injury and Property Damage including coverage for premises/operations, contractual liability, personal injury, explosion, collapse, underground hazard, products/completed operations, broad form property damage, cross liability and severability of interest clause. This policy of insurance shall be written in an "occurrence" based format.

4-4 **AUTOMOTIVE LIABILITY**

Comprehensive or Business Automobile Liability insurance with limits not less than \$500,000.00 each occurrence combined single limit for Bodily Injury and Property Damage including coverage's for owned, hired, and non-owned vehicles and/or equipment as applicable. This policy of insurance shall be written in an "occurrence" based format.

4-5 **BUILDER'S RISK INSURANCE**

Builder's Risk insurance is required in an amount not less than the replacement cost for the construction of the work. Coverage shall be "ALL RISK" coverage for one hundred percent (100%) of the completed value. The City reserves the right to require higher limits depending upon the scope of work under this RFQ.

Neither Contractor nor any subcontractor shall commence work under this contract until they have obtained all insurance required under this section and have supplied the City with evidence of such coverage in the form of an insurance certificate and endorsement. The Contractor will ensure that all subcontractors will comply with the above guidelines and will maintain the necessary coverage throughout the term of the contract. Policies shall be in "Occurrence" form. Each carrier will give the City sixty (60) days' notice prior to cancellation. The Contractor's Worker's Compensation carrier will provide a Waiver of Subrogation to the City. The Contractor shall be

responsible for the payment of all deductibles and self-insured retentions. The City requires that the Contractor purchase a bond to cover the full amount of the deductible or self-insured retention.

4.6 **GENERAL**

Should any of the required insurance be provided under a form of coverage that includes a general annual aggregate limit and provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence limits specified above.

Should any required insurance lapse during the contract term, requests for payments originating after such lapse shall not be processed until the City receives satisfactory evidence of reinstated coverage as required by the contract, effective as of the lapse date. If insurance is not reinstated, City may, at its sole option terminate the contract effective on the date of such lapse of insurance.

4.7 **AUTO AND GENERAL LIABILITY**

Auto Liability and General Liability policies shall be endorsed to provide the following:

- A. Name as additional insured the City of Riviera Beach and its Officers, Agents, Employees and Council Members.
- B. That such insurance is primary to any other insurance available to the additional insured with respect to claims covered under the policy and that insurance applies separately to each insured against whom claims are made or suit is brought, but the inclusion of more than one insured shall not operate to increase the insurer's limit of liability.

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: Marie Sullin, Risk Manager
2051 MLK Blvd.
Riviera Beach, FL 33404
Email: msullin@rivierabch.com**

The issuing agency shall include full name, address and telephone number in each insurance certificate issued.

Certificates of Insurance, in form and evidencing all required insurance and endorsements, shall be submitted with the Contractor's proposal.

Insurance Company and Agent

All insurance policies herein required of the successful Contractor shall be written by a company with a A.M. Best rating of A-VII or better that is duly authorized and licensed to do business in the State of Florida and shall be executed by agents, thereof that are duly licensed as agents in said state. **Note: A copy of any current Certificate of Insurance should be included with your proposal.**

EVALUATION OF QUALIFICATIONS

SECTION 5

5-1 **GENERAL OVERVIEW**

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in this RFQ. A responsive proposal is one which follows the requirements of the RFQ, includes all documentation, is submitted in the format outlined in the RFQ, is a timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in a proposal being deemed non-responsive.

The City will assemble a Selection Committee comprised of qualified City staff or other persons selected by the City. The Selection Committee will evaluate all responsive proposals based upon the information and references contained in the proposals as submitted.

As part of the proposal evaluation process, the City may conduct a background investigation including a record check by the Riviera Beach Police Department. Contractor's submission of a proposal constitutes acknowledgment of the process and consent to such investigation. City shall be the sole judge in determining proposal qualifications.

It is the City's intent to select up to five (5) qualified Contractors who will be invited to submit a bid response for the construction phase of this project. The selection of Contractors shall be based on the five (5) highest scores for written proposals unless the Selection Committee decides that oral interviews are required. Oral interviews shall be optional, however, if in the City's sole discretion oral interviews are required, then selection shall be based upon the five (5) highest combined scores for both the written proposal and oral interview. The City will then invite up to five (5) Contractors to bid. The City reserves the right to reject any or all offers or to accept any offers which is in its best interest. The City also reserves the right to waive any informalities, irregularities and technicalities in procedure.

The City reserves the right, before qualifying any Contractor, to require the Contractor to submit such evidence of qualifications and any current or updated information that was requested in the RFQ as it may deem necessary, and may consider any information available to it of the financial, technical, and other qualifications and abilities of a Contractor, including past performance with other governmental agencies. Contractors are advised that requests for additional information or site visitation are not to be construed as an indication that a Contractor will receive or is in the best position to receive a contract award.

The City reserves the right to cancel this RFQ, or portions thereof, without penalty at any time.

5-2 **EVALUATION CRITERIA**

A maximum total number of points are set out in the table following this discussion. Each category of evaluation criteria will be broken down further with points assigned to each. When appropriate, points will be awarded based upon a quantitative review of the responses. In the award of other points, members of the Selection Committee will utilize a multiplier value to indicate the degree to which, in their opinion, the Contractor satisfies the evaluation criteria.

The following qualitative guidelines will be used for assigning a multiplier value:

Outstanding Response: Highly comprehensive, excellent reply that meets all of the requirements of the areas within that category. In addition, the response covers areas not originally addressed within the RFQ category and includes additional information and recommendations that would prove both valuable and beneficial to the agency. This response is considered to be an excellent standard, demonstrating the Contractor’s authoritative knowledge and understanding of the project.

Excellent Response: Provides useful information, while showing experience and knowledge within the category. The proposal is well thought out and addresses all requirements set forth in the RFQ. The Contractor provides insight into its experience, knowledge and understanding of the subject matter.

Good Response: Meets all the requirements within the category and has demonstrated in a clear and concise manner a thorough knowledge and understanding of the subject matter. This response demonstrates an above average performance with no apparent deficiencies noted.

Fair Response: Meets the requirements in the category in an adequate manner. This response demonstrates an ability to comply with guidelines, parameters, and requirements with no additional information put forth by the Contractor.

Inadequate Response: Minimally meets the requirements in the category.

Failed Response/ No Response (no points awarded): Does not meet the requirements for the category

Proposals will be evaluated on a “best value” basis using the stated evaluation criteria listed below. When assessing criteria, a 1-10 scale will be used then be multiplied by the points assigned to the criteria.

Multiplier Value	Guidance
10	Outstanding-exceptional couldn't be better
9-8	Excellent- insightful response
7-6	Good - more than adequate response
5-4	Fair response- no special insights
3-1	Inadequate response
0	Failed/ No response

Criteria	Points
Experience	160
Litigation, Arbitration, and claims or Liens Against Bond	40
Safety Record	20
Financial Criteria	30
Approach for maximizing local and minority participation.	25
Approach to meeting mandatory Apprenticeship Program requirements	15
Summary	10
Total Available Points for Written Submittal	300
MBE Participation bonus (0%-10% points)	30

Evaluation Criteria

Criteria	Possible Multiplier Points	Multiplier Points Awarded by Committee Member	Points Assigned to Criteria	Total Points	Max Point Value
1. Experience					
A. Minimum experience requirements as a prime Contractor responsible for the complete construction of a law enforcement facility or combination police/ fire station complex within the last ten (10) years under current company name.	0-10		7		70
B. The contractor shall have successfully completed at least three (3) additional governmental construction projects (vertical construction or retrofit) with a project budget of a t least \$3,000,000 in the last seven (7) years.	0-10		4		40
C. The contractor's project manager or superintendent must have experience, during the last seven (7) years, leading the types and scale of projects of projects listed in Item C, 1) and 2) (above), preferably with the Contractor's firm. The project manager and /or superintendent as named in the qualification form shall not be changed at the time bid or during construction, unless the project manager leaves your firm's employment. In the case, the firm must demonstrate that the substituted project manager and/or superintendent also meet the criteria for pre-qualification.	0-10		4		40
D. Contractor has constructed as least one structure described in Item C, 1 under the Florida Building Code.	0-10		1		10

Criteria	Possible Multiplier Points	Multiplier Points Awarded by Committee Member	Points Assigned to Criteria	Total Points	Max Point Value
2. Litigation, Arbitration, and Claims or Liens Against bonds A. Contractor shall not be involved in current/pending or past litigation/arbitration over the last seven (7) years, which, in the opinion of the City, is likely to have a material negative impact on the Contractor's ability to execute upon this project.	0-10		1		10
B. Contractor shall not, in the opinion of the City, display an undesirable pattern of litigation with owners over construction matters.	0-10		1		10
C. Contractor shall not have had a claim against its bonding company in the last seven (7) years wherein in the bonding company was required to take over and complete the project or pay outstanding liens on the project.	0-10		2		20
3. Safety Record The Contractor shall, in the opinion of the City, have adequate safety record. Adequacy will be judged through the review of OSHA citations and insurance experience modification factor.	0-10		2		20
4. Financial Criteria A. The Contractor shall, in the opinion of the city, have the financial capacity to complete the project. Must submit audited financial statements for 2011-2013 operations.	0-10		1		10
B. The current company or former company firm if by a different name, or any their respective directors, officers, partners, or principals shall not have declared bankruptcy in the last seven (7) years.	0-10		1		10
C. Contractor or proposed sub-contractors shall not have any outstanding debts or liens due to the City.	0-10		1		10
5. Approach for maximizing local and minority participation. Contractor shall submit a narrative addressing its approach to meeting exceeding the City's 15% MBE goal and for maximizing the opportunity for Riviera Beach local businesses to participate in the Contract for the proposed services. Also, include Contractor's approach to monitoring and reporting on compliance with the proposed participation approach.	0-10		2.5		25

Criteria	Possible Multiplier Points	Multiplier Points Awarded by Committee Member	Points Assigned to Criteria	Total Points	Max Point Value
6. Approach to Meeting Mandatory Apprenticeship Program Requirements The Contractor must submit a narrative discussing its experience and success with satisfying apprenticeship requirements similar to those required by the City's code. Also, Contractor must discuss its approach and outline steps to ensure sub-contractors meet or exceed the 20% apprenticeship participation mandate for labor force of all applicable project trades for which the City has local registered apprenticeship programs. Please refer to Appendix "A" detailed Apprenticeship Program requirements.	0-10		1.5		15
7. Summary Contractor shall include a narrative statement outlining the reasons the City should pre-qualify its company for bidding on this project.	0-10		1		10
TOTAL WRITTEN POINTS					300
Bonus Points for maximizing MBE participation (subs and suppliers Only) Up to 10% of the Points Awarded for written proposal. Please refer to schedule listed in section 2-2 (H) of the RFQ.	0%-10%				30
TOTAL POINTS: WRITTEN AND BONUS					330
POINTS FOR ORAL INTERVIEWS (Optional) The interview evaluation focuses on the communication skills of the respondents, Do they express thoughts and ideas clearly. How does the team interact with each other? How will they interact with City' staff? How effective are each of the Project Executive and Project Superintendent? How complete and thorough is their understanding of the Project? How responsive and comprehensive are the answers to questions?					
A. Communications Skills	0-10		2		20
B. Understanding of the Project	0-10		2		20
C. Responses to Questions	0-10		2		20
TOTAL POINTS: ORAL INTERVIEW –if necessary					60
TOTAL POINTS WRITTEN, ORAL, & BONUS					390

QUALIFICATION STATEMENT AND QUESTIONNAIRE

SECTION 6

6-1 **INSTRUCTIONS**

- A. All questions are to be answered in full, without exception. If copies of other documents will answer the question completely, they may be attached and clearly labeled. If additional space is needed, additional pages may be attached and clearly labeled.
- B. The City shall be entitled to contact each and every reference listed in response to this questionnaire and each entity referenced in any response to any question in this questionnaire. The Contractor, by completing this questionnaire, expressly agrees that any information concerning the Contractor in possession of said entities and references might be made available to the City.
- C. Only complete and accurate information shall be provided by the Contractor. The Contractor hereby warrants that, to the best of its knowledge and belief, the responses contained herein are true, accurate, and complete. The Contractor also acknowledges that the City is relying on the truth and accuracy of the responses contained herein. If it is later discovered that the Contractor provided any material information given in response to a question, knowing it was false, it shall constitute grounds for immediate disqualification, termination, or rescission by the City of any subsequent agreement between the City and the Contractor.
- D. If there are any questions concerning the completion of this form, the Contractor shall submit a Request for Information (RFI) to the City of Riviera Beach Purchasing Director.

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QUESTIONNAIRE
CONTRACTOR'S STATEMENT OF EXPERIENCE

Company Information:

Name of authorized officer of the company: _____

Phone number: _____ E-mail Address: _____

Firm Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____

Contact for Inquiries: _____

Contractor License Number: _____

Check one:

Corporation _____ Partnership _____ Individual _____ Joint Venture _____ Other _____

How many years has your organization been in business as a Contractor? _____

How many years has your organization been in business under its present business name? _____

Under what other or former names has your organization operated?

Person to contact for questions regarding this application: _____

If your organization is a corporation, answer the following:

Date of incorporation: _____ State of incorporation: _____

If your corporation is organized out of state and is currently authorized to do business in Florida, give date of authorization: _____

Name and Title of Principal Officers	Years of Construction Experience	Date position assumed

If your organization is a partnership, answer the following:

Date of organization: _____

Type of partnership (if applicable): _____ (general, limited)

Name(s) and address (es) of general partner(s):

If your organization is individually owned, i.e. sole proprietorship, answer the following: Date when your organization began to do business: _____

Name and address of owner: _____

If the form of your organization is other than a corporation, partnership, or individually owned, i.e. sole proprietorship, describe it and name the principals:

List the type license and trade categories in which your organization is legally qualified to do business; indicate license numbers, if applicable:

Certified/Registered	Trade Category	License # (If applicable)

Attach a copy of the license under which the company performs construction services.

Has your organization ever failed to complete any work awarded to it? If so give details:

In The Past Seven Years:

1. Has the Contractor or any of its parents or subsidiaries, ever filed for protection under Federal Bankruptcy Law? If so, provide case number, name and location of court, date of discharge, copy of discharge and copy of petition. _____

2. Has the Contractor or your organization been a defendant or respondent in any legal action directly or indirectly related to a construction project? If so, provide the identity of the court, case number, copy of final pleading, settlement or judgment, and any other pleadings, which, in your opinion, explain this matter.

3. Is the Contractor currently in default of any loan agreement or financing agreement with any bank, financial institution, or other entity? (If yes, specify details, circumstances, and prospects for resolution.

Safety:

Bureau of Labor Statistics (BLS) Standard Industry Code: _____

OSHA	Year 1	Year 2	current
Workers Compensation Experience Modification Rate for last 3 years			
Lost workday cases for last 3 years as recorded on OSHA Form 300A, total of columns G & H			
Number of recordable injury/illness cases for last 3 years OSHA recordable totals, OSHA Form 300A total of columns M (1-6) and J			
Employee hours worked for last 3 years (do not include any non-work time even though paid)			

Have you had any OSHA fines within the last three (3) years? YES ___ NO ___

Have you had any jobsite fatalities within the last three (3) years? YES ___ NO ___

If you have answered YES to either of the above 2 questions, you **MUST** submit on separate sheet the details describing the circumstances surround each incident.

Note: Please provide a copy of the last completed OSAs Form 300A.

General:

Trades usually self-performed: _____

% of work performed by own forces _____

Total number of full time/permanent staff presently employed by firm: _____

The above referenced permanent staff employment includes the following:

Management	_____	Superintendents	_____
Engineers/Architects	_____	Foremen	_____
Draftsmen	_____	Skilled Craftsmen	_____
Project Managers	_____	Unskilled Labor	_____
Project Engineers	_____	Estimators	_____
Other	_____	Other	_____
Other	_____	Other	_____

Is your firm in compliance with EEO requirements? Yes _____ No _____

General Financial Information:

Bank References, Credit References:

Bank Name: _____

Contact: _____ Phone: _____

Address: _____

Insurance/

Insurance Company:

Agent Company: _____

Agent Contact: _____

Attach a copy of current general liability, workman's compensation and auto insurance. Give name of current bonding company: _____

Current line of bonding credit that Surety Company has extended to Contractor: _____

Give name, phone number, and address of Florida resident agent for current bonding company:
(City Requirements for Public Works Projects requires that the bonding be with a surety authorized to do business in Florida.)

Name: _____ Phone Number: _____

Address: _____

Attach written verification of bonding capacity. The verification must be submitted by a licensed surety company rated excellent ("A" or better) in the current A.M. Best Guide and qualified to do business in the State of Florida.

Have Performance or Payment Bond claims ever been made to a surety for your organization or any project, past or present?

If answer to question above is yes, please describe claim, the name of the company or person making the claim, and the resolution of the claim.

In the past seven (7) years, has any surety company refused to bond the contractor on any project? If the answer is yes, specify the reasons given for that refusal, and the name and address of the surety company that refused the bond.

In the past seven (7) years, has any surety company refused to bond the contractor's parents, or subsidiaries, on any project? If the answer is yes, specify the reasons given for that refusal, and the name and address of the surety company that refused the bond.

Note: A credit report may be requested of your bank. Your signature denotes permission to do so. I hereby certify that the above information is true and complete to the best of my knowledge.

Dated this _____ day of _____, 2014

Name of Organization: _____

By _____ Title _____

(An authorized officer of the company, the owner, or sole proprietor, as appropriate must sign the application.)

Proposed Project Personnel

Proposed Project Manager

List the name, qualifications, and background of your proposed project manager for this project. (Include the names and addresses of companies he/she has been affiliated with in the last seven (7) years and provide resume).

List at least three (3) projects, by size, type, and duration that the proposed project manager has supervised in the last seven (7) years for the Contractor, or for any other company.

Proposed Superintendent

List the qualifications and background of your proposed job superintendent (if different than the project manager) and include the names and addresses of any companies he/she has been affiliated with in the last seven (7) years and provide resume.

Proposed Project Personnel

List the name, qualifications, and background of your proposed project manager for this project. (Include the names and addresses of companies he/she has been affiliated with in the last seven (7) years and provide resume).

List at least three (3) projects, by size, type, and duration that the proposed project manager has supervised in the last seven (7) years for the Contractor, or for any other company.

Proposed Superintendent

List the qualifications and background of your proposed job superintendent (if different than the project manager) and include the names and addresses of any companies he/she has been affiliated with in the last seven (7) years and provide resume.

List at least three (3) projects, by size, type, and duration that the proposed job superintendent has supervised in the last seven (7) years, for the Contractor, or for any other company.

Legal Proceedings

Arbitrations

List all construction arbitration demands filed by, or against, the Contractor in the last seven (7) years, and identify the nature of the claim, the amount in dispute, the parties, and the ultimate resolution of the proceeding.

Lawsuits

List all construction-related lawsuits (including but not limited to personal injury litigation) filed by, or against, the Contractor in the last seven (7) years, and identify the nature of the claim, the amount in dispute, the parties, and the ultimate resolution of the lawsuit.

Other Proceedings

Identify any lawsuits, administrative proceedings, or hearings initiated by the National Labor Relations Board or similar state agency in the past seven (7) years concerning any labor practices of the Contractor. Identify the nature of any proceedings and its ultimate resolution.

Identify any lawsuits, administrative proceedings, or hearings initiated by the Occupational Safety and Health Administration concerning the project safety practices of the Contractor in the last seven (7) years. Identify the nature of any proceedings and its ultimate resolution.

Identify below (additional sheets may be attached if necessary) a listing of any OSHA citations and any fines that may have been imposed on your company or organization in the past seven (7) years. If the Contractor is a joint venture or partnership, list citation(s) for both firms.

State your current Insurance Experience Modification factor.

Identify any lawsuits, administrative proceedings, or hearings initiated by the Internal Revenue Service, or any State revenue department, concerning the tax liability of the Contractor (other than audits) in the last seven (7) years. Identify the nature of any proceeding and its ultimate resolution.

Have any criminal proceedings or investigations been brought against the Contractor in the last ten (10) years? (If the answer is yes, please attach a complete and detailed report with your responses to this Questionnaire).

Reference Sheet:

Please select six (6) references from your information on prime construction projects submitted in response to this RFQ, and list the reference below for contacting purposes.

	Owner's Name and Address	Contact Person, Phone, Fax and Email
1		
2		
3		
4		
5		
6		



PURCHASING DEPARTMENT

2391 Avenue L • Riviera Beach, FL

33404

561.845.4180 • 561.845.4081

www.rivierabch.com

Fax 561.842.5105

REFERENCE MEMO

**City Of Riviera
Beach
City Council**

Mayor
Thomas Master

District 1
Judy L. Davis,
Chairperson

District 2
Dawn S. Pardo,
Chair Pro-Tem

District 3
Bruce A. Guyton

District 4
Cedrick A.
Thomas

District 5
Terence "TD"
Davis

City Manager
Ruth C. Jones

TO: Owners, Architects, and Sub-contractors
FROM: Glendora V. Williams, Procurement Specialist
SUBJECT: Contractor Reference

Your company was listed as a Reference for a contractor applying for Pre-qualification with the City Of Riviera Beach. The City requires that all contractors applying for pre-qualification submit reference information regarding work they have performed with subcontractors, architects, and owners within the last seven years.

We would like to request that you have the appropriate person complete the attached reference sheet on the contractor and return the reference sheet directly to our office via fax, e-mail or USPS-mail at your earliest convenience. Please do not send the reference sheet back to the contractor that supplied you with this document. Our office **must** receive the reference sheets by April 29, 2014.

Our contact information is as follows:

City of Riviera Beach
Purchasing Department
Attention: Benjamin Guy, Purchasing Director
2391 Avenue "L"
Riviera Beach, FL 33404
Phone: 561.845.4180
Fax: 561.845.4081
gwilliams@rivierabch.com

Thank you for your assistance.

Riviera Beach Purchasing Department Contractor Pre-Qualification Reference Sheet

Company Seeking Pre-Qualification

Reference Company:

Date Received

Reference Name and Title

	<u>EXCELLENT</u>	<u>GOOD</u>	<u>SATISFACTORY</u>	<u>UNSATISFACTORY</u>
1. Quality workmanship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Cooperation/Responsiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Adherence to schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Safety Record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Keeping job site clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Technical knowledge of staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Management of project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Site organization and planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Adherence to direct purchase procedure <i>(if applicable)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Draw Requests/completeness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Document/close out processing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Adherence to codes/documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Overall satisfaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What size was the job it did for you? _____

What year was the project Completed? _____

Would you hire the contractor again? _____

Comments, complaints, ideas, suggestions: _____

Reference Signature

Date Completed

FORM A

PROJECTS UNDER CONSTRUCTION (Duplicate this form for additional projects)

Check all that apply:

- Government Project Police Station Over \$4,000,000 Under \$4,000,000 Fire
 Combination Police/Fire Complex General

Project No.: _____

Name: _____

Location: _____

Contract Price: _____

Estimated Date of Completion: _____

Type of Construction: _____

Approximate Square Footage: _____

Description of Project: _____

Type of Contract (GMP, Lump Sum, etc.): _____

Project Manager/Superintendent: _____

Owner: _____

Address: _____

Project Manager/Phone: _____

Architect/Engineer: _____

Comments: _____

Percent (%) Complete _____

FORM B

COMPLETED GOVERNMENT PROJECTS - \$3,000,000.00 AND OVER

(Duplicate this form for additional projects)

Check all that apply:

Government Project

Police Station

Combination Police/Fire Complex

Project No. _____:

Name: _____

Location: _____

Contract Price: _____

Final Construction Cost: _____

% Over/Under Contract Price: _____

Type of Construction: _____

Approximate Square Footage: _____

Description of Project: _____

Type of Contract (GMP, Lump Sum, etc.): _____

Date Completed: _____

Project Manager/Superintendent: _____

Owner: _____

Address: _____

Project Manager/Phone _____

:

Architect/Engineer: _____

Comments: _____

I certify that the information and responses provided on this Questionnaire are true, accurate and complete. The Owner of the Project or its representatives may contact any entity or reference listed in this Questionnaire. Each entity or reference may make any information concerning the Contractor available to the Owner.

Dated _____, 2014.

CONTRACTOR:

By: _____

Its: _____
(Title)

Sworn to and subscribed before me

this _____ day of _____, 2014

Notary Public

My Commission Expires:

REQUIRED FORMS

IN ADDITION TO A FORMAL PROPOSAL, THE FORMS LISTED BELOW ARE TO BE COMPLETED AND SUBMITTED WITH YOUR RESPONSE.

1. NOTIFICATION OF PUBLIC ENTITY CRIMES LAW
2. DRUG FREE WORKPLACE
3. CORPORATE AFFIDAVIT
4. INDIVIDUAL AFFIDAVIT
5. PARTNERSHIP AFFIDAVIT
6. INDEMNIFICATION CLAUSE
7. NON- COLLUSION AFFIDAVIT
8. SCHEDULES 1 & 2

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

IT IS THE CONTRACTOR'S RESPONSIBILITY TO CONTACT THE PURCHASING DEPARTMENT PRIOR TO SUBMITTING A PROPOSAL TO ASCERTAIN IF ANY ADDENDA HAVE BEEN ISSUED, TO OBTAIN ANY AND ALL SUCH ADDENDA AND RETURN EXECUTED ADDENDA WITH ITS PROPOSAL.

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

**THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER
AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to _____
(print name of public entity)
by _____
(print individual's name and title)
2. This sworn statement is submitted by _____
(name of entity submitting sworn statement)

whose business address is _____
_____ and
(if applicable) its Federal Employer Identification Number (FEIN) is _____

3. My name is _____ and my relationship to the
(please print name if individual signing)
entity named above is _____

4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that a "public entity crime": as defined in Paragraph 287.133(1)(g), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime: or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. [Please indicate which statement applies.]

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

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity or, an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND [Please indicate which additional statement applies].

_____ There has been a proceeding concerning the conviction before a hearing office of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. [Please attach a copy of the final order.]

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. [Please describe any action taken by or pending with the Department of General Services.]

_____ The person or affiliate has not been placed on the convicted vendor list. [Please describe any action taken by or pending with the Department of General Services.]

Signature

Date

STATE OF _____

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____ who, after
(Name of individual signing)

first being sworn by me, affixed his/her signature in the space provided above on the _____ day of _____,
20_____

NOTARY PUBLIC

My commission expires:

DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with *Florida Statutes*, Chapter 287, Section 287.087 hereby certifies that _____ does:
(Name of Business)

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under 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 *Florida Statutes*, 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 firm complies fully with the above requirements.

Contractor's Signature

Date

AFFIDAVIT FOR CORPORATION

STATE OF FLORIDA)
COUNTY OF)

_____, is _____(title) of the

_____ (corporation described herein) being duly sworn, deposes and says that he is familiar with the books of the said corporation showing its financial position; that the foregoing statements are a true and accurate statement of the financial position of said corporation as of the date hereof; and, that the statements and answers to the interrogatories of the foregoing experience questionnaire are correct and true as of the date of this affidavit; and, that he understands that intentional inclusion of false, deceptive or fraudulent statements on this application constitutes fraud; and that the City of Riviera Beach considers such action on the part of the applicant to constitute good cause for denial, suspension or revocation of a(n) existing work or contracts being performed by the Contractor for the City of Riviera Beach.

(Officer must also sign here)

Sworn to before me this ____ day of _____, 2014, by _____(name of affiant). He/she is personally known to me or has produced _____ (type of identification) as identification.

(Notary)

SEAL

AFFIDAVIT FOR INDIVIDUAL

STATE OF FLORIDA)
COUNTY OF)

_____, being duly sworn, deposes and says that the foregoing financial statements are a true and accurate statement of the financial position as of the date thereof, and that the answers to the interrogatories contained therein are true; and, that the statements and answers to the interrogatories of the foregoing experience questionnaire are correct and true as of the date of this affidavit; and, that he understands that intentional inclusion of false, deceptive or fraudulent statements on this application constitutes fraud; and that the City considers such action on the part of the applicant to constitute good cause for denial for bidding on City construction projects or the suspension or revocation of an existing work or contracts being performed by the Contractor for the City of Riviera Beach, Florida.

(Applicant)

Sworn to before me this _____ day of, _____ 2014, By _____ (name of affiant). He/she is personally known to me or has produced _____ (type of identification) as identification.

(Notary)

SEAL

AFFIDAVIT FOR CO-PARTNERSHIP

STATE OF FLORIDA)
COUNTY OF)

_____, being duly sworn, deposes and says that the foregoing financial statements are a true and accurate statement of the financial position of said firm as of the date thereof, and that the answers to the interrogatories contained therein are true; and, that the statements and answers to the interrogatories of the foregoing experience questionnaire are correct and true as of the date of this affidavit; and, that he understands that intentional inclusion of false, deceptive or fraudulent statements on this application constitutes fraud; and that the City considers such action on the part of the applicant to constitute good cause for denial for bidding on City construction projects or the suspension or revocation of existing work or contracts being performed by the City of Riviera Beach, Florida.

(Member of Firm)

Sworn to before me this _____ day of _____, 2014, by

_____ (name of affiant). He/she is personally known to me or has produced

_____ (type of identification) as identification.

(Notary)

SEAL

NON-COLLUSION AFFIDAVIT

State of _____)

County of _____)

_____ being first duly sworn deposes and says that:

- (1) He/she is the _____
(Owner, Partner, Officer, Representative or Agent)
Of _____, the Contractor that has submitted the attached proposal;
- (2) He/she is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
- (3) Such proposal is genuine and is not a collusive or sham proposal;
- (4) Neither the said Contractor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Contractor, firm, or person to submit a collusive or sham proposal in connection with the work for which the attached proposal has been submitted; or to refrain from bidding in connection with such work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with and Contractor, firm or person to fix the price or prices in the attached proposal or of any other Contractor, or to fix an overhead, profit, or cost elements of the proposal price or the proposal price of any other Contractor, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed work;
- (5) The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Contractor or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed and delivered
in the presence of:

By: _____

(Printed Name)

(Title)

ACKNOWLEDGEMENT

State of _____

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____,
2014, by _____, who is personally known to me or who has produced
_____ as identification and who did (did not) take an oath.

WITNESS my hand and official seal

NOTARY PUBLIC

(Name of Notary Public: Print, Stamp, or
Type as Commissioned.)

SCHEDULE 1

PARTICIPATION FOR MBE CONTRACTORS/PROPOSERS

BID/RFQ ("BID") TITLE: _____

BID NUMBER: _____

NAME OF PRIME BIDDER: _____

BID OPENING DATE: _____

CONTACT PERSON: _____ TELEPHONE NO. _____

DEPARTMENT: _____

CONTRACT AMOUNT – MBE

	<u>NAME, ADDRESS & TELEPHONE NUMBER OF MBE CONTRACTOR</u>	<u>TYPE & DESCRIPTION OF WORK TO BE PERFORMED</u>	<u>CERTIFICATION</u>		
			PALM BEACH COUNTY	STATE	OTHER
1.	_____ _____ _____	_____ _____ _____	_____	_____	_____
2.	_____ _____ _____	_____ _____ _____	_____	_____	_____
3.	_____ _____ _____	_____ _____ _____	_____	_____	_____
4.	_____ _____ _____	_____ _____ _____	_____	_____	_____
5.	_____ _____ _____	_____ _____ _____	_____	_____	_____

TO BE COMPLETED BY PRIME BIDDER:

BID/RFP PRICE: \$ _____

TOTAL % PARTICIPATION: _____

SCHEDULE 2

BID NUMBER: _____

LIAISON: _____

LETTER OF INTENT TO PERFORM AS A MINORITY BUSINESS ENTERPRISE

TO: _____
(NAME OF PRIME BIDDER)

The undersigned intends to perform work in connection with the above BID as (Check one):

_____ **an individual** _____ **a corporation** _____ **a partnership** _____ **a joint venture**

_____ The undersigned is certified as a MBE.

The undersigned is prepared to perform the following described work in connection with the above project (specify in detail particular work items or parts thereof to be performed):

as the following price: \$ _____.
(Amount must match subcontractor's quote)

You have projected the following commencement date of such work, and the undersigned is projecting completion of such work as follows:

<u>Items</u>	<u>Projected Commencement Date</u>	<u>Projected Completion Date</u>

_____ % of the dollar value of the subcontract will be sublet and/or awarded to minority contractors and/or minority suppliers. The undersigned will enter into a formal agreement for the work with you, conditioned upon your execution of a contract with the City of Riviera Beach.

(NAME OF MINORITY BUSINESS ENTERPRISE CONTRACTOR)

DATE: _____

BY: _____
(SIGNATURE OF MINORITY BUSINESS ENTERPRISE CONTRACTOR)

APPENDIX A

APPRENTICESHIP PROGRAM

I. APPRENTICESHIP PROGRAM REQUIREMENTS

Contractors shall be required to comply with the City's Apprenticeship Program, as set out in section 16.5-321 of the City's Code, and as more specifically defined herein.

- a. On City funded construction projects which exceed **\$750,000, twenty percent (20%) of laborers working in a specialty** for which there are apprentice programs registered with the City of Riviera Beach shall be apprentices. Such apprentices shall be students in certified State of Florida Pre-Apprenticeship/Apprenticeship Programs which are located in the City, and, if such percentage of apprentices of such programs is not located in the City, then such programs may be located in Palm Beach County.
- b. A City registered apprenticeship program is one which has registered with the City and provided the required documentation, including but not limited to, proof of certification as an apprenticeship program with the State of Florida and proof of having educational facilities physically located in the City or County.
- c. Unless the apprenticeship requirement is waived by the Agency, the failure of the Contractor to demonstrate compliance with this requirement shall result in the Contractor's bid being deemed nonresponsive.
- d. The apprentice requirement may be waived or modified by the Board of Commissioners:
 1. Upon request of the contractor, if the contractor can demonstrate that the required apprentices are not available despite a good faith effort on the contractor's part; or
 2. Upon request of the contractor, if the contractor demonstrates that the available apprentices are not sufficient to meet the required 20% and the contractor commits to utilizing a specific percentage of apprentices demonstrated to be available; or
 3. If the Agency determines it is in the best interests of the Agency to waive such requirement based on potential savings of money and time or grant requirements.
- e. The agreed upon percentage and type of apprentices will be included as a requirement of the construction contract. Failure to meet the terms of the apprenticeship requirement may result in the contractor being found in breach of the contract and subject to possible monetary sanctions.

II. APPRENTICESHIP UTILIZATION PROCEDURE:

- a. The CITY through its Project Design Professional (Architect/Engineer) shall identify in the bid document which specialty trades are included in the project for which there are Apprenticeship Programs registered with the City. Also, the CITY shall include with the bid document a list of Apprenticeship Programs that are registered with the City at the time of the bid.
- b. For each Agency funded project in excess of **\$750,000**, the Agency's Design Professional shall utilize the **Registered Apprenticeship Occupation Criteria** established by the **Florida Department of Education Division of Career and Adult Education Apprenticeship Section** to make a determination of the specialty trades for which there are State Certified Apprenticeship Programs registered with the City. Applicable **Occupation Criteria** for City registered apprenticeship programs are available at the Department of Education web-page at <http://www.fldoe.org/workforce/apprenticeship> and included in the definition section of the Apprenticeship Program Procedures.
- c. **The bidder/proposer shall complete the Apprenticeship Utilization Form included in the bid package for each specialty trade identified in the project.**
- d. The bidder/proposer shall mark on the Apprenticeship Utilization Form their **percentage commitment of laborers** for each specialty trade identified in the bid document for which apprenticeship programs are registered with the City. If the Apprenticeship Utilization Form is not submitted with the bid or is incomplete, the bidder/proposer's bid **shall be deemed non-responsive**.
- e. If the bidder/proposer cannot meet the required 20% obligation but commits to a lesser amount, the bidder must submit with their bid, documentation demonstrating good faith effort to satisfy the 20% requirement. **At a minimum, such effort must include documented contact information (to include date, time, name, title, phone number for contact, and reason apprentice laborers not available)** for each specialty trade identified in the bid document for which an apprenticeship program is registered with the City.
- f. **The bidder/proposer shall complete an Apprenticeship Utilization Letter of Intent for each specialty trade identified in the bid document for which there is an apprenticeship program registered with the City. If the Letter(s) of Intent are not submitted with the bid or are incomplete, bidder/proposer's bid shall be deemed non-responsive.**
- g. If apprentices are to be utilized by the sub-contractor(s), it will be the responsibility of the awarded Contractor to make sure the committed percentage for each specialty trade is met and documented.

III. CONTRACT COMPLIANCE, MANDATORY REPORTS, AND MONETARY SANCTIONS:

Standard procedures and forms have been developed for the purpose of outlining and compiling sufficient information to ensure contract compliance with the Agency's Apprenticeship Program policy.

The procedure is mandatory and applies to Prime/General contractors and sub-contractors for Agency funded construction projects with a contract value in excess of \$750,000.

All general/prime contractors awarded a CITY construction project and/or construction projects, must satisfy the following minimum requirements:

- a. **Throughout the project it will be solely the responsibility of the awarded contractor to verify the availability of apprentices for each specialty trade.**
- b. For specialty trades for which there are apprenticeship programs registered with the City, the General/Prime Contractor shall be responsible for ensuring that 20% of the laborers for such trades are apprentices who are students in a State of Florida certified apprenticeship program registered with the City.
- c. All contractors are required to **first** satisfy apprentice laborer requirements with apprentices who are students in apprenticeship programs registered with the City which have training facilities that are located within the City of Riviera Beach. If the number of available apprentices for apprenticeship programs registered with and located in the city is insufficient to satisfy the 20% apprentice laborer requirement, then such apprentices shall be students in apprenticeship programs registered with the City which have training facilities located within Palm Beach County.
- d. The General/Prime contractor is responsible for each of his/her sub-contractor's compliance with the Agency's apprenticeship program policy. When awarding sub-contracts, the General/Prime contractor is required to stipulate the requirements in meeting the Agency's Apprenticeship Program policy in all contract agreements entered into with his/her sub-contractors.
- e. The General/Prime contractor has the responsibility of submitting all documents, manpower, and payroll reports as necessary to sufficiently document compliance with the Agency's Apprenticeship Program policy.
- f. The awarded Contractor **must** submit Apprenticeship Program Participation Forms 1& 2 with each pay application or invoice. **Any pay application or invoice without these forms attached will be subject to rejection as not being a completed pay application or invoice pursuant to the terms of the contract.**

- g. At project completion, if the committed apprenticeship percentage has not been met, the Contractor could be required to pay liquidated damages, unless the Contractor provides documentation acceptable to the Agency that City registered apprentices that were available at the time of bid submission were not available, or were only available at a reduced number, at the time they were needed during project construction.
- h. All construction contracts awarded by the Agency and all agreements entered into in accordance with the provisions set forth in **Section 3.13.4** of the Agency's adopted policies and procedures for the Apprenticeship Program shall provide monetary penalties to be imposed for failure to meet committed apprenticeship percentages for each specialty trade included in the project as follows:

<u>Contract Award Amount</u>	<u>Damages as % of Contract Award</u>
\$ 750,000 - \$ 1,500,000	2%
\$ 1, 500,001- \$ 3,000,000	2.25%
\$ 3,000,000 - \$ 5,000,000	2.50%
More than - \$ 5,000,000	2.75%

- i. Failure to satisfy committed apprenticeship percentages or to comply with other requirements of the Apprenticeship Program may result in:
 - 1 . The assessment of liquidated damages which will be deducted from the project retainage amount.
 - 2 . Requiring the contractor or developer to enforce his/ her obligation under contracts with sub-contractors.
 - 3 . Recommending termination or suspension of the contract, in whole or in part, to the CRA Board of Commissioners.
 - 4 . Directing that the contractor not be permitted to bid on Agency contracts for a specified period of time, not less than one year or more than five years.
 - 5 . Imposing such monetary penalties for non-compliance, as set forth in the contract.
 - 6 . Taking any and all other actions available by or equity for the breach of material conditions of a contract.

IV. Apprenticeship Program Definitions

Agency- See definition for *CITY*.

Apprenticeship – one bound by legal agreement to work for another for a specified amount of time in return for instruction in a trade.

Apprenticeship Participation Form 1 – Mandatory form that prime contractor must submit with each pay application or invoice documenting apprenticeship hours for the period covered by the pay application which is required for **each** specialty trade identified for the project as reflected on the bidder/proposer's Apprenticeship Utilization Form.

Apprenticeship Participation Form 2 – Mandatory form that prime contractor must submit with each pay application or invoice documenting identity of **each** apprentice laborer, their hours worked, their specialty trade, and name of their Registered Apprenticeship Program sponsor for the period covered by the pay application or invoice. Pay applications are subject to rejection if this form is not included or is incomplete.

Apprenticeship Utilization Form – A mandatory form documenting the percentage commitment of apprentice laborers for each specialty trade identified in the bid document for which apprenticeship programs are registered with the City. If the **Apprenticeship Utilization Form** is not submitted with the bid or is incomplete, the bidder/proposer's bid shall be deemed **non-responsive and shall be rejected**.

Architect & Engineering - Those professional services within the scope of the practice of architecture or professional engineering as defined by the laws of the State of Florida.

City- City of Riviera Beach a municipal corporation organized under the laws of the State of Florida.

Committed Apprenticeship Percentage- Means the proportion of apprenticeship laborer hours to total laborer hours for **each** specialty trade(s) identified in the bid document for which the bidder must submit a completed **Apprenticeship Utilization Form**.

Construction- The process of building, altering, repairing, improving, or demolishing any public structure of building or other public improvements of any kind to any public real property. The item does not include the routine operation, routine, repair, or routine maintenance of existing structures, buildings, or real property.

Contract- Any agreement, regardless of style or form, for the procurement of supplies, services, or construction.

Contractor- Any person of business having a contract with the City.

CITY- The City of Riviera Beach Community Redevelopment Agency.

Design Professional – See definition for Architect & Engineer.

General Contractor - See definition for *Prime Contractor*.

Pre-apprenticeship – A course of study taken before the start of an apprenticeship.

Prime Contractor- Any person who has a contract with the City to build, alter, repair, improve, or demolish any public structure or building, or perform other improvements of any kind to any public real property.

Registered Apprenticeship Program Occupation Criteria- Those descriptions of various types of skills and scopes of work generally executed by Trade craftsmen of Apprenticeship Programs that are certified and registered by the Florida Department of Education Division of Career and Adult Education Apprenticeship Section.

Registered Apprenticeship Program- An apprenticeship program which has registered with the City and has provided the required documentation, including but not limited to, proof of certification as an apprenticeship program with the State of Florida and proof of having educational facilities physically located in the City or Palm Beach County.

Specialty- A skilled job for which there are apprentice programs registered with the City of Riviera Beach which are certified by the Florida Department of Education Division of Career and Adult Education Apprenticeship Section.

Trade- See definition for *Specialty*.

V. Descriptions: Registered Apprenticeship Program Occupation Criteria

Bricklayer:

Lays building materials, such as brick, structural tile, and concrete cinder, glass, gypsum, and terra cotta block (except stone) to construct or repair walls, partitions, arches, sewers, and other structures. Measures distance from reference points and marks guidelines on working surface to lay out work. Spreads soft bed (layer) of mortar that serves as base and binder for block, using trowel. Applies mortar to end of block and positions block in mortar bed. Taps block with trowel to level, align, and embed in mortar, allowing specified thickness of joint. Removes excess mortar from face of block, using trowel. Finishes mortar between brick with pointing tool or trowel. Breaks bricks to fit spaces too small for whole brick, using edge of trowel or brick hammer. Determines vertical and horizontal alignment of courses, using plumb bob, gauge line (tightly stretched cord), and level. Fastens brick or terra cotta veneer to face of structures, with tie wires embedded in mortar between bricks, or in anchor holes in veneer brick. May weld metal parts to steel structural members. May apply plaster to walls and ceiling, using trowel, to complete repair work [Plasterer (construction)]. May be designated according to material used as Cinder-Block Mason (construction); Concrete-Block Mason (construction); Terra-Cotta Mason (construction); or work performed as Bricklayer, Maintenance (any industry). When specializing in construction of specified structures, is designated according to specialty as Bricklayer, Sewer (construction); Chimney Builder, Brick (construction). May be designated: Block Setter, Gypsum (construction); Hollow-Tile-Partition Erector (construction); Plaster-Block Layer (construction); Silo Erector (construction).

Carpenter:

Constructs, erects, installs, and repairs structures and fixtures of wood, plywood, and wallboard, using carpenter's hand tools and power tools, and conforming to local building codes. Studies blueprints, sketches, or building plans for information pertaining to type of material required, such as lumber or fiberboard, and dimensions of structure or fixture to be fabricated. Selects specified type of lumber or other materials. Prepares layout, using ruler, framing square, and calipers. Marks cutting and assembly lines on materials, using pencil, chalk, and marking gauge. Shapes materials to prescribed measurements, using saws, chisels, and planes. Assembles cut and shaped materials and fastens them together with nails, dowel pins, or glue. Verifies trueness of structure with plumb bob and carpenter's level. Erects framework for structures and lays subflooring. Builds stairs and lays out and installs partitions and cabinet work. Covers subfloor with building paper to keep out moisture and lays hardwood, parquet, and wood-strip-block floors by nailing floors to subfloor or cementing them to mastic or asphalt base. Applies shock-absorbing, sound-deadening, and decorative paneling to ceilings and walls. Fits and installs prefabricated window frames, doors, doorframes, weather stripping, interior and exterior trim, and finish hardware, such as locks, letter drops, and kick plates. Constructs form and chutes for pouring concrete. Erects scaffolding and ladders for assembling structures above ground level. May weld metal parts to steel structural members. When specializing in a particular phase of carpentry, the designation is

according to a specialty such as Combination-Window Installer (construction); Lay-Out Carpenter (construction). When specializing in finish carpentry, such as installing interior and exterior trim, building stairs, and laying hardwood floors, the designation is finish Carpenters (construction). When erecting frame buildings and performing general carpentry work in residential construction, the designation is House Carpenter (construction). May remove and replace sections of structures prior to and after installation of insulating materials and be designated Building-Insulating Carpenter (construction; retail trade). May perform carpentry work in construction of walk-in freezers and environmental test chambers and be designated Carpenter, Refrigerator (svc. industry mach.). May be designated Door Hanger (construction); Finished-Hardware Erector (construction); Garage Door Hanger (construction); Hardwood-Floor Installer (construction); Jalousie Installer (construction); Stair Builder (construction); Trim Setter (construction); Weather Stripper (construction); Wood-Sash-And-Frame Carpenter (construction); and Wood-Strip-Block Floor Installer (construction).

Construction Craft Laborer:

Performs any combination of duties involving highway or building construction, environmental restoration, tunnel and shaft construction and demolition projects, utilizing specialized training and knowledge of craft skills and handling of hazardous materials. Clears and prepares sites, right-of-ways, and foundations for cementitious and asphaltic products and structures, using hand and power tools such as shovels, rakes, gas and diesel powered cutting and compacting equipment, so the final site conforms exactly to grade, size, and location specifications in blueprints or plans.

Electrician:

Plans layout, installs, and repairs wiring, electrical fixtures, apparatus, and control equipment. Plans new or modified installations to minimize waste of materials, provide access for future maintenance, and avoid unsightly, hazardous, and unreliable wiring, consistent with specifications and local electrical codes. Prepares sketches showing location of wiring and equipment, or follows diagrams or blueprints, ensuring that concealed wiring is installed before completion of future walls, ceilings, and flooring. Measures, cuts, bends, threads, assembles, and installs electrical conduit, using tools, such as hacksaw, pipe threader, and conduit bender. Pulls wiring through conduit, assisted by Electrician Helper (any industry) 829.684-022. Splices wires by stripping insulation from terminal leads, using knife or pliers, twisting or soldering wires together, and applying tape or terminal caps. Connects wiring to lighting fixtures and power equipment, using hand tools. Installs control and distribution apparatus, such as switches, relays, and circuit-breaker panels, fastening in place with screws or bolts, using hand tools and power tools. Connects power cables to equipment, such as electric range or motor, and installs grounding leads. Tests continuity of circuit to ensure electrical compatibility and safety of components, using testing instruments, such as ohmmeter, battery and buzzer, and oscilloscope. Observes functioning of installed equipment or system to detect hazards and need for adjustments, relocation, or replacement. May repair faulty equipment or systems [Electrician, Maintenance (any industry) 829.261-018]. May be required to hold license. May cut and weld steel structural members, using flame-cutting and welding

equipment. May be designated according to work location as Mine Electrician (mine & quarry).

Heating and Air Conditioning Installer-Servicer:

Installs, services, and repairs environmental control systems in residences, department stores, office buildings, and commercial establishments, utilizing knowledge of refrigeration theory, pipefitting, and structural layout. Mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications. Fabricates, assembles, and installs ductwork and chassis parts, using portable metalworking tools and welding equipment [Duct Installer (construction; mfd. buildings.) 869.664-014]. Installs evaporator unit in chassis or in air duct system, using hand tools. Cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools. Cuts and threads pipe, using machine-threading or hand-threading equipment. Joins tubing or pipe to various refrigerating units by means of sleeves, couplings, or unions, and solders joints, using torch, forming complete circuit for refrigerant [Pipe Fitter (construction) 862.281-018]. Installs expansion and discharge valves in circuit. Connects motors, compressors, temperature controls, humidity controls, and circulating-ventilation fans to control panels and connects control panels to power source [Electrician (construction) 824.261-010]. Installs air and water filters in completed installation. Injects small amount of refrigerant into compressor to test systems, and adds Freon gas to build up prescribed operating pressure. Observes pressure and vacuum gauges and adjusts controls to ensure efficient operation. Tests joints and connections for gas leaks, using gauges or soap-and-water solution. Wraps pipes in insulation batting and secures them in place with cement or wire bands. Replaces defective breaker controls, thermostats, switches, fuses, and electrical wiring to repair installed units, using electrician's hand tools and test equipment. May install, repair, and service air-conditioners, ranging from fifteen to twenty tons cooling capacity, in warehouses and factory buildings and be designated Air-Conditioning Mechanic, Industrial (any industry).

Painter:

Applies coats of paint, varnish, stain, enamel, or lacquer to decorate and protect interior or exterior surfaces, trimmings, and fixtures of buildings and other structures. Reads work order or receives instructions from supervisor or homeowner regarding painting. Smooths surfaces, using sandpaper, brushes, or steel wool, and removes old paint from surfaces, using paint remover, scraper, wire brush, or blowtorch to prepare surfaces for painting. Fills nail holes, cracks, and joints with caulk, putty, plaster, or other filler, using caulking gun and putty knife. Selects premixed paints, or mixes required portions of pigment, oil, and thinning and drying substances to prepare paint that matches specified colors. Removes fixtures, such as pictures and electric switch covers, from walls prior to painting, using screwdriver. Spreads drop cloths over floors and room furnishings, and covers surfaces, such as baseboards, door frames, and windows with masking tape and paper to protect surfaces during painting. Paints surfaces, using brushes, spray gun, or paint rollers. Simulates wood grain, marble, brick, or tile effects. Applies paint with cloth, brush, sponge, or fingers

to create special effects. Erects scaffolding or sets up ladders to perform tasks above ground level. May be designated according to type of work performed as Painter, Interior Finish (construction); Painter, Maintenance (any industry); or according to type of material used as Calciminer (construction); Varnisher (construction). May also hang wallpaper and fabrics. [Paperhanger (construction) 841.381-010]. May wash surfaces prior to painting with mildew remover, using brush.

Pipe Fitter:

Lays out, assembles, installs, and maintains pipe systems, pipe supports, and related hydraulic and pneumatic equipment for steam, hot water, heating, cooling, lubricating, sprinkling, and industrial production and processing systems, applying knowledge of system operation, and following blueprints. Selects type and size of pipe, and related materials and equipment, such as supports, hangers, and hydraulic cylinders, according to specifications. Inspects work site to determine presence of obstructions and to ascertain that holes cut for pipe will not cause structural weakness. Plans installation or repair to avoid obstructions and to avoid interfering with activities of other workers. Cuts pipe, using saws, pipe cutter, hammer and chisel, cutting torch, and pipe cutting machine. Threads pipe, using pipe threading machine. Bends pipe, using pipe bending tools and pipe bending machine. Assembles and installs variety of metal and nonmetal pipes, tubes, and fittings, including iron, steel, copper, and plastic. Connects pipes, using threaded, caulked, soldered, brazed, fused, or cemented joints, and hand tools. Secures pipes to structure with brackets, clamps, and hangers, using hand tools and power tools. Installs and maintains hydraulic and pneumatic components of machines and equipment, such as pumps and cylinders, using hand tools. Installs and maintains refrigeration and air-conditioning systems, including compressors, pumps, meters, pneumatic and hydraulic controls, and piping, using hand tools and power tools, and following specifications and blueprints. Increases pressure in pipe system and observes connected pressure gauge to test system for leaks. May weld pipe supports to structural steel members. May observe production machines in assigned area of manufacturing facility to detect machinery malfunctions. May operate machinery to verify repair. May modify programs of automated machinery, such as robots and conveyors, to change motion and speed of machine, using T3 teach pendant, T1 control panel, or keyboard and display screen of T3 robot controller T1 and T3 programmable controller T1. May be designated Steam Fitter (construction) when installing piping systems that must withstand high pressure. May be designated according to type of system installed as Pipe Fitter, Ammonia (construction); Pipe Fitter, Fire-Sprinkler Systems (construction); Pipe Fitter, Gas Pipe (construction); or type of piping used as Pipe Fitter, Plastic Pipe (construction); Pipe Fitter, Soft Copper (construction). May be designated: Airdox Fitter (mine & quarry); Freight-Air-Brake Fitter (railroad equip.); Instrument Fitter (construction); Maintainer, Sewer-And-Waterworks (construction); Pipe Fitter, Maintenance (any industry); Pipe Fitter, Welding (construction); Pneumatic-Tube Fitter (construction); Sprinkler-And-Irrigation-System Installer (construction); Tuyere Fitter (steel & rel.).

Plasterer:

Applies coats of plaster to interior walls, ceilings, and partitions of buildings, to produce finished surface, according to blueprints, architect's drawings, or oral instructions, using hand tools and portable power tools. Directs workers to mix plaster to desired consistency and to erect scaffolds. Spreads plaster over lath or masonry

base, using trowel, and smoothes plaster with darby and float to attain uniform thickness. Applies scratch, brown, or finish coats of plaster to wood, metal, or board lath successively. Roughens undercoat with scratcher (wire or metal scraper) to provide bond for succeeding coats of plaster. Creates decorative textures in finish coat by marking surface of coat with brush and trowel or by spattering surface with pebbles [STUCCO MASON (construction) 842.381-014]. May install lathing [LATHER (construction) 842.361-010]. May mix mortar. May install guide wires on exterior surface of buildings to indicate thickness of plaster to be applied. May install precast ornamental plaster pieces by applying mortar to back of pieces and pressing pieces into place on wall or ceiling and be designated Ornamental-Plaster Sticker (construction). May specialize in applying finish or rough coats of plaster and be designated Plasterer, Finish (construction); Plasterer, Rough (construction). May apply plaster with spray gun and be designated Plasterer, Spray Gun (construction). May perform maintenance work only and be designated Plasterer, Maintenance (construction).

Plumber:

Assembles, installs, and repairs pipes, fittings, and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes. Studies building plans and working drawings to determine work aids required and sequence of installations. Inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe. Locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors, using ruler, spirit level, and plumb bob. Cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools. Cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine. Bends pipe to required angle by use of pipe-bending machine or by placing pipe over block and bending it by hand. Assembles and installs valves, pipe fittings, and pipes composed of metals, such as iron, steel, brass, and lead, and nonmetals, such as glass, vitrified clay, and plastic, using hand tools and power tools. Joins pipes by use of screws, bolts, fittings, solder, plastic solvent, and caulks joints. Fills pipe system with water or air and reads pressure gauges to determine whether system is leaking. Installs and repairs plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners. Repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains. May weld holding fixtures to steel structural members. When specializing in maintenance and repair of heating, water, and drainage systems in industrial or commercial establishments, is designated Plumber, Maintenance (any industry).

Roofer:

Covers roofs with roofing materials other than sheet metal, such as composition shingles or sheets, wood shingles, or asphalt and gravel, to waterproof roofs. Cuts roofing paper to size, using knife, and nails or staples it to roof in overlapping strips to form base for roofing materials. Aligns roofing material with edge of roof, and overlaps successive layers, gauging distance of overlap with chalk line, gauge on shingling hatchet, or by lines on shingles. Fastens composition shingles or sheets to roof with asphalt, cement, or nails. Punches holes in slate, tile, terra cotta, or wooden shingles,

using punch and hammer. Cuts strips of flashing and fits them into angles formed by walls, vents, and intersecting roof surfaces. When applying asphalt or tar and gravel to roof, mops or pours hot asphalt or tar onto roof base. Applies alternate layers of hot asphalt or tar and roofing paper until roof covering is as specified. Applies gravel or pebbles over top layer, using rake or stiff-bristled broom. May construct and attach prefabricated roof sections to rafters [Carpenter (construction)]. May attach shingles to exterior walls and apply roofing paper and tar to shower pans, decks, and promenades to waterproof surfaces. When specializing in one type of roofing materials, is designated according to specialty as Aluminum-Shingle Roofer (construction); Asbestos-Shingle Roofer (construction); Asphalt, Tar, And Gravel Roofer (construction); Composition Roofer (construction); Roofer, Gypsum (construction); Slate Roofer (construction); Tile-And-Terra-Cotta Roofer (construction); Wood-Shingle Roofer (construction).

Sheet Metal Worker:

Plans, lays out, fabricates, assembles, installs, and repairs sheet metal parts, equipment, and products, utilizing knowledge of working characteristics of metallic and nonmetallic materials, machining, and layout techniques, using hand tools, power tools, machines, and equipment. Reads and interprets blueprints, sketches, or product specifications to determine sequence and methods of fabricating, assembling, and installing sheet metal products. Selects gauge and type of sheet metal, such as galvanized iron, copper, steel, or aluminum, or nonmetallic material, such as plastics or fiberglass, according to product specifications. Lays out and marks dimensions and reference lines on material, using scribes, dividers, squares, and rulers, applying knowledge of shop mathematics and layout techniques to develop and trace patterns of product or parts [Sheet-Metal Lay-Out Worker (any industry) 809.281-010] or using templates. Sets up and operates fabricating machines, such as shears, brakes, presses, forming rolls, and routers, to cut, bend, block and form, or straighten materials. Shapes metal material over anvil, block, or other form, using hand tools. Trims, files, grinds, deburrs, buffs, and smoothes surfaces, using hand tools and portable power tools. Welds, solders, bolts, rivets, screws, clips, caulks, or bonds component parts to assemble products, using hand tools, power tools, and equipment. Installs assemblies in supportive framework according to blueprints, using hand tools, power tools, and lifting and handling devices. Inspects assemblies and installation for conformance to specifications, using measuring instruments, such as calipers, scales, dial indicators, gauges, and micrometers. Repairs and maintains sheet metal products. May operate computer-aided-drafting (CAD) equipment to develop scale drawings of product or system. May operate laser-beam cutter [Laser-Beam-Machine Operator (welding) 815.682-010] or plasma arc cutter [ARC CUTTER, PLASMA ARC (welding) 816.364-010] to cut patterns from sheet metal. May be designated by type of metal as Coppersmith (any industry); Tinsmith (any industry); or according to type of activity as Fabricator, Special Items (any industry); Model Maker, Sheet-Metal (any industry); Product-Development Worker (any industry); Roofer, Metal (construction); Sheet-Metal Installer (any industry); Sheet-Metal Worker, Maintenance (any industry); Shop Mechanic (any industry).

Structural Steel Worker (Ironworker):

Performs any combination of the following duties to raise, place, and unite girders, columns, and other structural-steel members to form completed structures or structure frameworks, working as member of crew. Sets up hoisting equipment for raising and placing structural-steel members. Fastens steel members to cable of hoist, using chain, cable, or rope. Signals worker operating hoisting equipment to lift and place steel member. Guides member, using tab line (rope) or rides on member in order to guide it into position. Pulls, pushes, or pries steel members into approximate position while member is supported by hoisting device. Forces members into final position, using turnbuckles, crowbars, jacks, and hand tools. Aligns rivet holes in member with corresponding holes in previously placed member by driving drift pins or handle of wrench through holes. Verifies vertical and horizontal alignment of members, using plumb bob and level. Bolts aligned members to keep them in position until they can be permanently riveted, bolted, or welded in place. Catches hot rivets tossed by Rivet Heater (heat treating) in bucket and inserts rivets in holes, using tongs. Bucks (holds) rivets while Riveter, Pneumatic (any industry) uses air hammer to form heads on rivets. Cuts and welds steel members to make alterations, using oxyacetylene welding equipment. May specialize in erecting or repairing specific types of structures and be designated Bridge-Maintenance Worker (construction); Chimney Builder, Reinforced Concrete (construction); Scaffold Builder, Metal (construction); Structural-Steel-Equipment Erector (construction).

FORMS



APPRENTICESHIP UTILIZATION FORM

(This page shall be submitted for each specialty trade and included with bid proposal)

On CITY-funded construction projects which exceed \$750,000.00, twenty percent (20%) of craftsmen working in a specialty for which there are apprentice programs registered with the City of Riviera Beach shall be apprentices. Such apprentices shall be students in certified State of Florida Pre-Apprenticeship/Apprenticeships Programs which are located in the City or Palm Beach County and which are registered with the City.

A City registered apprenticeship program is one which is registered with the City and provided the required documentation, including but not limited to, proof of certification as an apprenticeship program with the State of Florida and proof of having educational facilities physically located in the City or Palm Beach County.

Unless the apprenticeship requirement is waived by the City of Riviera Beach Council, the failure of the Contractor to demonstrate compliance with this requirement shall result in the Contractor's bid being deemed nonresponsive.

The Contractor understands that if the committed percentage is not met by project completion, it may result in the Contractor being found in breach of the contract and subject to possible monetary sanctions.

Trade: _____

The undersigned bidder/proposer has satisfied the requirements of the bid specification in the following manner. (Please mark the appropriate box)

The bidder/proposer is committed to _____% CITY-registered apprenticeship on this contract. The minimum required is 20%.

OR

The bidder/proposer, while unable to meet the apprenticeship requirement of 20% hereby commits to a minimum of _____% utilization on this contract and also submits documentation, as an attachment, demonstrating good faith efforts (GFE).

OR

The bidder/proposer is unable to meet the apprenticeship requirement due to City-registered apprenticeship programs that would be utilized for this project are not available at this time.

The undersigned hereby further assures that the information included herein is true and correct. The undersigned further understands that no changes to this statement may be made without prior approval from the City of Riviera Beach Council.

Bidder's/Proposer's Firm Name

Signature

Title

Date

(This form must be submitted for each trade and submitted with bid proposal)

APPENDIX B

RIVIERA BEACH PUBLIC SAFETY EXAMPLE PROJECT EXPERIENCE MATRIX

City of Riviera Beach
 Palm Beach County, Florida
 RFP 452-14

Project Information		Owner Contact		SF of Constructiton	Construction Schedule		Construction Cost		MBE Participation	SBE Participation	Apprenticeship Program	Contractors
		Name	Contact		Start	Completion	Initial Bid	Final Cost	Achieved	Achieved	(Yes/No)	Project Manager
Criteria 2a - Prime Contractor Completed a Law Enforcement Facility												
1												
2												
3												
Criteria 2b - Prime Contractor Completed Municipal Facilities												
1												
2												
3												
4												
5												