

ADDENDUM #2

CITY OF AUBURNDALE REQUEST FOR QUALIFICATIONS

DESIGN BUILD SERVICES FOR PUBLIC WORKS OFFICES & FACILITY IMPROVEMENTS

1.0 INTRODUCTION

- 1.1 The City of Auburndale (CITY) is interested in receiving qualifications from experienced design-build teams for the delivery and furnishing of all necessary materials, labor, equipment, and professional services for the design and construction of “Public Works Offices & Facility Improvements”. The estimated commencement for the project (design) is anticipated to start by mid-2026 and construction will commence immediately upon agreement on the design and Guaranteed Maximum Price.
- 1.2 The project information included in this RFQ Submittal is preliminary in nature. There is no guaranteed work as a result of being shortlisted or top-ranked through this solicitation.
- 1.3 All interested Proposers shall be required to comply with Florida Statute 287.055, Design-Build requirements.

2.0 BACKGROUND

- 2.1 The City of Auburndale Public Works Facility serves as the operational hub that supports essential city services and infrastructure. The Public Works Facility includes offices for administrative support and employees. The facility is located on approximately (7) seven acres of property located at 915 Charles Avenue. The current facility features multiple storage bays that support day-to-day operations of the City’s sanitation, street maintenance, and fleet maintenance services for the City of Auburndale. The City’s fleet maintenance is also located within the Public Works Facility.
- 2.2 The CITY has tentatively opted to use the “Qualifications-Based Selection” Design-Build process for the delivery of design services and construction services for this project. For information, the Design Criteria Package is included with this request.
- 2.3 The CITY proposes to select a highly qualified Design-Build team for the design and construction of the project. The selected firm must be willing and able to provide reasonable proposals within short time frames and must be prepared to commence and complete the work in accordance with the City’s required schedule.
- 2.4 Project Information & General Scope
 - A. Introduction

The Public Works Facility houses the streets, sanitation, and fleet maintenance divisions and is vital for keeping a city running safely and efficiently. The streets division

ensures roads, sidewalks, and stormwater systems remain in good condition, supporting safe travel and reducing flooding risks. The sanitation division provides essential waste collection services that protect public health, maintain cleanliness, and enhance community appearance. Fleet maintenance keeps city vehicles and heavy equipment operational, ensuring police, fire, utilities, sanitation, and streets crews can respond quickly and reliably. By bringing these divisions together in one facility, communication and coordination improve, leading to faster responses and more cost-effective service delivery. Overall, such a facility serves as the central hub that supports community quality of life, environmental health, and reliable city infrastructure.

The City of Auburndale is interested in receiving qualifications from experienced design-build teams for the delivery and furnishing of all necessary materials, labor, equipment, and professional services for the design and renovation of the City of Auburndale Public Works Facility.

B. Project Location

The project site is located at 915 Charles Avenue, Auburndale, Polk County, Florida. The main improvements are anticipated to be made primarily on the primary parcel (Primary Parcel: 25281032200000261). However, other improvements may be made to the adjacent 4 (four) parcels owned by the City of Auburndale.

C. Project Description

The project consists of designing and constructing a new office building on site in addition to refurbishing/replacing on-site storage facilities to support the operations of the Public Works Department. The new office building will match the character/architecture of existing City Departments (i.e. Auburndale Fire Department & Library) and provide modern workspaces for administrative staff, functional break room for Public Works employees, adequate restroom facilities and improved customer service areas for residents and contractors. This facility will centralize essential functions, streamline communication, and improve operational efficiency across Public Works divisions. In addition, the project includes improvements to outdoor storage areas to securely house City vehicles, equipment, tools, and materials needed for daily operations and emergency response. Upgraded storage will enhance organization, protect valuable assets, and ensure rapid deployment during routine tasks and critical events. Overall, this project strengthens the City's ability to maintain infrastructure, respond to community needs, and support long-term growth and service delivery.

The selected design-build team shall provide professional planning, architectural, and engineering services for the design of new Public Works office building and associated site improvements/renovations. Services will include evaluating existing property conditions and determining the optimal location for the new administrative building, or renovation of the existing administrative building, to maximize operational efficiency, employee and public access, traffic flow, and future expansion potential. The scope will also include the design or renovation of existing on site storage facilities to accommodate operational needs, improve functionality, and modernize facilities in support of fleet, streets, and sanitation divisions. Additionally, the consultant will identify and recommend the most suitable location on the site for the City's resident drop-off recycling center, considering safety, vehicle circulation, environmental impacts, and

convenience for the public. Work shall include preparation of conceptual layouts, building and site design, utility coordination, permitting support, and cost estimating. The consultant will coordinate closely with City staff to ensure that all improvements support long-term service delivery, operational efficiency, and community needs.

3.0 RFQ PROCESS

- 3.1 The selection process will involve a staged proposal review to minimize Proposers' costs in preparing initial qualification proposals and expedite the review process. Interested Proposers will initially submit a written qualifications proposal (in response to this RFQ Submittal) which will be the basis for ranking.
- 3.2 The CITY will use a Professional Services Committee (PSC) for recommendations in the design-build selection process. The PSC will consist of the following members or their designee:
 - 1) Andy Stewart, Public Works Director
 - 2) Caleb Gabany, Assistant Public Works Director
 - 3) Paul Toler, Sanitation Superintendent
 - 4) Chris Reeder, Finance Director
 - 5) James Bristol, Building Official
- 3.3 The intent of the qualification's proposal is for respondents to indicate their interest, relevant experience, financial capability, staffing, organizational structure, having an understanding of the project, and approach to completing the proposed project.
- 3.4 If determined to be necessary by the PSC, based upon a review of these qualification proposals, a minimum of the top three ranked teams/firms may be requested to make oral presentations to the PSC regarding their qualifications, approach to the project, and ability to furnish the required services. Each ranked proposer will be required to provide a statement from an A- or better surety company describing the Proposer's bonding capacity. If written submittals and rankings are satisfactory to the PSC, the City reserves the right to make a recommendation for award solely based on the written responses and rankings.
- 3.5 After review of the proposals, rankings and oral presentations if deemed necessary, the PSC will recommend the list of the ranked Proposers and submit its recommendations to the City Manager. The City Manager shall then finalize the ranking and publish same in accordance with applicable City and State procurement requirements. Thereafter, as the City Manager deems appropriate, she will submit her recommendation as to the rankings to the City Commission for their review and approval/award. After City Commission approval/award of the rankings, the City Manager or designee will engage in competitive negotiation with the top-ranked firm/team in order to negotiate an Agreement in good faith, (i.e. establish terms of the work, the guaranteed maximum price for the work and the guaranteed dates of substantial and final completion) and then make and submit said Agreement to the City Commission for review and approval.
- 3.6 If in the sole judgment of the CITY, a contract cannot be successfully negotiated with the City Commission's top-ranked firm, negotiations with that firm will be formally terminated and negotiations shall begin with the City Commission's second-ranked firm. If a contract cannot be successfully negotiated with the City Commission's second-

ranked firm, negotiations with that firm will be formally terminated and negotiations shall begin with the City Commission's third-ranked firm. **The CITY reserves the right to negotiate any element of the proposal and terms in the best interest of the CITY.**

- 3.7 Firms (including shortlisted firms) will not receive any stipends or compensation for their proposals provided under this solicitation.

4.0 INSTRUCTIONS FOR SUBMISSION OF QUALIFICATION PROPOSALS

- 4.1 Firms interested in the above project should submit a Statement of Qualification (SOQ) which includes a cover letter and detailed qualifications for the scope of work of approximately 20 pages in length (excluding resumes). Brevity is encouraged. Resumes for key team members, organizational chart and City forms should be incorporated as an appendix.

Please be advised that failure to comply with the following criteria will be grounds for disqualification and will be strictly enforced:

- 4.2 Firms hand deliver (6) six hard copies of submittal and one digital copy to:

C/O Brandon Henry, City Clerk
Re: Public Works Offices & Facility Improvements
1 Bobby Green Plaza
Auburndale, FL 33823

- 4.3 Submittals are due **no later** than 2:00 p.m. Friday, April 310th, 2026

5.0 RATING SYSTEM FOR DEVELOPMENT OF SHORT-LIST

For the development of rankings, a rating system will be utilized by the CITY'S PSC to score and rank each proposal. Proposers are encouraged to keep their qualification proposals concise and to include a minimum of marketing materials. At a minimum, each Proposal must address the following criteria:

	<u>Maximum Points</u>
1. General Information	5 Points
2. Experience and Qualifications of Firm/Team	30 Points
3. Experience of Key Personnel to be assigned to this Project	30 Points
4. Understanding of the Project and Approach to Performing the Required Services	15 Points
5. Intent/Capacity to affect the local economy through the use of local labor, vendors, sub-contracts, and resources	10 Points
6. Organizational Resources	10 Points

TOTAL POSSIBLE POINTS: 100 Points

Each criterion is further described below. Proposers must provide responses and information sufficient for evaluation under the pertinent rating system described below. The CITY reserves the right to request additional information from Proposers subsequent to the receipt of proposals.

5.1 General Information (5 Points):

- 5.1.1 Provide a general description of the firm and/or team that is proposing to provide design build services. Explain the legal organization of the proposed firm or team.
- 5.1.2 List the Florida professional (Landscape Architect, Engineer, General Contractor, etc.) and applicable licenses held by the firm/team and the key personnel who will be assigned to this project. Each prime consultant/contractor must be listed. All primary members of the DB Team including landscape architect, architect (if applicable), engineering and GC shall have previous experience in ~~athletic field~~ **commercial/municipal** design/renovation & construction. Provide the license number and explain if held by an individual or firm.

5.2 Experience and Qualifications of the Firm/Team (30 Points):

- 5.2.1 Identify at least three comparable projects in which the firm served as either Construction Manager at Risk, agency Construction Manager during design and construction phases (without providing construction services), Design Builder or General Contractor. Special consideration will be given to firms that have provided Construction Manager at Risk or Design Build services on similar successful projects. Please note that each primary member of the DB Team shall have previous experience in maintenance facilities, renovation/construction design, construction document preparation and construction.

For each project identified, provide the following:

- a. Description of project including initial budget and timeline.
- b. Role of firm (specify whether Construction Manager at Risk, Construction Manager, Design-Build or General Contractor). If Construction Manager at Risk, Design Builder or General Contractor, identify percentage of work self-performed. Also specify services provided during design phase (i.e. cost estimating, scheduling, value engineering, etc.).
- c. Project's final construction cost.
- d. Construction completion date.
- e. Project owner.
- f. Reference information, per project (one current contact name and title with telephone number, fax number and e-mail address).

5.3 Experience of key personnel to be assigned to this project (30 points):

- 5.3.1 Provide an organization chart showing key personnel that will be associated with this project. Include a resume for each key person identified.

- 5.3.2 List any proposed Design Builders, including key staff names and the experience and qualifications of these individuals.

5.4 Understanding the project and approach to performing the required services (15 points):

- 5.4.1 Describe your firm's project management approach and team organization during design and construction phase services. Describe systems used for planning, scheduling, estimating and managing construction. Describe the firm's approach to customer communication throughout the project. Briefly describe the firm's experience on quality control, dispute resolution, and safety management.
- 5.4.2 Discuss the major challenges your team has identified on this project and how you intend to address those issues.

5.5 Intent/Capacity to affect the local economy through use of local labor, etc. (10 points):

- 5.5.1 The City desires strong local participation on this project. Describe your firm's approach to maximize utilization of local resources, to include as a minimum, local suppliers, equipment providers, subcontractors, and laborers. Identify the location of the firm's principal office and the home office location of key staff on this project. Identify local (i.e. presently living or relocating to the area) vs. non-local staffing of your team, and the percentage of your work expected to be done locally.

5.6 Organizational resources (10 points):

- 5.6.1 As part of the evaluation process, the City has the responsibility of taking into account the size and complexity of the project under construction and be assured that the Design Builder has the organizational and financial resources required to successfully deliver this project. Please describe your operational stability, corporate financial resources, bonding capacity and insurance limits.
- 5.6.2 Identify any contract or subcontract held by the firm or officers of the firm, which has been terminated within the last five years. Identify any claims arising from a contract, which resulted in litigation or arbitration within the last three years. Briefly describe the circumstances and the outcomes.

6.0 RISK

- 6.1 Proposers responding to this Request for Qualifications do so at their sole expense and risk. Subsequent to the issuance of this Request for Qualifications, the CITY reserves the right to:
- Make changes to the RFQ;
 - Cancel this RFQ;
 - Request clarifications;
 - Negotiate modifications to proposals;
 - Reject any and all proposals for any reason whatsoever; and
 - Proceed with alternative project delivery methods if so desired by the City.

No Proposer is guaranteed the award of an Agreement or any work as a result of being selected or ranked for this project.

7.0 CLARIFICATIONS AND ADDITIONAL INFORMATION

7.1 The City reserves the right to request clarifications or additional information from any Proposer. Specific questions may be addressed to each of the Proposers and the Professional Services Committee may consider any further elaboration by the Proposers of any information previously submitted.

8.0 CONTACT WITH CITY OFFICIALS AND EMPLOYEES

8.1 All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the Professional Services Committee, the Mayor, Commissioners, City Manager's Office, Department Heads and other staff. This policy is intended to create a level playing field for all potential firms, assure the contract decisions are made in public and to protect the integrity of the selection process.

9.0 LATE SUBMITTALS

9.1 It is the Proposer's responsibility to ensure its Qualifications Proposal is received by the CITY on or before the time and date specified above and on our e-procurement platform. Under no circumstances will qualification proposals received after the delivery time specified be considered.

10.0 PARTNERSHIP / CORPORATIONS / AGENTS

- 10.1 When a Proposer is a partnership or joint venture, the Proposal shall be signed in the name of the partnership or joint venture and by all persons or entities required to do so under the terms of their partnership or joint venture agreement. Any existing written underlying partnership or joint venture agreements shall be included as part of the proposal.
- 10.2 When a Proposer is a corporation, the authorized corporate officer signing the Proposal shall set out the corporate name in full beneath which said officer shall sign his/her name and give title of his/her office. The Proposal shall also bear the seal of the corporation.
- 10.3 Anyone signing the Proposal as officer or other agent must file with it legal evidence of the authority to do so. Proposers who are or include corporations or limited partnerships shall furnish a duly executed certificate of status from the Florida Department of State.
- 10.4 The person(s) signing each Proposal shall certify under oath on the attached Certification form (**Attachment A**) that the information contained in the Proposal is true and accurate. Each Proposer understands, by submitting a Proposal that the Professional Services Committee will rely in part on such certification in selecting the short-listed firms.

- 10.5 Failure to submit documents requested above with the proposal or within 24 hours of request made by the CITY may be the basis for rejection of the Proposal. Such documents must be effective as of the date of the proposal.
- 10.6 Short-listed Proposers will be required to show evidence of having filed with the State of Florida for registration of their Design-Build entity within 15 days of announcement of the short list.

11.0 CHANGES IN PROPOSER ENTITY/TEAM

- 11.1 The Proposer is responsible to promptly notify the City as to any change in the information in its submitted proposal. Failure to inform the City within 24 hours of occurrence of a change may result in removal of the Proposer from consideration for the project.
- 11.2 Any changes to a Proposer entity after it has submitted its proposal may result in removal of the Proposer from consideration for the Project. Any additions, deletions or substitutions in a Proposer's team after it has submitted its proposal require a showing of good cause and must be clearly identified by the Proposer; and the reasons for the changes must be provided.
- 11.3 Decreases in scoring may result from the reconsideration of changes in the project team. No increases in scoring will result from the reconsideration of changes in the project team.

12.0 ASSIGNMENT OR TRANSFER

- 12.1 The selected Proposer shall be prohibited from assigning, transferring, conveying, subletting or otherwise disposing of its responsibilities under the Agreement, or its rights, title or interest therein or its power to execute such Agreement to any person, company, corporation or partnership without prior written notice and consent and approval of the City. The City of Auburndale has sole discretion whether or not to consent to any contemplated assignment.

13.0 REQUEST FOR INFORMATION / CLARIFICATION

- 13.1 Any firm requesting additional information and/or clarification relating to this project shall direct such request to:

Andy Stewart
Public Works Director
City of Auburndale, Public Works Department
astewart@auburndalefl.com

14.0 REQUIRED INDEMNIFICATION

- 14.1 The DESIGN BUILDER shall indemnify and hold harmless the CITY, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the DESIGN BUILDER and other persons employed or utilized by the DESIGN BUILDER in the performance of the contract.

15.0 PUBLIC RECORDS

- 15.1 Pursuant to F.S. §119.071(1)(b)1.a., sealed responses to this RFQ are exempt from the public inspection and copying requirements of Chapter 119, Florida Statutes until such time as the announcement of a decision based on the qualification proposals or within 30 days after proposal opening date, whichever is earlier.

DESIGN CRITERIA PACKAGE
REQUEST FOR QUALIFICATIONS
DESIGN-BUILD SERVICES
FOR
PUBLIC WORKS OFFICES & FACILITIES IMPROVEMENTS

PART 1. PROJECT INFORMATION

A. Project Description

The Public Works Facility houses the streets, sanitation, and fleet maintenance divisions and is vital for keeping a city running safely and efficiently. The streets division ensures roads, sidewalks, and stormwater systems remain in good condition, supporting safe travel and reducing flooding risks. The sanitation division provides essential waste collection services that protect public health, maintain cleanliness, and enhance community appearance. Fleet maintenance keeps city vehicles and heavy equipment operational, ensuring police, fire, utilities, sanitation, and streets crews can respond quickly and reliably. By bringing these divisions together in one facility, communication and coordination improve, leading to faster responses and more cost-effective service delivery. Overall, such a facility serves as the central hub that supports community quality of life, environmental health, and reliable city infrastructure.

The project consists of designing and constructing a new office building on site in addition to refurbishing/replacing on-site storage facilities to support the operations of the Public Works Department. The new office building will match the character/architecture of existing City Departments (i.e. Auburndale Fire Department & Library) and provide modern workspaces for administrative staff, functional break room for Public Works employees, adequate restroom facilities and improved customer service areas for residents and contractors. This facility will centralize essential functions, streamline communication, and improve operational efficiency across Public Works divisions. In addition, the project includes improvements to outdoor storage areas to securely house City vehicles, equipment, tools, and materials needed for daily operations and emergency response. Upgraded storage will enhance organization, protect valuable assets, and ensure rapid deployment during routine tasks and critical events. Overall, this project strengthens the City's ability to maintain infrastructure, respond to community needs, and support long-term growth and service delivery.

The selected design-build team shall provide professional planning, architectural, and engineering services for the design of new Public Works office building and associated site improvements/renovations. Services will include evaluating existing property conditions and determining the optimal location for the new administrative building to maximize operational efficiency, employee and public access, traffic flow, and future expansion potential. The scope will also include the design or renovation of existing on site storage facilities to accommodate operational needs, improve functionality, and modernize facilities in support of fleet, streets, and sanitation divisions. Additionally, the consultant will identify and recommend the most suitable location on the site for the City's resident drop-off recycling center, considering safety, vehicle circulation, environmental impacts, and convenience for the public. Work shall include preparation of conceptual layouts, building and site design, utility coordination, permitting support, and cost estimating. The consultant will coordinate closely with City staff to ensure that all improvements support long-term service delivery, operational efficiency, and community needs.

B. Project Location

The project site is located at 915 Charles Avenue, Auburndale, Polk County, Florida. The main improvements are anticipated to be made primarily on the primary parcel (Primary Parcel: 252810322000000261). However, other improvements may be made to the adjacent 4 (four) parcels owned by the City of Auburndale, if determined during the design process.

C. Design Criteria

- All site due diligence and design are required
 - DB team required to provide site due diligence including, but not limited to, survey, geotechnical analysis, etc. Design professional to determine what site information is required.
- Renderings and exhibits at concept and final plan progress stages to be utilized for publicity and public involvement purposes
- Building construction
- Site development
- City of Auburndale Unified Land Development Code as applicable
- Stormwater Management per the City's and SWFWMD rules, and regulations as applicable
- FDEP and Polk County Health Department rules and regulations as applicable
- Any rules and regulations from other authority's having jurisdiction

Building Code

- Prevailing Florida State Building Code
 - Polk County Health Department

D. Project Cost Estimate and Design and Construction Schedule

The current allocated funds for design and construction of this project are approximately \$1.8 Million US dollars. Design is anticipated to commence in Spring of 2026 followed by construction in Spring 2027.

The Guaranteed Maximum Price (GMP) shall be submitted with the 60% design package. The 60% design package shall include, at least, the following items:

- Floor plan completed and locked in
- Major HVAC, electrical, and structural systems selected
- Site layout and utility connections located
- Performance criteria established
 - Includes functional and operational performance statement
 - Durability and lifecycle performance
 - Structural and environmental performance such as applicable wind rating and hurricane standards
 - Building envelope performance
 - MEP Performance, including maintenance and operation plan
 - Construction schedule performance
 - Quality Assurance and acceptance parameters, defining substantial completion clearly

PART 2. DESIGN-BUILDER (DB) RESPONSIBILITIES

A. Design Services

1. General

The DB shall provide design services to accomplish the work contained in this RFQ. This includes providing survey, civil engineering design for all site work and permitting with the South West Florida Water Management District (SWFWMD) and the City, providing all Landscape Architecture, Architectural, Mechanical, Electrical, Soil Sciences, and Structural engineering services (drawings and corresponding specifications) and permitting with the City's Building and Permitting Division as applicable. Additionally, the DB Team will be expected to assist with public engagement as deemed necessary by the City. The DB shall be the single point of contact for all design services. The DB shall obtain such additional geotechnical and related information that it deems necessary for performance of the work. The City reserves the right to require meetings with the design professionals and any subconsultants to the prime DB firm.

2. Design Review and Recommendations

The DB shall provide progress review sets at 30%, 60%, 90%, and 100%. The design shall comply with all applicable federal, state, and local (City) codes and requirements. The DB shall make recommendations with respect to the selection of systems and materials and cost reducing alternatives through a Value Engineering process. The DB shall also ensure the constructability of the project during the design and review process. In addition to City reviews, the DB shall submit the plans to the necessary permitting agencies including the City for site plan reviews at the necessary progress intervals. An appropriate contingency, such as those outlined in General Services Administration (GSA), shall also be incorporated into the design estimates at the various phases.

3. Permitting

The DB shall prepare all applications, data, and drawings required by permit agencies and shall be responsible for obtaining all necessary permits, including required fees.

B. Construction

1. General

The DB shall be responsible for performing the traditional duties of a General Contractor throughout the performance of the work and warranty periods.

The DB shall coordinate and ensure all work is in accordance with the design documents provided by the designer and as approved by the City. The DB will resolve and be responsible for conflicts between the design and actual on-site conditions.

The DB is to ensure that the project is completed in accordance with the plans and specifications and requirements of the City. The DB shall be responsible to the Public Works Department Director or their designee for all aspects of the project.

2. Supervision

- 2.1 The DB shall assign a Project Manager to this job, who shall be responsible for all project activities from design through construction including coordination with the Owner, Regulatory Agencies, other Contractors, etc.

3. Temporary Facilities and Controls

- 3.1 DB shall provide temporary facilities and controls needed for the Work including but not limited to:

- a. Telephone service for the Design/Builder office trailer.
- b. Portable sanitary facilities located on the site for Design/Builder personnel only.
- c. Field offices/sheds for Design/Builder construction and office personnel.
- d. Temporary electric power and lighting connection to an existing supply within 25' of the site. Metered electricity usage is at Design/Builder's expense.
- e. Temporary construction water connection to an existing supply at the site. Metered water usage is at Design/Builder's expense.

- 3.2 DB shall provide temporary barricades, including but not limited to:

- a. Safety barricades around major excavations in accordance with OSHA guidelines including warning tape and lighted flashers if required.
- b. Temporary barricades, traffic barriers, safety lighting, etc., as required.

- 3.3 DB shall provide temporary chain link fencing 6' – 0" high including construction safety signs and warnings for the site. DB shall remove fencing at project completion.

- 3.4 DB shall coordinate with contractors completing surrounding work as needed. DB shall ensure that work does not interfere with these surrounding projects.

4. Quality Control / Quality Assurance / Inspections

The DB shall be solely responsible for daily inspections of the project. The DB shall develop a quality control/quality assurance program. Final acceptance of the project and quality assurance shall be provided by the City and based on the DB's certification that the project is 100% complete, including, but not limited to all

restoration, payment certifications, environmental permit close-out requirements, as-built documentation and all other required close out documents.

5. Testing Services

- 5.1 Testing services shall be performed by an independent agency. DB shall provide all inspection testing, including but not limited to:
- a. Concrete testing with cylinder breaks for foundations and slabs-on-grade.
 - b. All geotechnical services and soil inspections to verify soil bearing capacity for the site. This includes inspection of excavations and footings prior to placement of concrete.
 - c. Any additional independent testing required by the governing building codes.
 - d. Independent testing agency shall copy the City on all results that are sent to the DB Team for independent review.

6. Project Management Information

- 6.1 The DB shall establish, with the full concurrence of the City, procedures for organizing and accomplishing the management control of the project including safety and traffic control.
- 6.2 The DB shall design, implement and utilize a Project Management Information System (PMIS) to facilitate the rapid and accurate exchange and monitoring of information between all parties.
- a. The PMIS shall include as a minimum the following:
 - Narrative reporting, on a monthly basis
 - Schedule control, on a monthly basis
 - Cost control, and estimating
 - Project accounting
 - Action reports
 - Compliant Log
 - Daily Quality Control / Inspection Reports
 - Change Order Log

All reports, documents, and data to be provided shall represent an accurate assessment of the current status of the project and of the work remaining to be accomplished. The information provided shall provide a sound basis for identifying variances and problems and shall include recommendations for making

management decisions. It shall be prepared and furnished to the City monthly throughout the contract period.

7. Warranty

Where any work is performed by the DB's own forces or by subcontractors under contract with the DB, the DB shall warrant that all materials and equipment included in such work will be of good quality, free from improper workmanship and defective materials and in conformance with the drawings and specifications. In general, the warranty shall be a one-year warranty period from the date of acceptance by the City unless superseded in the scope of work. With respect to the same work, the DB further agrees to correct all work found by the City to be defective in material or workmanship or not in conformance with the drawings or specifications at no expense to the City.

8. Investigations and Litigation

If the DB, the Preliminary Design Professional, or any other member of the DB Team with more than a 20% share of the Contract has ever been the subject of an investigation conducted by a regulatory or professional licensing board, give the details of such action. If the same parties outlined above have ever been sued or debarred from working for a public authority as a result of their actions or inaction in the course of the practice of their business or profession, give the details of such a suit or debarment.

PART 3 CITY RESPONSIBILITIES

A. City shall provide the following Information:

1. Upon request, the City shall provide all known available information regarding the requirements for the project design.
2. The City shall designate a representative who shall be fully acquainted with the project. The representative shall render decisions promptly and furnish information expeditiously.
3. The City shall furnish, as indicated in the Contract Documents, the lands upon which the construction is to be performed, rights-of-way and easements for access thereto, and such other lands which are designated for the use of the DB. The City may request the DB to assist with this effort. The DB shall provide for all additional lands and access thereto that may be required for temporary construction facilities or storage of materials and equipment.

**ATTACHMENT A
PROPOSER INFORMATION / CERTIFICATION**

1. Legal Name of Proposer. Indicate is the Proposer is a Corporation, Joint Venture, Partnership, etc.:

2. Name/Title of contact person for the Proposer:

3. Local business and mailing address:

4. Primary business and mailing address:

5. Telephone Number: () _____ Fax: () _____

The above-named Proposer affirms and declares:

- A. That the Proposer understands all requirements for the RFQ and states that as a serious Proposer they will comply with all the stipulations included in the RFQ package.
- B. That the Proposer is of lawful age and that no other person, firm or corporation has any interest in this Proposal or in the contract proposed to be entered into except as expressly stated below.
- C. That this qualification proposal is made without any understanding, agreement, or connection with any other person, firm or corporation, making a proposal for the same purpose and is in all respects fair and without collusion or fraud except as expressly stated below.
- D. That no officer or employee or person whose salary is payable in whole or in part from the City's Treasure is, shall be or become interested, directly or indirectly, surety or otherwise in this Proposal; in the performance of this Contract; in the supplies, materials, equipment and work or labor to which they relate; or in any portion of the profits thereof.
- E. That the Proposer has received and carefully examined all Addenda issued prior to Opening.
- F. All statements made by the Proposer in the Proposal are true and accurate as of the Proposal submittal date.

IN WITNESS WHEREOF, this Proposal is hereby signed and sealed as of the date indicated.

ATTEST:

PROPOSER:

BY: _____ (SEAL)

Witness

(Authorized Signature in Ink)

Witness

(Printed Name of Signer)

CORPORATE SEAL
(Where Appropriate)

(Printed Title of Signer)

(Date)

(ACKNOWLEDGEMENT OF PROPOSER, IF A CORPORATION)

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, who is personally known to me or who has produced _____ as identification and who did take an oath and who executed the foregoing instrument as _____ of _____, a _____ corporation, and who severally and duly acknowledged the execution of such instrument as such officer aforesaid, for and on behalf of and as the act and deed of said corporation, pursuant to the powers conferred upon said officer by the corporation's Board of Directors or other appropriate authority of said corporation, and who, having knowledge of the several matters stated in said foregoing instrument, certified the same to be true in all respects.

He/She is personally known to me or has produced _____ as identification.

WITNESS my hand and official seal the date aforesaid.

(Signature of the Person taking Acknowledgment)

(Name of Acknowledger Typed, Printed and Stamped)

(Title or Rank)

(Serial Number if Any)

(ACKNOWLEDGEMENT OF PROPOSER, IF A PARTNERSHIP OR INDIVIDUAL)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____, who is personally known to me or who has produced _____ as identification and who did take an oath and who executed the foregoing instrument as a member of the firm _____ (if applicable) and acknowledged the execution of same, for and on behalf of and as the act and deed of said firm, for the uses and purposes therein expressed. He/She is personally known to me or has produced _____ as identification.

WITNESS my hand and official seal the date aforesaid.

(Signature of the Person taking Acknowledgment)

(Name of Acknowledger Typed, Printed and Stamped)

(Title or Rank)

(Serial Number if Any)

ATTACHMENT B – Public Works Facility Map

