

JACKSONVILLE TRANSPORTATION AUTHORITY

REQUEST FOR PROPOSALS (RFP) FOR

undefined

PROPOSAL SUBMISSION DATE:

BY 2:00 PM (LOCAL), undefined

RFP NUMBER: RFP 25-002

Jacksonville Transportation Authority
100 LaVilla Center Drive
Jacksonville, Florida 32204

JACKSONVILLE TRANSPORTATION AUTHORITY

REQUEST FOR PROPOSALS

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1. NOTICE FOR PUBLICATION

JACKSONVILLE TRANSPORTATION AUTHORITY

REQUEST FOR PROPOSAL No. RFP 25-002

SUBJECT: RFP 25-002 LAMTD Design Build Request for Proposal for Parking Lot Project

PROPOSAL CLOSING: Monday, December 2, 2024, 2:00 pm. (local time)

The Jacksonville Transportation Authority (the “Authority” or the “JTA”) hereby requests Sealed Proposals for RFP 25-002, RFP 25-002 LAMTD Design Build Request for Proposal for Parking Lot Project.

The Jacksonville Transportation Authority the (‘Authority’ or ‘JTA’) hereby requests on behalf of the Lakeland Area Mass Transit District (‘LAMTD’ or ‘District’) in accordance with Florida Statutes, Chapter 287, Section 287.055, Consultant’s Competitive Negotiation Act (CCNA), a separately sealed Qualification Proposal and Technical Proposal from qualified firms, hereinafter referred to as the ‘Contractor’ for **Request for Proposals (“RFP”) No. P-24-002 Design Build Parking Lot Project** as further detailed in the Scope of Work.

Sealed Proposals will be received by the Jacksonville Transportation Authority (the “Authority” or the “JTA”), until the above-stated Submittal closing/opening dates and times on the JTA eProcurement Portal at <https://procurement.opengov.com/portal/jtafla/projects/123177>.

The complete Solicitation package will be available Tuesday, October 29, 2024 and may be obtained by visiting <https://procurement.opengov.com/portal/jtafla/projects/123177>. A complete examination and understanding of information contained in the Solicitation package is necessary in order for the Proposer to properly submit a Proposal. The Solicitation package also includes a detailed set of Instructions to Proposers. All Proposals shall be prepared in accordance with the Instructions to Proposers. The failure to comply with any requirement contained in the Solicitation may result in the rejection of the Proposal as non-responsive or a finding that the Proposer is not qualified.

Proposals must be uploaded to the JTA eProcurement Portal by the date and time identified in this solicitation. We strongly recommend that you give yourself sufficient time and at least ONE (1) day before Closing Time to begin the uploading process and to finalize your submission. Late proposals will not be accepted and the JTA eProcurement Portal will not accept submissions past the date and time of closing/opening.

1.1. DISADVANTAGED BUSINESS ENTERPRISE (DBE)

All Proposers are hereby notified that the DBE requirements of 49 CFR Part 26 apply to this Solicitation. The DBE participation goal for the Contract is **2%**. It is the policy of the LAMTD to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this Contract. The LAMTD encourages participation by all firms qualifying under this Solicitation, regardless of business size or ownership.

This resulting contract, if any, will be subject to contract compliance payment tracking, and the prime contractor and any DBE subcontractors shall provide any noted and/or requested contract compliance-related payment data to the LAMTD Contract Compliance Program. The prime contractor and all DBE subcontractors are responsible for responding by any noted response audit date or due date to any instructions or request for information. The prime contractor is responsible for ensuring all DBE subcontractors have completed all requested items and that their contact information is up-to-date.

1.2. TYPE OF PROCUREMENT

Design-Build

1.3. CONTRACT TYPE

Firm -Fixed Price or Rate

1.4. CONTRACT TERM

The Contract term shall to **project completion**. The Contract work shall commence upon the LAMTD's issuance of a Notice to Proceed (NTP) as evidenced by receipt of the LAMTD Purchase Order.

1.5. BASIS OF AWARD

Basis of Award (Best Value Method).

a. This is a "Best Value" competitive negotiated procurement. The LAMTD will conduct a two-step selection process as described in Section III. The LAMTD may make award, if any, based on the selection criteria set forth in Section III from this solicitation to the responsible proposer(s) whose proposal offer conforms to the solicitation and is determined to be responsible in accordance with the LAMTD Procurement Policy, which is incorporated herein by reference. Proposer must possess management, financial, technical, and any required certifications necessary to fulfill the requirements of the Solicitation and is judged by an integrated assessment of the selection criteria to be most advantageous to the LAMTD, price and other factors considered.

b. The LAMTD reserves the right to (1) reject any or all offers or parts thereof if such action is in LAMTD's best interest, (2) accept other than the lowest offer if applicable, (3) waive informalities and minor irregularities in offers received, request additional information or clarifications, re-advertise, cancel, postpone the solicitation at any time, with or without cause, without liability to any Proposer. (4) reserves the right to take into consideration the Proposer's qualifications and past performance with LAMTD or any other entity in determining if the Proposer is responsible and qualified.

c. The LAMTD intends to evaluate Proposals and may conduct discussions with Proposer(s) with the most highly ranked proposal. A Proposal may be eliminated from the competitive range if, in the opinion of the Evaluation Committee, the proposal has deficiencies so severe as to preclude resolution in time to be of service to the LAMTD or there is a need to limit the competitive range for the purpose of efficiency.

d. Each initial Proposal should contain the Proposer's best terms from a technical standpoint.

e. Qualification and Technical items will be evaluated by a numerical rating system. The numerical rating depicts how well the Proposer's proposal meets the evaluation standards and solicitation requirements. The Proposal Risk assesses the risks associated with the Proposer's proposed approach as it relates to accomplishing the requirements of the Request for Qualifications. Performance Risk assesses the probability of the Proposer successfully accomplishing the proposed effort based on the Proposer's demonstrated past and present performance.

f. Prospective Proposers are advised that award, if any, may be made without discussions or any contact with the Proposers concerning the offers received except for clarifications. Therefore, Proposals should be submitted initially with the most favorable terms the prospective Proposer can submit to the LAMTD.

g. This is a Task Order (TO) based services Contract. The Task Orders derived from this contract may contain mandates that require additional approvals from regulatory authorities including the Federal Transit Administration (FTA), Federal Highway Administration (FHWA), City of Jacksonville (COJ), and Florida Department of Transportation (FDOT) among others, depending on the funding source allocated to a specific TO. The successful Proposers will be responsible for the implementation of projects from concept to completion of construction.

Actual quantities and final compensation will be issued via the Task Orders identified in the Scope of Work contingent upon available budget and funding during the contract period.

Respondent is hereby notified that Section 287.057-01, Florida Statutes, requires that LAMTD may not request documentation of or consider a Proposer's social, political, or ideological interests when determining if the Proposer is a responsible Proposer, and LAMTD may not give any preference to any Proposer based on that Proposer's social, political, or ideological interests.

1.6. MINIMUM REQUIREMENTS

1. Proposers shall be in good standing and authorized to transact business in the State of Florida. This shall be verified by the proposing firm being listed as active in Sunbiz.org database.

2. Proposers shall not be listed in the Federal System for Award Management (SAM) as an excluded party.

3. All licenses required for Proposers whose businesses and professions are regulated by the Florida Department of Business and Professional Regulation must be active and current at the time of the proposal submission.

Proposer to provide in copies of all licenses.

4. The Proposer must be a Design-Build Firm, defined by Florida Statutes § 287.055(2)(h) as “a partnership, corporation, or other legal entity that: (1) is certified under § 489.119 to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or (2) is certified under § 471.023 to practice or to offer to practice engineering; certified under § 481.219 to practice or to offer to practice architecture; or certified under § 481.319 to practice or to offer to practice landscape architecture.”

A. In addition, Proposers must identify the following individuals and demonstrate that each has work or experience similar in scope to the project described herein:

1. The Engineer of Record for design of the project;
2. The Construction Contractor responsible for construction, commissioning, start up, and acceptance of the project; and
3. The proposed Project Manager for the project.

Proposers must demonstrate successful, continuous, recent, and similar management and operational experience in the development, design, construction, operation, and maintenance of a project similar in scope to the project described herein, including projects in which federal funding, at least in part, was used to fund the project.

Failure to demonstrate compliance may result in being deemed non-responsive.

1.7. WAGE RATES FOR FEDERAL-AID PROJECTS

The U.S. Department of Labor (USDOL) Wage Rates applicable to this contract are listed in Wage Rate Decision Number **FL20240164** as modified through ten days prior to the Proposal Closing. When multiple wage tables are assigned to a Contract, general guidance of their use and examples of construction applicability is available on the Department's website. Contact the Department's Wage Rate Coordinator before responding if there are still questions concerning the applicability of multiple wage tables.

The Contractor shall comply with the Davis-Bacon and Copeland Anti-Kickback Acts and Contract Work Hours and Safety Standards Act as further detailed in the Required Clauses for FTA-Assisted Contracts .

1.8. BONDS & INSURANCE

Specific insurance requirements are set forth in the Solicitation package. Insurance shall be written by an insurer who holds a current Certificate of Authority pursuant to Chapter 624, Florida Statutes, and who has a most recently published rating by A.M. Best & Company of "A-" or better. Proposers must provide proof that the minimum insurance requirements can be met before Contract execution.

The Contract, if awarded, may require a Performance Bond, and/or a Payment Bond. Specific bonding and insurance requirements are set forth in the Solicitation package.

1.9. QUESTIONS AND ANSWERS

All questions or concerns regarding this solicitation must be submitted in the OpenGov Procurement Portal prior to 10:00 am (ET) on Friday, November 8, 2024. You will not be able to send messages after this time. Late questions may be answered at the sole discretion of the LAMTD. All responses to questions will be uploaded in the OpenGov Procurement Portal and issued in an Addendum, on Tuesday, November 12, 2024. Please contact the LAMTD Procurement Department at procurement@ridecitrus.com regarding any questions or concerns prior to the questions deadline.

1.10. CONE OF SILENCE

From the date of the initial publication of this Solicitation until the contract is awarded and the protest period has expired, all communication relating to this Solicitation, with the exception of Disadvantaged Business Enterprise (DBE) related questions, shall be sent to:

Heather Obora

Chief Procurement Officer

Email: Procurement@ridecitrus.com

(904) 630-3136

All DBE questions shall be addressed to the Executive Coordinate/DBE Liaison, Ella Joseph at ejoseph@ridecitrus.com or 863-534-5500 x1128. This includes questions related to certification or assistance with finding certified DBE's to partner with.

If you are not sure who to send a question to, please send it to procurement@ridecitrus.com and it will be forwarded to the appropriate personnel.

All other communication to the LAMTD or any LAMTD employee, consultant, or Board Member regarding this Solicitation is prohibited, unless made in accordance with LAMTD's Policy Manual found at www.ridecitrus.com. The LAMTD Board of Directors has established a zero tolerance policy and the LAMTD will disqualify any Proposer who makes or causes to be made, directly or indirectly, any improper communication. Nothing contained in this paragraph prohibits LAMTD procurement personnel from initiating contact with a Proposer and subsequent communication related thereto for the purpose of obtaining additional information that is relevant to the Solicitation.

Proposers are hereby notified that the LAMTD is subject to the Florida Public Records Law and the Government in the Sunshine Act, as set forth in Florida Statutes Chapters 119 and 286; as such, most communications to the LAMTD are subject to public disclosure, and the selection meeting(s), if any, will be open to the public.

All LAMTD contracts are subject to funding availability and are not binding upon the LAMTD until duly executed by the LAMTD and delivered to the Proposer.

1.11. TIMELINE

Release Project Date:	October 29, 2024
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<p>Pre-Proposal Meeting (Non-Mandatory):</p>	<p>October 31, 2024, 10:00am</p> <p>Join from the meeting link https://jtafla.webex.com/jtafla/j.php?MTID=m0b6d5516f6850b0cde293583d3ee6e73</p> <p>Join by meeting number Meeting number (access code): 2345 2303471</p> <p>Meeting password: PJepjUvN896</p> <p>Tap to join from a mobile device (attendees only) +1-415-655-0002,,23452303471## United States Toll</p> <p>Join by phone +1-415-655-0002 United States Toll Global call-in numbers</p> <p>Join from a video system or application Dial 23452303471@jtafla.webex.com You can also dial 173.243.2.68 and enter your meeting number.</p>
<p>Site Tour #1:</p>	<p>November 1, 2024, 9:00am</p> <p>Lakeland Area Mass Transit District Main Office, 1212 George Jenkins Blvd, Lakeland, Florida</p>
<p>Site Tour #2:</p>	<p>November 4, 2024, 9:00am</p> <p>Lakeland Area Mass Transit District Main Office, 1212 George Jenkins Blvd, Lakeland, Florida</p>
<p>Deadline for Questions:</p>	<p>November 8, 2024, 10:00am</p>
<p>Response to Questions:</p>	<p>November 12, 2024, 10:00am</p>
<p>Proposal Closing Date:</p>	<p>December 2, 2024, 2:00pm</p>

<p>Evaluation Committee Meeting - Sunshine:</p>	<p>December 12, 2024, 11:00am</p> <p>Join from the meeting link https://jtafla.webex.com/jtafla/j.php?MTID=mb70ae7f32a152e72b69f252d3b608d69</p> <p>Join by meeting number Meeting number (access code): 2332 562 0577</p> <p>Meeting password: dWSJMPPc377</p> <p>Tap to join from a mobile device (attendees only) +1-415-655-0002,,23325620577## United States Toll</p> <p>Join by phone +1-415-655-0002 United States Toll Global call-in numbers</p> <p>Join from a video system or application Dial 23325620577@jtafla.webex.com You can also dial 173.243.2.68 and enter your meeting number.</p>
<p>Issue Notice of Intent to Award:</p>	<p>December 13, 2024</p>
<p>Board Meeting:</p>	<p>January 8, 2025</p>

2. INSTRUCTIONS TO PROPOSERS

2.1. INTRODUCTION

The Lakeland Area Mass Transit District, hereinafter referred to as the “District”, has provided public transportation to the Polk County area since 1982, with an employee population of about 214 individuals. The District’s operations include: approximately 48 fixed route buses, 49 paratransit demand response service vehicles, and 49 support vehicles.

2.2. BUSINESS ENTITY REGISTRATION

The District requests business entities to complete a registration form found on the District's website or at <https://citrusconnection.sharefile.com/i/i4cea51ba10a46b5a>. Firms need not register with the district to present an offer, however, it is suggested and encouraged, in order to receive notification of future solicitation. It is further advised that firms register on the JTA OpenGov Procurement Portal at <https://procurement.opengov.com/portal/jtafla/in> order to receive this solicitation posting and any addenda notifications.

It is the responsibility of the business entity to update and renew its application concerning any changes such as new address, telephone number, commodities, etc. during the performance of any agreement obtained as a result of this solicitation.

2.3. CONFLICT OF INTEREST

As per Chapter 112, Florida Statutes, the Offeror shall state if it represents clients that may present conflicts or potential conflicts with representation of the District. Offerors shall provide a list of any potential conflicts by descriptions. Offerors need not identify a particular client. If conflicts are listed, the Offeror shall address how these conflicts will be resolved. (See required Form D).

A Conflict of Interest, actual or apparent, may arise in any of the following:

- (a) A District employee or any member of the employee's immediate family has a controlling financial interest, direct or indirect, in a form, corporation, partnership or business entity that seeks to transact business with the District.
- (b) A Contractor is unable, or potential unable, to provide impartial and objective assistance or advice to the recipient due to other activities, relationship contracts or circumstances.
- (c) A Contractor has an unfair competitive advantage through obtaining access to nonpublic information during the performance of an earlier contract.
- (d) During the conduct of an earlier procurement, the Contractor has established the ground rules for a future procurement by developing specifications, evaluation factors or similar documents.

2.4. SITE VISITS

The LAMTD will be holding two site visit dates on November 1, 2024 and November 4, 2024, at the time a location specified in the solicitation. It is highly encouraged that any perspective Proposer attend one of the site visits to see the locations identified in the scope of work and familiarize the firm to the overall landscape, environment and operational use of the task order locations on the LAMTD property. Questions are encouraged to only be submitted through the JTA OpenGov Procurement Portal, as the site visits are not intended to be a question and answer session for this solicitation.

2.5. COMMUNICATIONS WITH THE DISTRICT

Questions: Technical or scope of service related questions, concerning this solicitation and/or contract award, shall be submitted in the JTA OpenGov Procurement Portal during the specified time posted in this solicitation. Written communication may be submitted in the form of an email to the Contracting Officer specified below.

Proposers are cautioned that until this solicitation is either recommended for award or cancelled, they may only contact the Contracting Officer identified. Discussions or communications regarding this solicitation with any other personnel associated in any capacity with the District, its consultants, contractors or members of its Board of Directors, are strictly prohibited, unless otherwise approved in writing by the Contracting Officer.

Any violation of this restriction will immediately result in the disqualification of the Proposer from further participation in this procurement, and from award of any contract or subcontract under this solicitation.

Statements made or information given during the procurement and award process binds the District ONLY when such statements or information are written and executed by the District's Chief Financial Officer or her designee.

No Proposer or other third party shall gain rights by virtue of these policies and procedures or the application thereof, nor shall any Proposer or third party have standing to sue or any cause of action arising therefrom.

All Proposers will be notified in writing when the District makes an award recommendation by the Contracting Officer or her designee. The Contracting Officer for this solicitation, is the following JTA staff:

Andrea Nelson, Contract Administrator

on behalf of Lakeland Area Mass Transit District,

1212 George Jenkins Blvd, Lakeland, FL 33815.

Phone: (904) 632-5525; email: anelson@jtafla.com

2.6. SOLICITATION TERMINOLOGY

The term Solicitation includes all documents that are included or referenced in the Solicitation package, including without limitation, the Request for Proposals, Notice for Publication, Instructions to Proposers, Specifications, Scope of Work, Special Conditions, Insurance Requirements, Contract Form, General Conditions, Required Clauses for Federally-Assisted Contracts, Required Proposal Forms, Certifications, Addenda, Project Manual, Drawings, Specifications, and the documents, reports, and information referenced in such Solicitation. The terms Proposer, Contractor, and Supplier may be used interchangeably.

2.7. PROPOSER'S OFFICIAL RECEIPT OF SOLICITATION DOCUMENTS

The Proposer must request and receive the complete Solicitation package directly from the JTA's OpenGov Procurement Portal. If you submit a Proposal for the Contract and you do not receive the Solicitation documents directly from the JTA's OpenGov Procurement Portal <https://procurement.opengov.com/portal/jtafla/> there is a serious risk that you will not be kept informed of Addenda and, therefore, your Proposal may be deemed non-responsive.

2.8. PROPOSAL ADDENDA

The LAMTD may respond to questions, or it may clarify or change any part of this Solicitation by issuing an Addendum. By submitting a Proposal, each Proposer consents to the content of all Addenda, whether or not received by the Proposer. Proposals must include the written acknowledgment of all Addenda that is contained in Section 6. The Solicitation may only be modified or clarified by Addenda and no verbal or informal writing that attempts to modify or interpret the Solicitation will be binding upon the LAMTD.

2.9. PROPOSER REVIEW OF SOLICITATION AND CONTRACT DOCUMENTS

By submitting a Proposal, the proposer represents that it has fully informed itself as to: (i) the conditions to be encountered; (ii) the character, quality, and quantities of work to be performed;; and (iii) all of the requirements of the Solicitation and Contract documents, including the plans, specifications, and the labor and security conditions under which the Contract is to be performed. The Proposer shall not be relieved of its obligation to furnish all materials, equipment, labor, and services necessary to complete the Contract by reason of having failed to inform itself with respect to those matters. If this acquisition is related to a project in which conditions, specifications, and/or plans have been issued, those documents, where applicable, are incorporated herein. The LAMTD does not guarantee the accuracy of any information that may have been provided in connection with the Solicitation and if this is a lump sum Contract, the LAMTD does not assume any responsibility for determining the quantities or level of effort required.

2.10. PROPOSAL DELIVERY AND OPENING

Proposals must be uploaded, submitted and finalized by the due date, at the location identified in the Notice for Publication (the “Notice”), or as amended in an Addendum. No additional promotional or advertising information will be accepted. We strongly recommend that you give yourself sufficient time and at least ONE (1) day before the submission deadline to begin the uploading process and to finalize your submission. The JTA OpenGov Procurement Portal will not allow the acceptance of late proposals. Facsimile, electronic mail and in-person deliveries will not be accepted. The Authority is the official timekeeper and the Authority's determination of the time shall be deemed correct and final.

Pursuant to Article 1, Section 24 of the Florida Constitution and under Chapter 119, Florida Statutes, if a Respondent considers any portion of the documents, data, or records submitted in response to this solicitation to be confidential, proprietary, trade secret, or otherwise not subject to disclosure pursuant to applicable State of Florida laws, the Respondent must provide LAMTD with a separate “REDACTED COPY” of its response. This redacted copy shall be submitted, on the JTA OpenGov Procurement Portal, and shall be clearly titled “REDACTED COPY” at the same time the Proposer submits its response to the solicitation. An entire proposal or the proposed cost in a proposal cannot be identified as “CONFIDENTIAL”, “PROPRIETARY” or “TRADE SECRET”. The Respondent must provide a brief description of the grounds for claiming exemption from public records law, including the specific statutory citation for such exemption that allows the withholding on the require form “Certification of Redacted Copy”.

The Proposal should contain a cover page containing the following information:

- Legal Business name of the Proposer
- Name of a single point of contact
- Business Address and Local if applicable
- Phone Number of Primary Point of Contact
- Email Address of Primary Point of Contact
- RFP No. and Title

2.11. REVIEW OF SUBMISSIONS FOR RESPONSIVENESS

Each Proposal will be reviewed to determine responsiveness to the submission requirements as outlines through the solicitation. A responsive Proposal is one which follows the requirements of the solicitation, includes all documentation, is submitted in the format outlined, is submitted on time and has the appropriate signatures as required on each document. The failure to comply with any requirement contained in the Notice, Instructions to Proposers, Required Forms, and/or other Solicitation documents may result in the rejection of the Proposal as non-responsive. Failure to comply with any of these requirements may result in a Proposal being deemed non-responsive.

2.12. RESERVATION OF RIGHTS IN THE SOLICITATION PROCESS.

The LAMTD reserves all rights it is entitled to under the law, including the right to:

- reject any or all Proposals and to cancel or postpone the Solicitation, in whole or in part, for any reason, without liability;
- issue subsequent or concurrent Solicitation(s) for the work/services described herein;

- perform background checks, reference checks, and consider any information the LAMTD deems pertinent to the Solicitation;
- request additional copies of the Proposal from the Proposer, at no cost to the LAMTD; and
- request additional or omitted information and seek clarifications of any Proposal.

2.13. QUALIFICATIONS AND REFERENCES

The LAMTD reserves the right to request any additional information it deems necessary regarding the Proposer's previous experience and qualifications, and the LAMTD may also consider any evidence available to it regarding the financial, technical, and other qualifications and abilities of the Proposer. The Proposer shall provide any additional information requested within twenty-four (24) hours of such request.

2.14. INDEPENDENT PRIVATE SECTOR INSPECTOR GENERAL REVIEW

In connection with any award issued as a result of this solicitation, the District has the right to retain the services of an Independent Private Sector Inspector General ("IPSIG"), whenever the District deems it appropriate to do so. Upon written notice from the District, the selected Proposer shall make available to the IPSIG all requested records and documentation pertaining to this solicitation or any subsequent award, for inspection and copying. The District will be responsible for the payment of these IPSIG services, and under no circumstance shall the Proposer's cost/price for this solicitation of any subsequent work orders awarded to be inclusive of any charges relating to these IPSIG services. The terms of this provision apply to the Proposer, its officers, agents, employees and assignees. Nothing contained in this provision shall impair any independent right of the District to conduct, audit or investigate the operations, activities and performance of the selected Proposer in connection with this solicitation or any contract issued as a result thereof. The terms of this provision are neither intended nor shall they be construed to impose any liability on the District by the selected Proposer or third party.

2.15. RULES, REGULATIONS AND LICENSING REQUIREMENTS

The Proposer shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, especially those applicable to conflict of interest and collusion. Proposers are presumed to be licenses to do business in the State of Florida and be familiar with all Federal, State and local laws, ordinances, codes, rules and regulations that may in any way affect the foods or services offered, especially Executive Order 11375, as supplemented by the Department of Labor Regulations (41 CFR, Part 60), the Americans with Disabilities Act of 1990 and implementing regulations, the Renovation Act of 1973, as amended, Chapter 553 of Florida Statutes and any and all other location, State and Federal directives, ordinances, rules, orders, and laws relating to people with Disabilities. Lack of knowledge by the Proposer will in no way be cause for relief from responsibility.

2.16. REQUIRED FORMS AND CERTIFICATIONS

Proposers shall complete and return all forms and certifications required by section "Required Forms and Certifications". The forms and certifications must be submitted using the exact documents provided and must be signed by an authorized representative of the Proposer. Any alteration of the Forms or failure to submit required forms shall cause the Proposal to be rejected as non-responsive.

The forms cannot be marked "N/A" and returned as an effort to comply with the requirements. These forms MUST be completed, signed, and returned with your Proposal. The burden is on each Proposer to know of and submit all required forms and certification with Proposal submittals. If the LAMTD determines that a Proposer has failed to return completed form(s) and certification(s), and/or has failed to sign all required form(s) and certification(s), the Proposal shall be rejected as non-responsive .

2.17. TRUTH IN NEGOTIATION CERTIFICATION

In accordance with Florida Statute Section 287.055(5)(a), Proposers are required to submit a Truth-in-Negotiation-Certificate with Technical Proposals certifying that wage rates and other factual unit costs supporting compensation for the Contract will be accurate, complete, and current at the time of contracting. The original Contract price and any adjustments thereto can and will be adjusted if the LAMTD determines that such Contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs.

2.18. LIQUIDATED DAMAGES

The Consultant and the LAMTD acknowledge and agree that time is of the essence in the completion of the Work it is of utmost importance for the Consultant to complete the Work within the time set forth in the Contract. The Consultant understands and agrees that its failure to complete the Work within the required time will significantly impact the LAMTD, and that the impacts, costs, and other damages resulting from that failure are impossible to reasonably quantify as of the date the Contract is executed. Therefore, Consultant acknowledges and agrees that, if the Consultant fails to achieve Substantial Completion or Final Completion or any other milestone date(s) identified in the Contract documents within the established timeframe, as adjusted by Contract Amendments, if any, the Consultant and the Consultant's surety shall immediately be liable to the LAMTD for Liquidated Damages for such delay, not as a penalty but as compensation to the LAMTD for its damages incurred due to such delay, as follows: one-thousand five-hundred and 00/100 Dollars (\$1,500.00) per calendar day for each and every consecutive calendar day elapsing between the date fixed for Substantial Completion of the Work and the date Substantial Completion is actually achieved, and if specified in the Contract Documents, every consecutive calendar day elapsing between the date fixed for a defined milestone and the date that the milestone is actually achieved; and one-thousand five-hundred and 00/100 Dollars (\$1,500.00) per calendar day for each and every consecutive calendar day beyond the calendar days fixed for Final Completion of the Work and the date Final Completion is actually achieved.

The Liquidated Damages are intended to compensate the LAMTD for late performance only, and the Consultant understands and agrees that it shall also be liable to the LAMTD for all actual and consequential damages incurred by the LAMTD for other breaches of the Contract. The LAMTD may withhold all payments due under the Contract until the Consultant's liability for Liquidated, Actual, and Consequential Damages has been satisfied in full. The LAMTD's receipt of payment for Liquidated Damages does not preclude the LAMTD from pursuing any other rights or remedies available to it under the Contract or in accordance with Florida law.

2.19. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

It is the official policy of the U.S. Department of Transportation (DOT) and the LAMTD that Disadvantaged Business Enterprises (DBEs) have a level playing field on which to participate in the performance of all contracts. This Solicitation and contract award are subject to the requirements of Title 49 Code of Federal Regulations, Part 26.

The Proposer and its subcontractors shall not discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, age, disability, religion, or family status in the performance of the Contract. The Proposer shall carry out applicable requirements of the DBE program in the award and administration of the work associated with the Contract.

In accordance with 49 CFR Part 26.55, to count towards the goal the DBE must be performing a commercially useful function on the contract. If a DBE does not perform or exercise responsibility for at least 30 percent of the total cost of its contract with its own work force, or the DBE subcontracts a greater portion of the work of a contract than would be expected on the basis of normal industry practice for the type of work involved, you must

presume that it is not performing a commercially useful function. This is true for a DBE Prime Contractor and lower tier DBE firms on the contract.

A. Participation Goals. If a DBE participation goal has been established for the Contract:

Proposers must meet one (1) of the following criteria to be considered for the Contract:

1. Achieve the DBE participation goal as specified below; OR
2. Submit documentation detailing its good faith efforts.

The LAMTD's award of this Contract is conditioned upon Proposer satisfying the good faith effort requirements of 49 CFR §26.53.

As a condition of bid responsiveness, Proposers must submit the following information with its Proposer on the forms provided herein:

1. The names and addresses of Disadvantaged Business Enterprise (DBE) firms that will participate in the contract;
2. A description of the work that each DBE firm will perform;
3. The dollar amount of the participation of each DBE firm listed under (1)
4. Written statement from Proposer or Offeror that attests their commitment to use the DBE firm(s) listed under (1) to meet the LAMTD's project goal; and
5. If Proposer or Offeror cannot meet the advertised project DBE goal, evidence of good faith efforts undertaken by the Proposer or Offeror as described in appendix A to 49 CFR part 26.

The successful Proposer must provide written confirmation of participation from each of the DBE firms the Proposer lists in its commitment within five days after Proposal opening.

1. The names and addresses of Disadvantaged Business Enterprise (DBE) firms that will participate in the contract
2. A description of the work that each DBE firm will perform;
3. The dollar amount of the participation of each DBE firm listed under (1)
4. Written statement from Proposer or Offeror that attests their commitment to use the DBE firm(s) listed under (1) to meet the LAMTD's project goal; and
5. If Proposer cannot meet the advertised project DBE goal, evidence of good faith efforts undertaken by the Proposer as described in Appendix A to 49 CFR part 26.

I.

A. Participation Goals. If a DBE participation goal has not been established for this project,

Proposers are encouraged to make every attempt to secure a level of DBE participation that contributes toward the achievement of LAMTDs overall DBE goal of 2%. When a goal has been established, the failure of the Proposer to either meet the participation goal or submit satisfactory evidence of good faith efforts may result in the Proposer being rejected as non-responsive.

DBE Goal Established For The Contract: The Proposer shall make a good faith effort to subcontract (2%) of the dollar value of the total annual aggregate amount of the Contract as set forth in the Notice, to certified DBE subcontractors (race conscious). Contracted Proposers shall submit reports, on forms provided or approved by the LAMTD: (1) with each invoice, indicating the amount of the progress payment due to DBE firms; and (2) quarterly and annual reports indicating the total aggregate amounts paid by the LAMTD to the Proposer, and the amount and percentages of those payments which have been paid to individually identified DBE firms.

Documenting Goal Initiatives. DBE forms will be used to document the Proposer's achievement of the established DBE goal for the Contract or, if no goal is specified, information on DBE participation. DBE forms shall be as complete and accurate as possible, and shall include all required information. Failure to comply with these requirements may be cause for rejection of the Proposal. A Proposer who does not meet the stated DBE goals, where assigned, must also submit Good Faith Effort documentation as part of its Proposal (see the "Good Faith Efforts" section listed below). Proposers who do not address these requirements may be deemed non-responsive.

Determining Compliance with DBE Requirements for Contracts with a DBE Goal – Forms. Each Proposer must acknowledge its commitment to achieving the DBE participation goals set by the District. There are several required sections in **Form J - Disadvantaged Business Enterprise (DBE) Provision form** that must be submitted as part of the Solicitation process, which support this requirement:

- Form J - Disadvantaged Business Enterprise (DBE) Provisions
 - Part I - A. Declaration of DBE Firm(S) - Submitted for each DBE subcontractor/supplier, outlining the dollar value of the work to be performed.
 - Part I - B: Declaration of Prime Contractor
 - Part I - C: Schedule of Subcontractors Form - Identifies those subcontractors/suppliers whom the Proposer will utilize on the Contract, including the certified DBE businesses, and the scope and relative value (expressed as a percentage) of work to be performed by each subcontractor.
 - Part II - Good Faith Efforts (if applicable)
 - Part II - C: Policy Statement including Execution Section

If the Proposer is awarded a Contract with the LAMTD, it must enter into a formal written agreement with the DBEs identified in its *Schedule of Suppliers/Subcontractors Form* in accordance with the assignments identified and outlined in the *Intent to Perform as a DBE*.

If the selected Proposer is a certified DBE and intends to perform a portion of the work with its own forces, the Proposer shall identify the responsibilities it intends to perform by type and by percentage of work to be done. In order for the work to be counted towards the DBE goal assigned to the project, the Proposer must perform the work as specified and may not delegate or contract the specified responsibilities to other entities.

Certification. ALL PROPOSED DBEs MUST BE CERTIFIED BY THE FLORIDA UNIFORM CERTIFICATION PROGRAM (UCP) AT THE TIME OF SUBMISSION OF THE BID. If a subcontractor/supplier is not certified by the aforementioned certification program at the time of submission, the Proposer can neither report the non-certified business' participation, nor include that company's dollar value of work towards any established DBE goals. Applications for certification may be obtained from the LAMTD directly or from the LAMTD's website at www.ridecitrus.com. The Proposer shall fully comply with all requests for additional documentation. In determining an applicant's eligibility for DBE status, the LAMTD will generally rely upon the Federal Certification Process, as described in 49 CFR Part 26. In addition, as a member of the

Unified Certification Program (UCP) within the state of Florida where FDOT is the host agency, the LAMTD will accept DBEs certified by FDOT and may, on a case-by-case basis, accept a DBE certification decision made by another UCP or non-Florida Department of Transportation.

Good Faith Efforts. Any Proposer who is unable to meet the requested DBE participation goal, where established, is required to include, as part of its Proposal, Good Faith Effort documentation detailing the attempts made to secure DBE participation. An important component in evaluating a Proposer's good faith efforts is the number of qualified DBEs expressing an interest in performing work under the Contract. When there is limited availability of such firms, a Proposer cannot reject a DBE as unqualified unless the Proposer has sound reasons to do so, as determined by a thorough investigation of the DBE's capabilities. There are several required sections in **Form J - Disadvantaged Business Enterprise (DBE) Provision form** that must be submitted as part of the Solicitation process, which support this requirement, if applicable:

- Form J - Disadvantaged Business Enterprise (DBE) Provisions
 - Part I I- DBE Good Faith Efforts
 - Part II - A: Documentation of Actual DBE Participation
 - Part II - B: Documentation of Adequate Good Faith Efforts

The extent and type of actions required for a Proposer to meet the good faith effort requirement may vary depending upon such factors as industry practice, time available for submitting a Proposal, and the type of agreement involved. See Appendix A to 49 CFR Part 26 for additional information. The following list, which is neither exclusive nor exhaustive, provides examples of the actions and activities which would be considered good faith efforts on the part of a Proposer attempting to meet the prescribed DBE goal:

- A. Attending planned pre-proposal meetings scheduled by the LAMTD to review resources, such as certified DBE vendor lists, and to discuss, among other things, DBE participation opportunities;
- B. Advertising in general circulation, trade association, and minority/women-focused media concerning subcontracting opportunities;
- C. Soliciting the interest of a reasonable number of DBEs through written notices, and allowing an adequate amount of time for response and inquiry from interested parties;
- D. Contacting prospective DBE participants in response to initial Solicitations to assess level of interest;
- E. Utilizing subcontracting arrangements and other techniques to structure the project in a manner designed to increase the likelihood of participation of DBE firms;
- F. Providing interested DBEs with adequate information about the plans, specifications, scope of work, and requirements of the Contract;
- G. Discussing with interested DBEs the required capabilities of the project, and performing a thorough investigation of the DBE's qualifications to determine inherent competencies;
- H. Using good business judgment to negotiate in good faith with interested DBEs regarding price, and reviewing all reasonable quotes from interested DBE businesses;
- I. Assisting interested DBEs in obtaining bonding, lines of credit, insurance, and other guarantees required by the LAMTD and/or the Proposer;

- J. Supporting interested DBEs in obtaining necessary equipment, supplies, materials, or related assistance and services; and
- K. Effectively utilizing the services of various community and professional organizations to aid in identifying qualified DBEs. These organizations include, but are not limited to minority and women-based: community organizations; chambers of commerce; contractor groups; local, state, and federal business assistance offices; the LAMTD; and other organizations that provide assistance in the identification of DBEs.

These efforts are active steps, ones that may significantly increase the potential for sufficient DBE participation and the achievement of DBE participation goals. When the LAMTD determines that the Proposer's actions were mere pro forma efforts that fall short of the good faith efforts such as those listed above, the Proposal may be rejected as non-responsive.

2.20. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

It is the official policy of the U.S. Department of Transportation (DOT) and the Authority that Disadvantaged Business Enterprises (DBEs) have a level playing field on which to participate in the performance of all contracts. This Solicitation and contract award are subject to the requirements of Title 49 Code of Federal Regulations, Part 26.

The Proposer and its subcontractors shall not discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, age, disability, religion, or family status in the performance of the Contract. The Proposer shall carry out applicable requirements of the DBE program in the award and administration of the work associated with the Contract.

In accordance with 49 CFR Part 26.55, to count towards the goal the DBE must be performing a commercially useful function on the contract. If a DBE does not perform or exercise responsibility for at least 2 percent of the total cost of its contract with its own work force, or the DBE subcontracts a greater portion of the work of a contract than would be expected on the basis of normal industry practice for the type of work involved, you must presume that it is not performing a commercially useful function. This is true for a DBE Prime Contractor and lower tier DBE firms on the contract.

1. Participation Goals. If a DBE participation goal has been established for the Contract:

Proposers must meet one (1) of the following criteria to be considered for the Contract:

- (a) Achieve the DBE participation goal as specified below;

OR

- (b) Submit documentation detailing its good faith efforts.

The LAMTD's award of this Contract is conditioned upon Proposer satisfying the good faith effort requirements of 49 CFR §26.53.

As a condition of bid responsiveness, Proposers must submit the following information with its Proposal on the forms provided herein:

- A. The names and addresses of Disadvantaged Business Enterprise (DBE) firms that will participate in the contract;
- B. A description of the work that each DBE firm will perform;

- C. The dollar amount of the participation of each DBE firm listed under (1)
- D. Written statement from Proposer or Offeror that attests their commitment to use the DBE firm(s) listed under (1) to meet the LAMTD's project goal; and
- E. If Proposer or Offeror cannot meet the advertised project DBE goal, evidence of good faith efforts undertaken by the Proposer or Offeror as described in appendix A to 49 CFR part 26.

The successful Proposer must provide written confirmation of participation from each of the DBE firms the Proposer lists in its commitment within five days after Proposal opening:

- A. The names and addresses of Disadvantaged Business Enterprise (DBE) firms that will participate in the contract;
- B. A description of the work that each DBE firm will perform;
- C. The dollar amount of the participation of each DBE firm listed under (1)
- D. Written statement from Proposer or Offeror that attests their commitment to use the DBE firm(s) listed under (1) to meet the Authority's project goal; and
- E. If Proposer cannot meet the advertised project DBE goal, evidence of good faith efforts undertaken by the Proposer as described in appendix A to 49 CFR part 26.

2. Participation Goals. If a DBE participation goal has not been established for this project, Proposers are encouraged to make every attempt to secure a level of DBE participation that contributes toward the achievement of Authority's overall DBE goal of 27%. When a goal has been established, the failure of the Proposer to either meet the participation goal or submit satisfactory evidence of good faith efforts may result in the proposal being rejected as non-responsive.

(X) DBE Goal Established for The Contract: The Proposer shall make a good faith effort to subcontract two percent (2%) of the dollar value of the total annual aggregate amount of the Contract as set forth in the Notice, to certified DBE subcontractors (race conscious). Contracted Proposers shall submit reports, on forms provided or approved by the Authority: (1) with each invoice, indicating the amount of the progress payment due to DBE firms; and (2) quarterly and annual reports indicating the total aggregate amounts paid by the Authority to the Proposer, and the amount and percentages of those payments which have been paid to individually identified DBE firms.

OR

() No DBE Goal Established for The Contract: Proposers are encouraged to make every attempt to obtain participation of certified DBEs and other small businesses in the completion of the Contract (race neutral).

Documenting Goal Initiatives. DBE forms will be used to document the Proposer's achievement of the established DBE goal for the Contract or, if no goal is specified, information on DBE participation. DBE forms shall be as complete and accurate as possible and shall include all required information. Failure to comply with these requirements may be cause for rejection of the Bid. A Proposer who does not meet the stated DBE goals, where assigned, must also submit Good Faith Effort documentation as part of its Bid (see the "Good Faith Efforts" section listed below). Proposers who do not address these requirements may be deemed non-responsive.

Determining Compliance with DBE Requirements for Contracts with a DBE Goal – Forms. Each Proposer must acknowledge its commitment to achieving the DBE participation goals set by the LAMTD. There are several required forms that must be submitted as part of the Solicitation process, which support this requirement:

- Form J - Disadvantaged Business Enterprise (DBE) Provisions
 - Part I - A. Declaration of DBE Firm(S) - Submitted for each DBE subcontractor/supplier, outlining the dollar value of the work to be performed.
 - Part I - B: Declaration of Prime Contractor
 - Part I - C: Schedule of Subcontractors Form - Identifies those subcontractors/suppliers whom the Proposer will utilize on the Contract, including the certified DBE businesses, and the scope and relative value (expressed as a percentage) of work to be performed by each subcontractor.
 - Part II - Good Faith Efforts (if applicable)
 - Part II - C: Policy Statement including Execution Section

If the Proposer is awarded a Contract with the LAMTD, it must enter into a formal written agreement with the DBEs identified in its *Subcontractor Utilization Form* in accordance with the assignments identified and outlined in the *Intent to Perform as a DBE*.

If the selected Proposer is a certified DBE and intends to perform a portion of the work with its own forces, the Proposer shall identify the responsibilities it intends to perform by type and by percentage of work to be done. In order for the work to be counted towards the DBE goal assigned to the project, the Proposer must perform the work as specified and may not delegate or contract the specified responsibilities to other entities.

Certification. ALL PROPOSED DBEs MUST BE CERTIFIED BY THE LAMTD AT THE TIME OF SUBMISSION OF THE PROPOSAL. If a subcontractor is not certified by the aforementioned certification program at the time of submission, the Proposer can neither report the non-certified business' participation, nor include that company's dollar value of work towards any established DBE goals. Applications for certification may be obtained from the LAMTD directly or from the LAMTD's website at www.ridecitrus.com. The Proposer shall fully comply with all requests for additional documentation. In determining an applicant's eligibility for DBE status, the LAMTD will generally rely upon the Federal Certification Process, as described in 49 CFR Part 26. In addition, as a member of the Unified Certification Program (UCP) within the state of Florida where FDOT is the host agency, the LAMTD will accept DBEs certified by FDOT and may, on a case-by-case basis, accept a DBE certification decision made by another UCP or non-Florida Department of Transportation.

Good Faith Efforts. Any Proposer who is unable to meet the requested DBE participation goal, where established, is required to include, as part of its Bid, Good Faith Effort documentation detailing the attempts made to secure DBE participation. An important component in evaluating a Proposer's good faith efforts is the number of qualified DBEs expressing an interest in performing work under the Contract. When there is limited availability of such firms, a Proposer cannot reject a DBE as unqualified unless the Proposer has sound reasons to do so, as determined by a thorough investigation of the DBE's capabilities.

There are several required sections in **Form J - Disadvantaged Business Enterprise (DBE) Provision form** that must be submitted as part of the Solicitation process, which support this requirement, if applicable:

- Form J - Disadvantaged Business Enterprise (DBE) Provisions
 - Part I I- DBE Good Faith Efforts
 - Part II - A: Documentation of Actual DBE Participation

○ Part II - B: Documentation of Adequate Good Faith Efforts

The extent and type of actions required for a Proposer to meet the good faith effort requirement may vary depending upon such factors as industry practice, time available for submitting a Bid, and the type of agreement involved. See Appendix A to 49 CFR Part 26 for additional information. The following list, which is neither exclusive nor exhaustive, provides examples of the actions and activities which would be considered good faith efforts on the part of a Proposer attempting to meet the prescribed DBE goal:

- A. Attending planned pre-proposal meetings scheduled by the LAMTD to review resources, such as certified DBE vendor lists, and to discuss, among other things, DBE participation opportunities;
- B. Advertising in general circulation, trade association, and minority/women-focused media concerning subcontracting opportunities;
- C. Soliciting the interest of a reasonable number of DBEs through written notices, and allowing an adequate amount of time for response and inquiry from interested parties;
- D. Contacting prospective DBE participants in response to initial Solicitations to assess level of interest;
- E. Utilizing subcontracting arrangements and other techniques to structure the project in a manner designed to increase the likelihood of participation of DBE firms;
- F. Providing interested DBEs with adequate information about the plans, specifications, scope of work, and requirements of the Contract;
- G. Discussing with interested DBEs the required capabilities of the project, and performing a thorough investigation of the DBE's qualifications to determine inherent competencies;
- H. Using good business judgment to negotiate in good faith with interested DBEs regarding price, and reviewing all reasonable quotes from interested DBE businesses;
- I. Assisting interested DBEs in obtaining bonding, lines of credit, insurance, and other guarantees required by the LAMTD and/or the Proposer;
- J. Supporting interested DBEs in obtaining necessary equipment, supplies, materials, or related assistance and services; and
- K. Effectively utilizing the services of various community and professional organizations to aid in identifying qualified DBEs. These organizations include but are not limited to minority and women-based: community organizations; chambers of commerce; contractor groups; local, state, and federal business assistance offices; the LAMTD; and other organizations that provide assistance in the identification of DBEs.

These efforts are active steps, ones that may significantly increase the potential for sufficient DBE participation and the achievement of DBE participation goals. When the LAMTD determines that the Proposer's actions were mere pro forma efforts that fall short of the good faith efforts such as those listed above, the Proposal may be rejected as non-responsive.

2.21. PROPOSER DISQUALIFICATION

Any of the following causes may be considered sufficient for the disqualification of a Proposer and the rejection of its Proposal:

- A. submission of more than one (1) Proposal from a Proposer for the same work by an individual, entity, partnership, or corporation under the same or different names; or submission of alternate prices when requested which will not be accepted unless the solicitation (or Addendum) has clearly provided for alternate prices on the applicable forms;
- B. evidence of collusion between or among Proposers;
- C. work for which the Proposer is committed by contract, which, in the LAMTD's judgment and sole discretion, might hinder or prevent the prompt completion of the Contract if awarded to the Proposer;
- D. being behind on the approved completion schedule for any existing contract or contract completed within two (2) years of the Proposal Closing date with the LAMTD where the Contractor has been assessed liquidated damages, being involved in litigation with the LAMTD, or having been declared by the LAMTD to be in default on a previous contract with the LAMTD;
- E. poor, negligent, or defective performance of work for the LAMTD or any other party on prior projects, which, in the LAMTD's judgment and sole discretion, raises doubts as to the Proposer's ability to properly perform the Contract;
- F. appearance of the Proposer on the Department of General Services' Convicted Vendors List; debarment or suspension of the Proposer by the LAMTD pursuant to the LAMTD's Policies; or for "covered transactions," as that term is defined in 49 CFR Part 29, with a value greater than \$25,000, if the Proposer is presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
- G. submitting more than one (1) price on each item even though it has two (2) or more types or styles that will meet the scope of work. Proposers must determine for themselves which to offer;
- H. violating the Cone of Silence; (See Communications with the District section)
- I. having any real or apparent conflict of interest, including any relationship with or interest in those firms who have assisted the LAMTD in the preparation of the Solicitation;
- J. misstating or omitting a material fact in the Proposal, submitting a Proposal that is conditional, or submitting a proposal that contains unauthorized conditions, limitations, exceptions, or alterations;
- K. failing to properly: (i) execute any Form; (ii) execute any Proposal Security; (iii) execute other required documents; or (iv) meet the minimum requirements of the Solicitation; or
- L. any other reason, as determined in the sole discretion of the LAMTD, that warrants rejection of the Proposal or disqualification of the Proposer, including listing unqualified subcontractors or failing to provide adequate references for the Proposer and/or any subcontractors upon request.

The LAMTD may cancel or postpone the Solicitation and may reject any and all Proposals, with or without cause, and may waive any minor irregularity in any Proposal.

2.22. NON-ELIGIBILITY OF DESIGN CRITERIA PROFESSIONAL TO RENDER SERVICES

Pursuant to Florida Statute § 287.055, a design criteria professional is defined as "a firm who holds a current certificate of registration under chapter 481 to practice architecture or landscape architecture or a firm who holds a current certificate as a registered engineer under chapter 471 to practice engineering and who is employed by

or under contract to the agency for the providing of professional architect services, landscape architect services, or engineering services in connection with the preparation of the design criteria package.”

A design criteria package is defined by § 287.055 as “concise, performance-oriented drawings or specifications of the public construction project. The purpose of the design criteria package is to furnish sufficient information to permit design-build firms to prepare a Proposal or a response to an agency’s request for proposal, or to permit an agency to enter into a negotiated design-build contract. The design criteria package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, storm water retention and disposal, and parking requirements applicable to the project.”

Section 287.055 further provides that “A design criteria professional who has been selected to prepare the design criteria package is not eligible to render services under a design-build contract executed pursuant to the design criteria package.” A design criteria professional includes the design criteria professional firm together with any sub-contractors and/or members that participated in the development of the design criteria package.

2.23. TAXES

The LAMTD is exempt from the following taxes: (a) State of Florida Sales Tax by Certificate No. 85-8012614890C-8; (b) Federal Excise Tax Registration No. 59-2096281. The only purchases allowed to be made using these exemptions are to be made on either a LAMTD Purchase Order or a LAMTD check. The sales tax exemption does not apply to goods or services that are purchased or consumed by the Proposer for which the Proposer is deemed to be the ultimate consumer.

2.24. CARTAGE

All cartage and package charges shall be included at time of request for pricing.

2.25. DEVIATIONS TO SPECIFICATIONS

All requests for deviations from the specifications must be submitted as a written question prior to the deadline for questions. Proposals may be rejected as non-responsive if deviations are used without being approved in an Addendum.

2.26. DISCOUNTS

Prompt payment discounts will be considered during the administration of the Contract, but will not be considered when evaluating the Proposal.

2.27. PROCUREMENT DEPARTMENT AS AGENT

When the JTA Procurement Department is acting as agent for “other public activities” defined as activities receiving financial support in part from the District but not under the direct governing jurisdiction of the District, the name of such public activity shall be substituted for the words “JTA” and “Authority” throughout the Solicitation and Contract. For this Solicitation, the JTA is acting as agent for the LAMTD.

2.28. ETHICS PROVISION

The Proposer, by affixing its signature to the Proposal and/or by accepting a Purchase Order, represents that it has reviewed the provision of the Institute of Supply Management's "Principles and Standards of Ethical Supply Management Conduct," as assumed by the LAMTD as its official department guidelines for Procurement.

2.29. ACKNOWLEDGEMENT AND AGREEMENT TO CONTRACT TERMS

By signing the Proposal, the Proposer acknowledges its agreement to all terms, conditions, and specifications contained in this Solicitation and resulting Contract, if any. When the LAMTD issues a Purchase Order(s), the

Proposer shall comply with all the terms, conditions, and specifications contained in this Solicitation and resulting Contract, per the Order of Precedence in the Contract, until expiration or termination of the Contract. The work is to begin only after proper authorization and issuance of a Purchase Order or a Notice to Proceed.

2.30. NO PROPOSAL PREP COSTS

Under no circumstances will the LAMTD compensate any Proposer for the costs associated with responding to this Solicitation.

2.31. ALL-INCLUSIVE PROPOSAL

The Proposal shall include, at no additional cost to the LAMTD, all necessary safety equipment: in addition, all necessary taxes, licenses, permits, and insurance shall also be obtained by the Proposer at no additional cost to the LAMTD.

2.32. REQUEST FOR CLARIFICATION AND SUPPLEMENTAL INFORMATION

The LAMTD reserves the right to seek clarification and supplemental information from any or all Proposers when the Proposal contains any information or implication that is ambiguous.

2.33. PUBLIC RECORDS AND GOVERNMENT IN THE SUNSHINE LAWS

The LAMTD is subject to the Florida Public Records Law, the Government in the Sunshine Act, and possibly the Freedom of Information Act (FOIA). In compliance therewith, at the sole discretion of the LAMTD, the LAMTD may disseminate or make available to any person, without the consent of the Proposer, information regarding the Contract or the Proposal, including without limitation: requirements; specifications; drawings; sketches; schematics; models; samples; tools; computer or other apparatus programs; and technical information or data, whether or written or oral, furnished to the LAMTD in connection with this Solicitation.

2.34. AVAILABILITY OF PROPOSALS AFTER OPENING

In accordance with the Florida Public Records Law, Chapter 119, Florida Statutes, copies of all Proposals are available for public inspection thirty (30) days after the opening of Proposals or on the date of Notice of Intent to Award, whichever is earlier. Proposers may review opened Proposals once they are available for public inspection by contacting the LAMTD Public Records Office at HR@ridecitrus.com.

If LAMTD rejects all Proposals submitted in response to a competitive Solicitation and concurrently provides notice of its intent to reissue the competitive Solicitation, the rejected Proposals remain exempt from §§ [119.07](#)(1) and [119.24](#)(a), Florida Statutes, Art. I of the State Constitution until such time as LAMTD provides notice of an intended decision concerning the reissued competitive Solicitation or until LAMTD withdraws the reissued competitive Solicitation. A Proposal is not exempt for longer than twelve (12) months after the initial notice rejecting all Proposals.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

- **VIA MAIL TO: LAMTD, 1212 George Jenkins Blvd, Lakeland, FL 33815**
- **VIA TELEPHONE AT: (863) 327-1308;**
- **VIA EMAIL TO: HR@ridecitrus.com**

2.35. PROHIBITION AGAINST CONTRACTING WITH SCRUTINIZED COMPANIES.

By submitting a proposal:

- A. The Contractor hereby certifies that it is not on the Scrutinized Companies that Boycott Israel List and is not engaged in a boycott of Israel, as defined in Florida Statutes § 287.135, as amended;
- B. When the contract value is \$1,000,000 or more; the Contractor hereby certifies that it is: (1) not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List as defined in Florida Statutes § 287.135; and (2) not engaged in business operations in Cuba or Syria, as defined in Florida Statutes § 287.135, as amended.

2.36. STANDARD ASSURANCES (including Non-Collusion and Debarment Certifications)

By submitting a signed Proposal, each Proposer certifies, under penalty of perjury, that:

- A. The Proposer understands all requirements and, if selected, the Proposer will comply with all of the requirements of the Solicitation, the Proposal, and any resulting Contract.
- B. The signatory of the Proposer is of lawful age, and no other person, firm, or corporation, other than those clearly identified in the Proposal, has any interest in the Proposal and/or any resulting Contract.
- C. The Proposal is made without any understanding, agreement, or connection with any other Proposer or potential Proposer for the Contract, and is in all respects fair and without collusion or fraud; no attempt has been made or will be made by the Proposer to induce any other person, entity, partnership, or corporation to submit or not submit a Proposal for the purpose of restricting competition.
- D. The Proposer is familiar with, and the Proposal is in full compliance with, all applicable federal, state, and local laws and regulations, and the Proposer shall fully comply with same during the entire term of the Contract. The Proposer certifies that the Proposal complies with all applicable safety requirements, such as those required by OSHA, EPA, and the Authority.
- E. The Proposer is not precluded from submitting a Proposal under Section 287.133(2)(a), Florida Statutes, which provides that a person or affiliate (as defined by Florida law) who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Proposal or reply on a contract to provide any goods or services to a public entity; may not submit a Proposal or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit Proposals or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or contractor under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Florida Statutes section 287.017, for Category Two, for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. By submitting a signed Proposal, the Proposer certifies, under penalty of perjury, that no person, entity, or affiliate involved in the Proposal is in violation of the restriction noted above.
- F. If the Proposal is over one hundred thousand dollars (\$100,000), the Proposer understands that the Contract awarded under this Solicitation, if any, is a covered transaction for purposes of the following statutes and regulations and the Proposer is required to comply with 2 CFR Part 1200, 2 CFR Part 180, Executive Orders 12549 and 12689, and 31 U.S.C. § 6101 note, as each may be amended from time to time. By submitting a signed Proposal, the Proposer certifies, that:

1. The Proposer is not currently debarred or suspended by the Authority under the Authority's Rules, and the Proposer will comply and facilitate compliance with U.S. DOT regulations, "Nonprocurement Suspension and Debarment," 2 CFR part 1200, which adopts and supplements the provisions of the U.S. Office of Management and Budget (U.S. OMB) "Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," 2 CFR part 180.
2. The Proposer and its principals and subrecipients at the first tier,
 - a. Are eligible to participate in covered transactions of any federal department or agency and are not presently:
 - i. Debarred,
 - ii. Suspended,
 - iii. Proposed for debarment,
 - iv. Declared ineligible,
 - v. Voluntarily excluded, or
 - vi. Disqualified;
 - b. The Proposer's management has not, within a three (3) year period preceding its Proposal, been convicted of or had a civil judgment rendered against any member of management for
 - i. Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction, or contract under a public transaction,
 - ii. Violation of any federal or state antitrust statute, or
 - iii. Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making any false statement, or receiving stolen property;
 - c. The Proposer is not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (federal, state, or local), with commission of any of the offenses listed in the preceding Section 1.b of this Certification;
 - d. The Proposer has not had one (1) or more public transactions (federal, state, or local) terminated for cause or default within a three (3) year period preceding this Certification;
 - e. If, at a later time, the Proposer receives any information that contradicts the statements of subparagraphs 2.a – 2.d above, the Proposer will promptly provide that information to the Authority;
 - f. The Proposer will treat each lower tier subcontract under this Contract as a covered lower tier contract for purposes of 2 CFR part 1200 and 2 CFR part 180 if it:
 - i. Equals or exceeds twenty-five thousand dollars (\$25,000.00),
 - ii. Is for audit services, or

- iii. Requires the consent of a federal official; and
- g. The Proposer will require that each covered lower tier subcontractor:
 - i. Comply and facilitate compliance with the federal requirements of 2 CFR parts 180 and 1200, and
 - ii. Assure that each lower tier participant in this Contract is not presently declared by any federal department or agency to be:
 - I. Debarred,
 - II. Suspended,
 - III. Proposed for debarment,
 - IV. Declared ineligible to participate,
 - V. Voluntarily excluded from participation, or
 - VI. Disqualified from participation.
- 3. The Proposer shall provide a written explanation attached to the Signature Page of the Proposal if it or any of its principals, including any of its first tier subrecipients or any of its third-party participants at a lower tier, are unable to certify compliance with the preceding statements in this Certification. If requested by the LAMTDy, the Proposer shall execute the FDOT Form 375-30-32.

2.37. PROTESTS

All protests concerning this Solicitation and any award hereunder shall comply with and be governed by the District's Office of Procurement and Contracts Policies Manual, a copy of which is available from the LAMTD's website at www.ridecitrus.com defines the procedures that will be followed for resolution of protests arising from the procurement process. The District reserves the right to waive any minor informalities or irregularities that do not prejudice other Proposers and/or to reject any and all Proposals submitted in response to any solicitation. Conditional offers or those that take exception to the Scope of Work or Specifications may be considered Non-responsive and may be rejected by the District.

2.38. CONSULTANTS' SAFETY AND SECURITY REQUIREMENTS

For the purposes of this Section, Contractors are defined as any or all members of the Contractors work force, all members of Subcontractor's and any lower tier workforces, and all other persons who require access to the worksite for performance of the Contract. Noncompliance with safety requirements shall be treated the same as non-compliance with any Contract item(s). Any non-compliance will result in work stoppage or employee dismissal; willful or repeated non-compliance will result in the Contractors' dismissal.

A. Security: The Contractor and Contractor's personnel shall abide by all security procedures, rules and regulations established at the complex, and shall cooperate with Citrus Connection and Lakeland Police Department. The Contractor shall provide the Citrus Connection security officer and Project Manager, at the Contractor's expense, a police background check of each prospective Contractor personnel prior to the personnel's start of services and thereafter, upon Citrus Connection's request. Based on the results of this security check and at the sole discretion of Citrus Connection, any Contractor personnel may be barred from working in sensitive areas.

- **Criminal Conviction** - Any individual who has been convicted of a felony during the past ten years, and any corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten years shall disclose this information prior to entering into a contract with or receiving payment from the District.
- **Public Entity Crimes** - All Requests for Proposals as defined by Florida Statutes (FS), §287.012(16), and any contract document described by FS §287.058, shall contain a statement information persons of the provision of paragraph (2)(a) of FS §287.133, which reads as follows:

A personal or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit an offer on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction, or repair of public building or public work, may not submit offers 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 FS §287.017 for CATEGORY TWO (\$35,000) for a period of 36 months from the date of being placed on the convicted vendor list.

All vendors who submit an offer to the District are guaranteeing that they have read the previous statement, and by signing the solicitation document, are qualified to submit an offer under FS §287.133(2)(a).

If it is determined by policy investigation and proper documentation that a Contractor personnel has acted unlawfully while at the premises (removing or damaging any property of Citrus Connection or any party at the facility) the Contractor shall hold full responsibility for the personnel, including any restitution; the personnel shall be removed from service of the contract; and Citrus Connection may seek further prosecution of the Contractor and the personnel to the extent of the law.

B. Cellular Phones and Electronic Devices: The Contractor shall comply with the District's policy regarding the use of Cellular Phones and Electronic Devices. The Contractor and Contractor employees shall not use electronic communication devices and accessories while on duty in safety sensitive areas. Electronic communication devices include cellular phones (including those with hands-free devices), scanner, walkie-talkie, tape recorder, Compact Disc (CD) player or cassette/Walkman, radio MP3 player, boombox, Gameboy and other electronic device used to transmit, receive or record information. The safety sensitive areas will be identified by the Project Manager at the kick-off meeting, should one be held.

C. Safety Equipment: Contractor personnel shall have professional conduct and appearance, proper footwear and vendor identification worn in visible sight at all times while working on the premises. Appropriate protective clothing, shoes and other safety equipment shall be worn as required. The Project Manager may request removal of any Contractor personnel without professional conduct, appearance, not properly dressed or without proper identification.

2.39. E-VERIFY REQUIREMENT

Pursuant to Section 448.095, Florida Statutes, Contractor shall register with and utilize the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all new employees hired by the Contractor during the term of the Contract, and shall expressly require any Subcontractor(s) performing work or providing services pursuant to the Contract to likewise register with and utilize the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all new employees hired by the

Subcontractor during the term of the Subcontractor agreement. Contractor and Subcontractor(s) shall provide LAMTD with an affidavit stating that the Contractor and Subcontractor(s) does not employ, contract with, or subcontract with an unauthorized alien, as set forth in Section 448.095(2)(b)1, Florida Statutes.

Upon request, Contractor and Subcontractor(s) must provide evidence of compliance with this provision. Failure to comply with this provision is a material breach of the Contract, and the LAMTD shall have the option of terminating this Contract at its discretion.

3. PROPOSAL FORM AND SELECTION CRITERIA

3.1. CONTENT AND FORM OF PROPOSAL SUBMITTALS

Proposers are required to submit a Qualification Proposal and a Technical Proposal. Each Proposal shall include sufficient information to enable the Authority to evaluate the capability of the Proposer to provide the desired services as requested in the Scope of Work and address the selection criteria.

Each Proposal should contain **no more than thirty (30) pages**, exclusive of the cover sheet, staff resumes, organizational chart, required forms and certifications, and good faith effort documentation. Follow the format below:

- Proposals should be presented in the same order as the selection evaluation criteria.
- Type style and font for the Proposals should be Times New Roman, with a minimum font size of 12; margins of one (1) inch for top, bottom, right, and left.
- Text and figures should be printed on one side of the paper only.
- Proposals should be letter sized, 8 ½" x 11."
- If any graphics/pictures should be converted to PDF on letter size, 8 ½" x 11."
- Do not include resumes for staff that will not be significantly involved in providing the services.
- **The cover page of the Proposal should contain the following:**
 - RFP Number and Title
 - Legal name of the Proposing Firm
 - Primary location (physical address)
 - Local address, if applicable
 - Name of the Primary Point of Contact and Authorized signature of the Point of Contact
 - Telephone number of Primary Point of Contact
 - Fax number, if applicable
 - Email address of Primary Point of Contact

3.2. PROPOSERS RESPONSIBLE FOR ADDRESSING CRITERIA

Proposers are required to submit a Qualification proposal and Technical proposal. Each proposal shall include sufficient information to enable the LAMTD to evaluate the capability of the Proposer to provide the desired services as requested in the Scope of Work and address the selection criteria.

Proposals will be evaluated in accordance with the Selection Criteria set forth in the next section. Proposers should structure the Proposal in a manner that properly and clearly addresses each of the Selection Criteria. It is the sole responsibility of each Proposer to address each of the Selection Criteria and to provide with the Proposal any other information which would be relevant to the Selection Criteria. When in doubt as to any requirement or criteria, submit a written question to <https://procurement.opengov.com/portal/jtafla> by the question deadline on Friday, November 8, 2024 10:00 am.

3.3. SELECTION CRITERIA - QUALIFICATION PROPOSAL

The proposals submitted to the JTA’s Procurement Division will be evaluated and scored by the LAMTD’s Evaluation Committee based on the following criteria:

The LAMTD shall conduct a competitive selection process. The LAMTD will first evaluate the Proposer’s Qualifications to rank the firms. A shortlist will be created of the three (3) or more; highest ranked firms based on stated qualifications, achieving a minimum score of **30** or greater. The maximum possible score for the Qualification section is 40 points.

The LAMTD will determine qualifications, interest, and availability of Design Firms by reviewing all responsible and responsive Qualification Proposals submitted. The LAMTD may at its discretion choose to conduct formal interviews of selected Firms that are determined to be the best qualified upon evaluation of the Qualification Proposal responses.

The determination of which Design Firms are “best qualified” will be based on the Selection Criteria set forth below. Before making an award, the LAMTD reserves the right to seek clarifications, revisions, and request information it deems necessary for the proper evaluation of the Qualification Proposal responses. Failure to provide any requested clarifications, revisions, or information may result in rejection of the firm’s Qualification Proposal response.

Qualification Proposals should be submitted in a format which includes all applicable information for each selection criteria below.

No.	Qualification Evaluation Criteria Description	Maximum Points
1	Minimum Requirements Criteria (Pass/Fail)	
	Provide evidence that the Proposer meets the minimum requirements criteria that is set forth in Notice for Publication, if any, such as copies of the State of Florida Certificate of Status or Good Standing and all of the Required Forms and Certifications as required.	Pass/Fail
2	Qualification, Experience & Availability of Key Staff	Total: 40
2a	<p>The Proposer shall demonstrate overall qualification of the firm based on past contract experience and organization structure.</p> <ul style="list-style-type: none"> • Provide examples of recent similar contracts held by the firm to include a minimum of three (3) references of projects of similar scope. • Describe the Proposer's history, length of time in business, locations, number of employees, types of services offered, and summary of its direct experience in providing the services described in the Solicitation. 	10

2b	<p>The Proposer shall:</p> <ul style="list-style-type: none"> • Include an organizational chart for all key staff, identifying the individual staff member's firms and office locations. Include sub-consultants and identify DBE on the organizational chart. • Identify the individual (and his/her employer if not the Proposer) who will serve as Engineer of Record for design of the Project. The Engineer of Record shall be a Professional Engineer licensed in the State of Florida. Demonstrate that the individual has experience providing engineering services for design of projects of similar size and scope. • Include resumes of all key personnel included in the organizational chart to demonstrate their respective the expertise, experience, and qualifications. Resumes may not exceed one (1) page per individual. Resumes should identify each individual's firm. Each resume should only include qualifications and experience relevant to the Project. • Identify the individual who will assume primary responsibility (Project Manager) for the Project. Demonstrate that this individual is experienced in work similar to that proposed herein. 	15
2c	<p>The Proposer shall demonstrate experience with major transportation infrastructure projects in the State of Florida or elsewhere as listed in the Scope of Work.</p> <ul style="list-style-type: none"> • Provide specific examples of projects performed with similar size, scope and complexity to the solicitation's Scope of Work. (minimum of 3) • Include a description of the availability of all key personnel and key subcontractors included in the organizational chart. The period of performance is estimated to commence three months post proposal submission and will extend twelve (12) months after and provide sufficient information so reviewers can determine for themselves the availability of proposed key staff members. Any significant commitment of listed personnel which could conflict with their availability for the Project should be clearly shown, and planned contingencies to deal with such conflicts, if they occur, must be noted. 	15
	Total Score:	40

The LAMTD reserves the right to accept or reject any and all Qualification Proposal responses, or separable portions thereof, and to waive any minor irregularity, technicality, or omission if the LAMTD determines that

doing so will serve the LAMTD’s best interests. The LAMTD may reject any Qualification Proposal not submitted in the manner specified by the RFP.

Once the LAMTD Evaluation Committee completes the evaluation of all the Qualification Proposals submitted and finalized scoring in the JTA OpenGov Procurement Portal, a shortlist may be created of the three (3) or more, highest ranked firms based on stated qualifications, achieving a minimum score of 30 or greater. The maximum possible score is **40** points.

3.4. SELECTION CRITERIA - TECHNICAL PROPOSAL

After the qualification determination process and if shortlisting is determined, the LAMTD will then commence with the evaluation of the shortlisted firm’s Technical Proposal based on the Technical Criteria below. The maximum possible technical score is **60** point.

No.	Technical Evaluation Criteria Description	Maximum Points
1	Methodology & Work Plan	Total: 25
1a	The Proposer shall explain their understanding of the tasks provided in the Scope of Work. Explain the technical methodologies they propose to adopt and demonstrate the compatibility of those methodologies with the proposed approach. Identify state-of-the-art practices in the industry via examples of similar tasks, projects, or studies that they have completed .	25
2	Project Management	Total: 15
2a	The Proposer shall describe in detail a plan to accomplish the requirements of the project. Include the major tasks that will be required, and provide a proposed timeline required to complete those tasks. The Proposer shall describe in detail understanding of possible project challenges and barriers, then propose an approach to overcoming those barriers.	15
3	Innovation	Total: 15
3a	The Proposer shall demonstrate in detail their ability to incorporate innovative processes/tools to meet the requirements of some of the services as outlined in the scope of work. Include an innovative plan of action your firm can provide the LAMTD to ensure maximum productivity is achieved during the term of the contract. Describe the firms experience with innovative ideas/studies/projects, how the firm plans to execute and update the LAMTD's Project Managers.	15
4	Quality Assurance/Quality Control	Total: 5
4a	Proposer shall detail the processes and procedures the firm has in place to assure quality assurance and quality control, in addition to the reporting mechanisms to the LAMTD detailing internal process for addressing oversight.	5
	Total Score:	60

3.5. SELECTION PROCESS AND BASIS OF AWARD

Once the Technical Proposal evaluation process is complete for the shortlisted firms, if any, the LAMTD may re-rank the firms, based on the Qualification Proposal score plus the Technical Proposal score received for each firm, maximum of 100 points. The LAMTD may conduct formal interviews with each of the qualified firms at its discretion. If interviews are conducted, the District may re-score one or more of the sections of the Technical Proposals at the conclusion of the last interview and re-rank the firms based on their adjusted cumulative scores from the Qualification and Technical Proposals. The scores will be assigned to each Proposer on a comparative basis, meaning that the scores will be based upon how well the Proposer fulfills the criteria as compared to the other Proposers.

The District shall then enter into negotiations with the highest-ranked, most qualified, and technically capable firm.

The District shall determine, at its sole discretion, when negotiations are unlikely to yield agreement, and may thereupon terminate such negotiations with a Proposer and enter into negotiations with the next ranked Proposer. The District may cancel the Solicitation at any time for any reason, if negotiations are unsuccessful, or it may enter into negotiations with the next ranked Proposer. No ranking of Proposers, or commencement of negotiations with a Proposer, binds the District in any manner whatsoever or gives rise to any contractual or quasi-contractual responsibilities of the District. The Contract shall not be binding upon the Authority until the Authority has delivered a fully executed Contract to the Proposer.

No ranking of Proposers, or commencement of negotiations with a Proposer, binds the District in any manner whatsoever or gives rise to any contractual or quasi-contractual responsibilities of the District. The Contract shall not be binding upon the District until the District has delivered a fully executed Contract to the Proposer.

4. EVALUATION PHASES

Phase 1 - Procurement - Responsiveness Determination

No.	Evaluation Criteria	Scoring Method	Weight (Points)
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1.	<p>Minimum Requirements Criteria</p> <p>Provide evidence that the Proposer meets the minimum requirements criteria that is set forth in Notice for Publication, if any, such as copies of the State of Florida Certificate of Status or Good Standing and all of the Required Forms and Certifications from Section VII.</p> <p><i>"Proposers must be in good standing and authorized to transact business in the State of Florida, and must not be listed in the System for Award Management (SAM) as an excluded party. In addition, all licenses required for Proposers whose businesses and professions are regulated by the Florida Department of Business and Professional Regulation must be active and current at the time of the proposal submission. Failure to demonstrate compliance will result in being deemed non-responsive.</i></p> <p><i>In addition, all licenses required for Proposers whose businesses and professions are regulated by the Florida Department of Business and Professional Regulation must be active and current at the time the Proposal is submitted. Proposer to provide copies of all licenses.</i></p> <p><i>Failure to demonstrate compliance may result in being deemed non-responsive."</i></p>	Pass / Fail	1 (100% of Total)
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Phase 2 - DBE Compliance Review

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p>DBE Compliance Review</p> <p>The LAMTD DBE Liaison will review all request DBE forms for compliance then provide a DBE Compliance Memorandum of sufficiency.</p>	N/A	N/A

Phase 3 - Qualification, Experience and Availability of Key Staff Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
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1.	<p>Overall Qualification of the Firm</p> <p>The Proposer shall demonstrate overall qualification of the firm based on past contract experience and organization structure.</p> <ul style="list-style-type: none"> • Provide examples of recent similar contracts held by the firm to include a minimum of three (3) references of projects of similar scope. • Describe the Proposer's history, length of time in business, locations, number of employees, types of services offered, and summary of its direct experience in providing the services described in the Solicitation. 	Points Based	10 <i>(25% of Total)</i>
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2.	<p>Qualification of Key Staff</p> <p>The Proposer shall:</p> <ul style="list-style-type: none"> • Include an organizational chart for all key staff, identifying the individual staff member's firms and office locations. Include sub-consultants and identify DBE on the organizational chart. • Identify the individual (and his/her employer if not the Proposer) who will serve as Engineer of Record for design of the Project. The Engineer of Record shall be a Professional Engineer licensed in the State of Florida. Demonstrate that the individual has experience providing engineering services for design of projects of similar size and scope. • Include resumes of all key personnel included in the organizational chart to demonstrate their respective the expertise, experience, and qualifications. Resumes may not exceed one (1) page per individual. Resumes should identify each individual's firm. Each resume should only include qualifications and experience relevant to the Project. • Identify the individual who will assume primary responsibility (Project Manager) for the Project. Demonstrate that this individual is experienced in work similar to that proposed herein. 	Points Based	15 <i>(37.5% of Total)</i>
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3.	<p>Demonstrate Experience and Availability of Key Staff</p> <p>The Proposer shall demonstrate experience with major transportation infrastructure projects in the State of Florida or elsewhere as listed in the Scope of Work.</p> <ul style="list-style-type: none"> • Provide specific examples of projects performed with similar size, scope and complexity to the solicitation's Scope of Work. (minimum of 3) • Include a description of the availability of all key personnel and key subcontractors included in the organizational chart. The period of performance is estimated to commence three months post proposal submission and will extend twelve (12) months after and provide sufficient information so reviewers can determine for themselves the availability of proposed key staff members. Any significant commitment of listed personnel which could conflict with their availability for the Project should be clearly shown, and planned contingencies to deal with such conflicts, if they occur, must be noted. 	Points Based	15 <i>(37.5% of Total)</i>
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Phase 4 - Technical Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p>Methodology & Work Plan</p> <p>The Proposer shall explain their understanding of the tasks provided in the Scope of Work. Explain the technical methodologies they propose to adopt and demonstrate the compatibility of those methodologies with the proposed approach. Identify state- of-the-art practices in the industry via examples of similar tasks, projects, or studies that they have completed .</p>	Points Based	25 <i>(41.7% of Total)</i>

2.	<p>Project Management</p> <p>The Proposer shall describe in detail a plan to accomplish the requirements of the project. Include the major tasks that will be required, and provide a proposed timeline required to complete those tasks. The Proposer shall describe in detail understanding of possible project challenges and barriers, then propose an approach to overcoming those barriers.</p>	Points Based	<p>15 <i>(25% of Total)</i></p>
3.	<p>Innovation</p> <p>The Proposer shall demonstrate in detail their ability to incorporate innovative processes/tools to meet the requirements of some of the services as outlined in the scope of work. Include an innovative plan of action your firm can provide the LAMTD to ensure maximum productivity is achieved during the term of the contract. Describe the firms experience with innovative ideas/studies/projects, how the firm plans to execute and update the LAMTD's Project Managers.</p>	Points Based	<p>15 <i>(25% of Total)</i></p>
4.	<p>Quality Assurance/Quality Control</p> <p>Proposer shall detail the processes and procedures the firm has in place to assure quality assurance and quality control, in addition to the reporting mechanisms to the LAMTD detailing internal process for addressing oversight.</p>	Points Based	<p>5 <i>(8.3% of Total)</i></p>

5. INSURANCE REQUIREMENTS

The levels of coverage below represent limits necessary for most goods or services provided to the District. Submit a copy of a certificate, verification of coverage, or similar document as current proof of insurances indicated below.

Workers Compensation shall be maintained by the selected firm or individual for all employees engaged in the work under the contract in accordance with the laws of the State of Florida. Employers Liability Insurance shall be maintained by the selected Contractor or individual at limits not less than the following:

\$ 500,000 Each Accident

\$ 500,000 Disease Each Employee

\$1,000,000 Disease Aggregate

Proof of workers compensation for each employee will need to be submitted upon award.

Comprehensive General Liability Insurance shall be maintained by the selected Contractor or individual with

limits not less than the following:

\$1,000,000 Bodily Injury and Property Damage - each occurrence

\$1,000,000 Personal Injury - each occurrence

\$2,000,000 General Aggregate **

\$2,000,000 Products/Completed Operations Aggregates limit

Coverage shall include Contractual Liability and Independent Contractors Liability.

Automobile Liability Insurance shall be maintained by the selected Contractor or individual with a combined single limit of not less than the following:

\$1,000,000 Bodily Injury and Property Damage in accordance with the laws in the State of Florida, as to the ownership, maintenance, and use of all owned, non-owned, leased or hired vehicles.

Professional or General Liability Insurance (as applicable) shall be maintained by the selected Contractor or individual with a combined single limit of not less than \$1,000,000 protecting the selected firm or individual against claims of the District for negligence, errors, mistakes or omissions in the performance of services to be performed and furnished by the selected Contractor or individual.

The Contractor shall maintain the required insurance throughout the entire term of this contract and any extensions specified in any attached schedules. Failure to comply with this provision may result in the immediate suspension of all work until the required insurance has been reinstated or replaced. Delays in the completion of work resulting from the failure of the Contractor to maintain the required insurance shall not extend deadlines specified in this contract and any penalties and failure to perform assessments shall be imposed as if the work had not been suspended, except for the Contractor's failure to maintain the required insurance. The insurance company(ies) must maintain a minimum rating of A- as assigned by AM Best.

The Contractor will be held responsible for all deductibles and self-insured retentions that may be contained in the Contractor's Insurance policies

Certificate of Liability Insurance, naming the LAMTD as an "Additional Insured" shall be provided within 5 days of the LAMTD's "Notice of Intent to Award" and prior to performing services outline elsewhere in this document.

6. REQUIRED CLAUSES FOR FEDERALLY ASSISTED CONTRACTS

MATRIX OF FTA THIRD-PARTY CONTRACT CLAUSES

(This matrix does not apply to micro-purchases¹, except that Davis Bacon requirements apply to all federal construction contracts over \$2,000)

Last revised: August 1, 2024

This Matrix is not meant to be all inclusive. Please review the specific funding source, as well as all clauses for applicability to the type of contract and flow down requirements.

Highlighted column has been added for convenience in identifying which clauses are applicable to the solicitation/contract.

|

Construction*
 (*See Note
 Below)

A.	<u>No Federal Government Obligations to Third Parties (by use of a Disclaimer)</u>	All	All	All	All
B.	<u>False Statement or Claims: Civil and Criminal Fraud</u>	All	All	All	All
	<u>Notice to FTA and U.S. DOT Inspector General of Information Related to Fraud, Waste, Etc.</u>	\$25,000 or More. Prime and Subs	\$25,000 or More. Prime and Subs	\$25,000 or More. Prime and Subs	\$25,000 or More. Prime and Subs
C.	<u>Access to Third Party Contract Records</u>	All	All	All	All
D.	<u>Changes to Federal Requirements</u>	All	All	All	All
E.	<u>Equal Employment Opportunity (Except Special DOL EEO clauses for construction projects)</u>	All	All	All	All
F.	<u>Incorporation of FTA Terms</u>	All	All	All	All
G.	<u>Energy Conservation</u>	All	All	All	All
H.	<u>Termination (not required of states)</u>	>\$10,000	>\$10,000	>\$10,000	>\$10,000
I.	<u>Debarment and Suspension</u>	>\$25,000	>\$25,000	>\$25,000	>\$25,000
J.	<u>Buy America</u>			>\$150,000	>\$150,000
K.	<u>Resolution of Disputes, Breaches, or Other Litigation</u>	>\$250,000 (see Note)	>\$250,000 (see Note)	>\$250,000 (see Note)	>\$250,000 (see Note)

L.	Lobbying	>\$100,000	>\$100,000	>\$100,000	>\$100,000
M.	Clean Air	>\$150,000	>\$150,000	>\$150,000	>\$150,000
N.	Clean Water	>\$150,000	>\$150,000	>\$150,000	>\$150,000
O.	Cargo Preference			<i>Involving property that may be transported by ocean vessel</i>	<i>Involving property that may be transported by ocean vessel</i>
P.	Fly America	<i>Involving foreign transport or travel by air</i>	<i>Involving foreign transport or travel by air</i>	<i>Involving foreign transport or travel by air</i>	<i>Involving foreign transport or travel by air</i>
Q.	Davis Bacon Act and Copeland Anti-Kickback Act				>\$2,000 (including ferry vessels)
R.	Contract Work Hours & Safety Standards Act		<i>Contracts >\$250,000 (transportation services excepted.)</i>	>\$250,000	>\$250,000 (also ferries.)
S.	Bonding				>\$250,000
T.	Seismic Safety	<i>A&E for new buildings & additions</i>			<i>New buildings & additions</i>
U.	Transit Employee Protective Arrangements		<i>FTA programs involving public transportation operations funded with 5307-5312, and 5316</i>		

V.	<u>Charter Service Operations</u>		<i>All transit operations contracts involving FTA funding under 49 USC 5307, 5309, 5311 or 5316 funds</i>		
W.	<u>School Bus Operations</u>		<i>All transit operations contracts</i>		
X.	<u>Drug Use and Testing/ Alcohol Misuse and Testing</u>		<i>All transit operations contracts</i>		
Y.	<u>Patent Rights, and Rights in Data and Copyrights</u>	<i>Research & development</i>			
Z.	<u>Special DOL EEO clause for construction projects</u>				>\$10,000
AA.	<u>Disadvantaged Business Enterprises (DBEs)</u>	<i>All</i>	<i>All</i>	<i>All</i>	<i>All</i>
BB.	<u>Recycled Products (Solid Wastes)</u>		<i>Contracts for items designated by EPA, when procuring \$10,000 or more per year</i>		<i>Contracts for items designated by EPA, when procuring \$10,000 or more per year</i>
CC.	<u>ADA Access</u>	<i>A&E</i>	<i>All</i>	<i>All</i>	<i>All</i>
DD.	<u>Veterans Preference</u>				>\$150,000
EE.	<u>Motor Carrier Safety</u>	<i>All</i>	<i>All</i>	<i>All</i>	<i>All</i>
FF.	<u>Seat Belt Use and Distracted Driving</u>	<i>All</i>	<i>All</i>	<i>All</i>	<i>All</i>
GG.	<u>Protection of Sensitive and Personally Identifiable Information</u>	<i>All</i>	<i>All</i>	<i>All</i>	<i>All</i>
HH.	<u>Trafficking in Persons</u>	<i>All</i>	<i>All</i>	<i>All</i>	<i>All</i>

II.	Tax Liability and Recent Felony Convictions	<i>All</i>	<i>All</i>	<i>All</i>	All
JJ.	Construction Site Safety				All
KK.	Domestic Preferences for Procurements	<i>All</i>	<i>All</i>	<i>All</i>	All
LL.	Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment	<i>All</i>	<i>All</i>	<i>All</i>	All
MM.	Bus Testing			<i>All, except minivans</i>	
NN.	Pre-Award and Post-Delivery Audit Requirements			<i>All</i>	
OO.	FTA Clauses Required when DBE threshold has been met	<i>If DBE threshold has been met</i>	<i>DBE threshold has been met</i>	<i>DBE threshold has been met</i>	DBE threshold has been met
PP.	Conformance with ITS National Architecture	<i>ITS Projects</i>	<i>ITS Projects</i>	<i>ITS Projects</i>	<i>ITS Projects</i>

See Vendor Questionnaire #30 for full list of FTA Federal Clauses provided for this solicitation.

[\[1\]](#) Currently set at \$50,000. per revised 2 CFR § 200.320 on October 1, 2024 for self-certifying agencies.

* Per 41 CFR Part 60- 1.3, *Construction work* means the construction, rehabilitation, alteration, conversion, extension, demolition or repair of buildings, highways, or other changes or improvements to real property, including facilities providing utility services. The term also includes the supervision, inspection, and other onsite functions incidental to the actual construction.

7. REQUIRED FORMS AND CERTIFICATIONS

Required Forms. The table on the following page is a summary of all required forms. Each form that is applicable to this solicitation is properly notated as such with the submittal due date.

PRINT ALL, COMPLETE & EXECUTE THE FORMS. SUBMIT.

Form Title	Required to be submitted	Required to be reviewed
Acknowledgement of Receipt of Addenda	X	

Affidavit Regarding Labor and Services	X	
General Conditions Contract for Construction	X	
Proposal Bond Form	X	
Bus Testing Certification		
Buy America Certification	X	
Buy America Certification - Rolling Stock		
Certification of Eligibility	X	
Certification of Redacted Copy	X	
Certification Regarding Lobbying	X	
Confidentiality and Nondisclosure Terms	X	
Conflict of Interest Certification	X	
Debarment Certification	X	
E-Verify Requirement Contractor Affidavit	X	
E-Verify Requirement Subcontractor Affidavit	X	
Equal Opportunity Report Statement	X	
Intent to Perform Form	X	
Truth in Negotiation Certificate	X	
Litigation Disclosure Form	X	
Local Business Verification Form	X	
Non Performance Acknowledgement Form	X	
Non-Collusion Certificate	X	
Past Experience/Performance Reference Form (<i>Minimum of 3</i>)	X	
Pre-Award and Post-Delivery Certification		
Proposal Pricing Form	X	
Proposed Contract Modification Form - (See form instructions)	X	
Proposers List	X	
Proposer's Standard Assurance	X	
Schedule of Subconsultants/Subcontractors	X	

8. VENDOR QUESTIONNAIRE

1. Minimum Requirements*

Bidders must be in good standing and authorized to transact business in the State of Florida; must not be listed in the System for Award Management (SAM) as an excluded party; and must demonstrate compliance with any other minimum requirements as stated in the Scope of Work and/or Instructions to Bidders. Each Bid must include a copy of the Bidder's State of Florida Certificate of Status or Good Standing and a copy of all necessary licenses, registrations or certifications that are required to perform the Work.

In addition, all licenses required for Bidders whose businesses and professions are regulated by the Florida Department of Business and Professional Regulation must be active and current at the time the Bid is submitted. Failure to demonstrate compliance may result in being deemed non-responsive.

Please confirm

*Response required

2. Truth in Negotiation Certificate *

Pursuant to Section 287.055(5)(a), Florida Statutes, for any lump-sum or cost-plus-a-fixed-fee Professional Services Contract over the threshold amount provided in Section 287.017, Florida Statutes for CATEGORY FOUR, the Jacksonville Transportation Authority ("Authority") requires the Contractor to execute this Certificate and include it with the submittal of the Technical Proposal, or as prescribed in the Solicitation.

The Contractor hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for this project's Contract are accurate, complete, and current at the time of contracting.

The Contractor further agrees that the original Contract price and any additions thereto shall be adjusted to exclude any significant sums by which the Authority determines the Contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such Contract adjustments shall be made within (1) year following the end of the Contract. For purposes of this Certificate, the end of the Contract shall be deemed to be the date of final billing or acceptance of the work by the Authority, whichever is later.

Please confirm

*Response required

3. Legal Entity of Proposer /Authorized Signatories*

The Proposal Pricing Form shall clearly indicate the legal name, address, and telephone number of the Proposer and accurately identify the type of legal entity of the Proposer (i.e., corporation, LLC, partnership, joint venture, individual). The Proposal Pricing Form shall be signed by an individual with the authority to bind the Proposer and shall clearly identify (by typing or printing) the name of the authorized representative of the Proposer.

Proposers must be registered with the Florida Department of State to engage in business in the State of Florida. If the Proposer is a joint-venture, the Authority will treat the entity as a general partnership for all purposes, and the joint-venture must submit, in addition to the other submissions required herein, evidence of the authority of the individual(s) submitting the venture's Proposal that such individual(s) is duly authorized to bind the venture make all of the required statements, assurances and certifications on behalf of the entity.

Each other entity submitting a Proposal shall cause the Forms to be signed by its appropriately authorized senior executive officer, manager, or general partner. Submitting a Proposal is deemed to be a representation and

warranty by the entity and individual submitting it that such entity has duly authorized the Proposal, and the individual(s) signing such Proposal has the authority to submit the Proposal and make all of the required statements, assurances and certifications on behalf of the entity.

Please confirm

*Response required

4. Acknowledgement of Receipt of Addenda*

Please download the below documents, complete, and upload.

- [Acknowledgement of Receipt ...](#)

*Response required

5. Affidavit Regarding Labor and Services*

Please download the below document, complete, and upload.

- [Affidavit Regarding Labor a...](#)

*Response required

6. Buy America Build American Certification

Please download the below documents, complete, and upload.

- [BUY AMERICA CERTIFICATION-0...](#)

7. Certification of Eligibility*

Please download the below documents, complete, and upload.

- [Certification of Eligibilit...](#)

*Response required

8. Certification of Redacted Copy

Please download the below documents, complete, and upload.

- [Certification of Redacted C...](#)

9. Certification Regarding Lobbying Pursuant to 49 CFR Part 20 for Contracts, Grants, Loans, and Cooperative Agreements*

Please download the below documents, complete, and upload.

- [Certification Regarding Lob...](#)

*Response required

10. Confidentiality and Nondisclosure Terms Form*

Please download the below documents, complete, and upload.

- [Confiditentiality and Nondi...](#)

*Response required

11. Certification of Proposers Regarding Debarment *

Please download the below documents, complete, and upload.

- [Debarment Certification \(RF...](#)

*Response required

12. DBE / LSBE Good Faith Effort Form

Please download the below documents, complete, and upload.

- [DBE-LSBE Good-Faith-Effort ...](#)

13. E-Verify Requirement - Contractor Affidavit under Section 448.095 FS*

Please download the below documents, complete, and upload.

- [JTA Contractor Affidavit un...](#)

*Response required

14. E-Verify Requirement Subcontractor Affidavit under Section 448.095 FS*

Please download the below documents, complete, and upload.

- [E-Verify Subcontractor Affi...](#)

*Response required

15. Equal Opportunity Report Statement *

Please download the below documents, complete, and upload.

- [Equal Opportunity Report St...](#)

*Response required

16. Intent to Perform Form *

Please download the below documents, complete, and upload.

- [Intent to Perform Form - Re...](#)

*Response required

17. Litigation Disclosure Form *

Please download the below documents, complete, and upload.

- [Litigation Disclosure Form.pdf](#)

*Response required

18. Non-Collusion Proposal Certification*

Please download the below documents, complete, and upload.

- [Non-Collusion Certificate.pdf](#)

*Response required

19. Payment and Performance Bond Forms

Please download the below documents, complete, and upload.

- [Power of Attorney.pdf](#)
- [Payment Bond.pdf](#)

- [Performance_Bond.pdf](#)
- [Certificate_as_to_Corporate...](#)
- [Certificate_as_to_Corporate...](#)

20. Proposed Contract Modification Form - Sample Form to be utilized by awarded bidder.

- [Proposed_Contract_Modificat...](#)

21. Past Experience/Performance Reference Form (Minimum 3 Required) *
Please download the below documents, complete, and upload.

- [Past_Experience_-_Performan...](#)

*Response required

22. Proposed Contract Modification Form*
Please download the below and review forms instructions complete, and upload.

- [Proposed_Contract_Modificat...](#)

*Response required

23. Proposer List - Consultant *
Please download the below documents, complete, and upload.

- [Proposers_List_March_1_2021...](#)

*Response required

24. Proposer's Standard Assurance Form *
Please download the below documents, complete, and upload.

- [Proposer's_Standard_Assuran...](#)

*Response required

25. Schedule of Subcontractors
Please download the below documents, complete, and upload.

- [Schedule_of_SUBCONTRACTORS_...](#)

26. Truth In Negotiation Certificate *
Please download the below documents, complete, and upload.

- [Truth_in_Negotiation_Certif...](#)

*Response required

27. Qualification Proposal Submission*
Vendor will be able to upload documents here.

*Response required

28. Technical Proposal Submission *
Vendor will be able to upload documents here.

*Response required

29. Proposal Response Documents - Other
Any additional document submission

30. FTA Federal Clauses
Please download the below documents for your reference.

- [FTA Third Party Clauses-Mas...](#)

9. SCOPE OF WORK

9.1. OVERVIEW OF SCOPE OF WORK

The Scope of Work for this solicitation requires some Project Development and Environment (“PD&E”) studies in certain tasks and horizontal construction in the form of construction services that include but are not limited to paving/repaving of parking lots, curbing, drainage, electrical, railroad track removal and possible required landscaping of parking lots in multiple locations of the main operations campus of the Lakeland Area Mass Transit District (“LAMTD”). The scope of services described in this section (“Scope of Work”) is a general guide and is not intended to be a comprehensive list of all work, tasks, or material necessary to provide the supply of goods or services. Proposer is requested to provide professional design services and assistance for the District’s parking lot project, located at 1212 George Jenkins Blvd., Lakeland, FL 33815. The project may include, but is not limited to site elevation requirements, drainage, surveys, environmental research, remediation, site plan development, drafting statements of work, and permitting.

9.2. GENERAL REQUIREMENTS

Firms will have qualified and licensed staff specializing in all aspects of parking design and construction. The firms will have experience with local (Lakeland and Polk County), state (Water Management Districts, Florida Department of Environmental Protection and Florida Department of Transportation) federal (Federal Transit Administration and Federal Highway Administration) design, permitting and construction regulatory requirements; jurisdictional land use and zoning requirements, ADA requirements, cost estimating, environmental impact analysis, and construction management experience.

9.3. SPECIFIC CONDITIONS

- The Contractor is responsible for protecting the surrounding areas. The Contractor shall maintain a safe work area and the worksite should be secured and cleaned up daily (debris, equipment, etc.). The Contractor is responsible for the disposal of all debris generated during the completion of this project.
- The Contractor shall follow all applicable City, County, State and Federal codes and regulations.
- The Contractor shall provide all tools and equipment that are necessary to complete the project.
- The Contractor is responsible for securing all permits as needed to complete the project.

- The Contractor is responsible for ensuring that underground and above ground utilities are not harmed during completion of this project.
- The Contractor is responsible for any damage to existing buildings, electrical, walkways, drives, etc. will be repaired or replaced to the same or better condition than what was there at contractor cost.

9.4. PROJECT DETAILS

The below noted projects will require firms with qualified, licensed staff, specializing in all aspects of parking lot design and construction. Knowledge of load requirements, are a must as this location houses buses up to 40' in length, have a Gross Vehicle Weight (GVW) of 30,000 – 33,000 lbs., and may receive semi or tanker truck deliveries in excess of 80,000 lbs.

- A. The resurfacing project have been divided into five (5) task orders, according to priority. Of those task order, one (1) parking areas is currently dirt and gravel, while two (2) of the parking areas are currently asphalt. The task order encompassing the fuel island apron is asphalt, and the shop area is concrete.
- B. Section C, below provides a brief outline of the tasks necessary for the resurfacing of parking areas needed for fleet and staff vehicles, as well as repairing all damaged areas, such as parking, drive areas, and drainage systems. Ensure that all drainage flows positively to all inlet structures and stormwater structures. Existing usable wheel stops will be removed and reinstalled; new ones will be added where needed. Curbing, where needed, will provide minimal impact to the parking area and will be done in a way that does not interfere with water flow to the storm drain system. Locate and install a parking island where needed to ensure the appropriate green space and existing trees will not damage new parking areas.
- C. The District may award, or may not award any or all of the Task Orders listed herein:

Task Order 1

The District seeks to maximize the paved area, expanding to all sides of the property. Install drainage system to local requirements. Ingress to the lot will be concrete. Ingress and lot shall be sloped to minimize the ground clearance issues on all buses. There will be no curbing unless local requirements state they are needed. There will be no painted lines or wheel stops in the lot area. The fence on the north side of the lot will be removed. Existing light poles and electrical will remain in the current location. Remove old railroad tracks located by the rear fence.

Task Order 2

The District seeks to remove old broken concrete. Replace with new concrete and repair or replace the drainage inlet.

Task Order 3

The District seeks to remove asphalt from the fuel island up to the valley drain curbing and replace it with concrete. Remove and replace all damaged areas of valley drain curbing.

Task Order 4

The District seeks to remove and repave the parking lot area. Repair small curb area. Remove all green space in the middle of the lot and by the exit gate. Repair or replace any electrical that may be damaged due to old age or

was damaged during the removal of existing asphalt. Light poles and other electrical devices will remain in their current location. Relocate five (5) shipping containers and one (1) small shed to another location on the property (will be designated by Citrus Connection) and replace shipping containers and shed when the project is complete—no new curbing or lines painted in the lot area.

Task Order 5

The District seeks to remove the old and repave the parking lot. The parking lot will be designed to maximize the number of parking spots available. Existing curbing and sidewalks will remain where they are currently located. Green space will be added to the four (4) locations where the oak trees are to minimize the damage to the new asphalt. No new curbing will be needed unless local regulations state it. Remove and reuse all usable, non-broken wheel stops. add new wheel stops where needed for all parking spaces. Four (4) inch white lines will be painted on each side of each parking spot. Handicap blue will be painted for each handicap parking spot per local regulations.

D. Additional consideration shall be given to, but not limited to, the following areas.

- Paving projects will be based on the most current FDOT standard specifications for roads and bridges, and also should refer to most current versions of FDOT Greenbook and FDOT Design Manual
- When using concrete design standards, the Contractor must meet or exceed the FDOT design standards for medium to high-volume heavy volume of heavy-weight vehicles. Siting all standard installations practices as noted in the American Concrete Institute (ACI) / American Standard Test Method (ASTM) manuals,
 - Site that Contractors must adhere to hot weather practices if temperature required modified concrete.
 - Design and Break Strength,
 - Slump and PSI,
 - Slope Requirements, and
 - Tolerance of concrete finishes
- If using asphalt design standards, the Contractor must meet or exceed the FDOT design standards for medium to high volume traffic considering heavy weighted vehicles.
- Erosion and Sediment Controls
- Concrete Wheel Stops
- Stormwater Structures/Storm Drains

9.5. DELIVERABLES

Design drawings, for the aforementioned project, will be provided to the District in both *.pdf and AutoCAD formats with geo-spatial references to State plane NAD83 and elevations to NAV88. The numbers of drawings (signed/sealed and unsigned) required for each project will vary by permitting jurisdiction and the District's construction contracting needs. Data, graphics and photo-documentation collected from research shall be provided digitally or on a flash drive along with a written summary of the contents of the disk. Deliverables shall be accepted by the appropriate District project manager, in writing, before payment for such work.

9.6. PERFORMANCE STANDARDS

A. Quality Control-Inspection and Acceptance: All services or tasks performed under this solicitation and resulting contract shall be subject to inspection and acceptance by the Project Manager or an authorized representative while the work is in progress or after its completion. If any of the items described in this Scope of

Work are determined to be unsatisfactory (does not meet standards) or is found to be otherwise not in accordance with the requirements of this solicitation or resulting contract, the Project Manager (or designee) shall notify the Contractor and the Contractor shall take immediate steps to take corrective action and schedule re-inspection of the deficient work performed. The District will be the sole judge as to the acceptability of the work and the condition of the facilities.

The District reserves the right to declare service personnel to be unacceptable for work under this solicitation and resulting contract without cause or reason and if so declared, the Contractor shall remove and replace the individual immediately. If such declaration is initially given orally, the District will issue a written confirmation to the Contractor within three (3) working days of the oral notification.

9.7. EXHIBITS

Exhibit A – Aerial Photo depicting project priorities - Task Orders and their Locations on the LAMTD Campus

Exhibit B – Additional Aerial Photos (zip file)

All Exhibits are located in the Attachment Section

9.8. PRICE/FEE SCHEDULE

The Price/Fee Schedule will be required to be submitted within 10 business days, upon determination by the Technical Evaluation Team of the highest ranked Proposer. The elements of the Price submission will be as follows:

- A. The fee structure is an all-inclusive firm fixed price.
- B. Fully burdened hourly labor rates shall include all wages, and benefits. These hourly labor rates specified shall apply to all Contractor and subcontractor personnel. The authority will not reimburse for time spent by more than one representative attending while meetings, interviews, functions, etc., without obtaining prior approval of the District.
- C. Profit and Overhead Rate, in compliance with FAR Part 31, should be stated separately.
- D. At the appropriate time, provide a breakdown of pricing details, service description and/or labor type and the services provided on the schedule of values or a separate document, if necessary. Please Note, as stated in Attachment 2 (LAMTD Standard Contract) section 4(c) “Cost-plus percentage of cost contracts are prohibited by federal law”.
- E. TAX EXEMPTION: LAMTD is exempt from payment of all Federal, State, and local taxes in connection with this Project. Said taxes shall not be included in the proposal or proposal prices. LAMTD will provide necessary tax exemption certificates. This provision does not relieve the Consultant from the responsibility to pay all applicable taxes for goods, services, and labor acquired in the performance of this Project.

9.9. PROHIBITION AGAINST CONTINGENCY FEES

By submitting an Offer, the Proposer certifies that no contingency fees (sometimes known as "finder's fee) has been paid to any person or organization other than a bona-fide employee working solely for the Contractor to secure a contract made pursuant to this solicitation. Violation of this policy may result in termination of any resultant contract and/or possible debarment of the Contractor.

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, each of the Parties hereto have caused its duly authorized officers to execute and deliver this Contract on or as of the date first above written.

(CONTRACTOR FIRM NAME)

By: _____

Printed Name: _____

Title: _____

JACKSONVILLE TRANSPORTATION AUTHORITY:

By: _____

Printed Name: Nathaniel P. Ford Sr.

Title: Chief Executive Officer

APPROVED AS TO FORM:

By: _____

Printed Name: Cleveland Ferguson III

Title: SVP/Chief Administrative Officer

Attachments:

- A - Exhibit A - Aerial View of Priority Projects
- B - SOW Exhibit B - Lakeland Property Aerial (1)
- C - SOW Exhibit B - Lakeland Property Aerial (2)
- D - SOW Exhibit B - Lakeland Property Aerial (3)
- E - SOW Exhibit B - Lakeland Property Aerial (4)
- F - SOW Exhibit B - Lakeland Property Aerial (5)
- G - SOW Exhibit B - Lakeland Property Aerial (6)
- H - SOW Exhibit B - Lakeland Property Aerial (7)
- I - SOW Exhibit B - Lakeland Property Aerial (8)
- J - SOW Exhibit B - Lakeland Property Aerial (9)
- K - SOW Exhibit B - Lakeland Property Aerial (11)
- L - SOW Exhibit B - Lakeland Property Aerial (12)
- M - SOW Exhibit B - Lakeland Property Aerial (13)
- N - SOW Exhibit B - Lakeland Property Aerial (14)
- O - SOW Exhibit B - Lakeland Property Aerial (15)
- P - SOW Exhibit B -Lakeland Property Aerial (16)
- Q - SOW Exhibit B - Lakeland Property Aerial (17)
- R - SOW Exhibit B - Lakeland Property Aerial (18)
- S - SOW Exhibit B - Lakeland Property Aerial (19)
- T - SOW Exhibit B - Lakeland Property Aerial (20)