**RFP 2025-027-SS**

**ATTACHMENT A**

**PROPOSAL RESPONSE FORM**

## DECLARATION OF FIRM

Proposer, as identified on Proposer Acknowledgement Form, firm will be considered the primary firm. If more than one firm is named; a legal document showing the partnership, joint venture, corporation, etc. shall be submitted showing the legality of such. A submittal for a joint venture shall include an executed joint venture agreement, and if state law requires that the joint venture be registered, filed, funded, or licensed prior to submission of the Proposal, then the same shall be completed prior to submittal. Proposers shall make their own independent evaluation of the requirements of the state law. The City will not consider submittals that identify a joint venture *to be* formed. The primary firm identified herein will be responsible for final negotiations and receipt of payments from the City of Boca Raton. Please complete the following:

* 1. Name of Firm Click or tap here to enter text.

Address      City,       State,       Zip Code

Telephone Number      Fax      Email      Company Website

If the “Name of Firm” above references more than one firm, indicate whether it is a partnership, joint venture or other type of arrangement?

Is a legal document attached showing the legality of the partnership, joint venture or other type of arrangement?

* 1. Identify/detail names of persons authorized to make representations for the Proposer including the titles, addresses, telephone, fax numbers and email addresses of such persons in the spaces provided below:

**PROPOSERS AUTHORIZED REPRESENTATIVE(S)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Title | Telephone Number | Email Address |
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or submitted as Attachment

* 1. Declaration that Proposal submission is made without collusion with any other person or entity submitting a Proposal pursuant to this RFP.

Declaration: Yes  No

**OR** submitted as an attachment

## QUALIFICATIONS AND EXPERIENCE OF PROPOSER (PRIMARY ENTITY)

* 1. **Qualifications of Proposer**

Provide qualifications of the Proposer submitting the Proposal; including a description of the firm, the size, range of activities, strength, stability, experience, honors, awards, recognitions, etc.

Submitted as Attachment  or Type/Provide Response here:

* 1. **Experience of Proposer**

Provide a statement as to how the Proposer’s experience and expertise will be directly beneficial to the City for the work related to providing roadway and railroad crossing design and construction via design-build contracting for the Jeffrey Street Extension & Widening Project.

Submitted as Attachment  or Type/Provide Response here:

* 1. **References**

References are to be submitted in accordance with Attachment B, References Instructions are provided in Attachment B.

The Proposer is responsible for verifying correct phone numbers and contact information. Failure to provide accurate data may result in the reference not being considered.

* 1. **Client list showing experience with Public Agencies**

Provide a client list of those public agencies where the Proposer has provided similar services as identified in Section 2.2 Scope of Services of the Request for Proposal, both current and since 2015. Public agencies shall be defined as the owner being a municipality (town, city, etc.), county, school board, state university/public community college or state agency, water control district, hospital district. Proposer may use the City form provided or provide as an attachment.

The City reserves the right to use this list as a source of additional contact information, including any past history with the City of Boca Raton.

Submitted as Attachment  or Type/Provide Response here:

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| Name of Public Agency | Current Account (Y/N) | Past Account (Y/N) |
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* 1. **Individuals Involved in Project employed by Primary Firm (Proposer)**

1. Details on the qualifications of the individual(s)

Submit project sheets, resumes, etc. for the main team members (such as project manager, project executive, on-site superintendent, quality assurance officer, and safety compliance officer) that will perform the work for this Proposal.

The qualification information should detail the following:

1. Name and title
2. Relevant college, graduate, or professional training courses
3. Summary of professional experience and experience in similar work/design-build

Projects

1. Job assignment for other projects
2. Current project assignments and percentage of time for each
3. Percentage of time to be assigned full time to this project
4. Number of years employed by Proposer
5. Number of years employed to other firms
6. Experience:
   1. Types of projects.
   2. Size of projects (dollar value)
   3. Involvement in project
7. Availability to provide services required for this project
8. Licenses held / specialty certifications
9. Other experience and qualifications relevant to this project.

**Experience directly related to projects for roadway and railroad crossing design and construction via design-build contracting should be clearly highlighted and identified.**

Submitted as Attachment  or Type/Provide Response here:

1. List of Proposer’s staff proposed to be used to perform work for the Proposal:

(List to include those staff with project sheets / resume submitted for item 2.5.1)

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| --- | --- | --- | --- | --- |
| Name | Title/Role in Project | Years of Experience | Years with Firm | Office Location |
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Managers and other staff may only be changed with the express prior written permission of the City of Boca Raton. The City of Boca Raton retains the right to approve or reject replacements.

* 1. **Specific Project Experience**

This section of the Proposal shall detail specific project experience/results regarding roadway and railroad crossing design and construction via design-build contracting. For each reply, the summary shall clearly identify:

*a) Work awarded as Proposer or a subcontractor*

*b) Client /Owner*

*c) Year this project experience occurred*

Submitted as Attachment  or Type/Provide Response here:

1. Ability to produce quality / cost effective / functional designs and construction methods for governmental entities with emphasis on roadways and railroad crossings. Include examples of such cost-effective strategies. Provide summation of why the completed design and construction techniques were cost effective.

Submitted as Attachment  or Type/Provide Response here:

1. Ability to communicate, work effectively in a group, and build consensus with staff, engineer, and contractors.

Submitted as Attachment  or Type/Provide Response here:

1. Experience with design and construction for public roads and railroad crossings.

Submitted as Attachment  or Type/Provide Response here:

1. Knowledge of milestone schedules, public bid process, and design changes during construction.

Submitted as Attachment  or Type/Provide Response here:

1. Experience with Florida East Coast Railway design and crossing requirements.

Submitted as Attachment  or Type/Provide Response here:

1. Experience regarding project budgets and schedules, and the ability to meet both, with a minimum number of change orders during construction.

Submitted as Attachment  or Type/Provide Response here:

1. Experience with construction services performed for a governmental entity and understanding differences in managing a public project versus a private project.

Submitted as Attachment  or Type/Provide Response here:

* 1. **Litigation**

1. Provide a summary of any litigation filed against the Proposer in the past seven (7) years, which is related to the services that Proposer provides in the regular course of business. The summary shall state the nature of the litigation, a brief description of the case, the outcome or projected outcome, and the settlement/judgement amount.

*If none, state as such.*

Submitted as Attachment  or Type/Provide Response here:

1. Provide a summary of any litigation filed against the subcontractors identified as part of the team in the past seven years which is related to the services that subcontractor provides in the regular course of business. The summary shall state the nature of the litigation, a brief description of the case, the outcome or projected outcome, and the settlement/judgement amount.

*If none, state as such.*

Submitted as Attachment  or Type/Provide Response here:

* 1. **Contract Termination**

Provide a summary of any contracts (term contracts and single project) that the owner provided notice of cancellation or termination to the Proposer, with or without cause, in the past seven years. The summary shall state the name of the owner, a summary of the contract, the term of the contract, and all reasons underlying the cancellation or termination.

*If none, state as such.*

Submitted as Attachment  or Type/Provide Response here:

## QUALIFICATIONS AND EXPERIENCE OF OUTSIDE FIRMS (PROJECT TEAM MEMBERS / SUBCONTRACTORS/SUBCONSULTANTS)

If Proposer intends to use the services of any outside firms for construction, scheduling, or other type of specialty, their role shall be clearly identified in this section. Outside firms and/or their staff may only be changed with the express prior written permission of the City. The City of Boca Raton retains the right to approve or reject replacements. The submission regarding outside firms should include:

* 1. **Details on the qualifications of the individual(s) staff members of the outside firms. Include the information detailed in item 2.5.1.**

1. Submit project sheets, resumes, etc. for the outside firm’s staff that are proposed to perform the work for this Proposal; including relevant college, graduate or professional training courses, summary of professional experience and experience in similar projects.

Experience directly related to projects for roadway and railroad crossing design and construction via design-build contracting **should** be clearly highlighted and identified.

Submitted as Attachment  or Type/Provide Response here:

1. List of subcontractor staff to be used by Proposer

(List to include those staff with project sheets / resume submitted for item 3.1.1)

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| --- | --- | --- | --- | --- |
| Name | Title/Role in Project | Years of Experience | Years with Firm | Name of Subcontractor Firm and Office Location |
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Submitted as Attachment  or Type/Provide Response here:

1. Subcontractor Firm Summary

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| Firm Name (subcontractor) | Brief statement as to the need for and benefits that the contractor will provide | Brief Summary of any past projects Proposer has completed with the subcontractor |
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Submitted as Attachment  or Type/Provide Response here:

## UNDERSTANDING OF SCOPE OF SERVICES/TECHNICAL REQUIREMENTS

This section of the Proposal response should explain the scope of services/technical requirements as understood by the Proposer and detail the approach, activities and work services. This section should demonstrate that the Proposer has knowledge of the City’s scope of services/technical requirements as provided in Section II, Scope of Services.

Proposer should explain the Scope of Services (Section II of the RFP) as understood by the Proposer and detail the approach, activities and work products.

* 1. Proposer to detail the following:

1. Specify the project management system utilized by Proposer.
2. Detail Proposer’s understanding and approach to using technology to manage and control the project, including providing files/documents to the City as detailed in the Sample Agreement
3. Specify the CPM/scheduling software utilized by Proposer.
4. Describe how Proposer schedules the processing of shop drawings.
5. Describe how Proposer coordinates the development of schedule information from subcontractors.
6. Describe how Proposer coordinates crew loading and construction scheduling.
7. Describe how Proposer develops cost loading of schedules.
8. Attach a sample CPM schedule which illustrates scheduling capabilities. Include in the schedule only a summary of activities which represent major milestones of the project.
9. Based on the City’s Sample Agreement, describe how Proposer’s quality assurance process and reporting systems would be used for the City project.
10. Describe Proposer’s understanding of transparency and methods used as it relates to bidding out the divisions of work.
11. Describe Proposer’s understanding of transparency and compliance with approvals necessary for self-performed work in accordance with the Sample Agreement.

Submitted as Attachment  or Type/Provide Response here:

* 1. Detail your approach to establishing a Guaranteed Maximum Price.

Submitted as Attachment  or Type/Provide Response here:

* 1. A list of any assistance the City may be requested to provide to the Proposer.

Submitted as Attachment  or Type/Provide Response here:

* 1. Approach / Coordination of Proposer and any subcontractor(s) for each major/minor task. Detail the rational for the use/selection of any subcontractor(s).

Submitted as Attachment  or Type/Provide Response here:

* 1. Provide tools and approach to coordinating with all team members (Awarded Proposer, architect, and City staff).

Submitted as Attachment  or Type/Provide Response here:

* 1. Detail approach to use of both project contingency and owner’s contingency.

Submitted as Attachment  or Type/Provide Response here:

* 1. Provide Proposer’s approach to design-build for a governmental entity versus designing / constructing a non-government project.

Submitted as Attachment  or Type/Provide Response here:

* 1. Based on the projects profiled in Item 2.3, for each reference, outline how Proposer met the original schedule and GMP as well as detail the use of contingency (owner vs. contractor contingency).

Submitted as Attachment  or Type/Provide Response here:

* 1. Identify how the design will consider current market conditions including supply chain issues and price increases.

Submitted as Attachment  or Type/Provide Response here:

## WILLINGNESS TO MEET TIME REQUIREMENTS, BUDGET REQUIREMENTS AND QUALITY CONTROL

Submittal to address each of the following:

* 1. **Workload:** Indicate your commitment to meet the City’s project schedule along with a chart showing current and anticipated workloads and the availability of proposed staff for this project.

Submitted as Attachment  or Type/Provide Response here:

* 1. **Commitment:**

Detail methods or processes that your firm utilizes to demonstrate your cost-effective approach as it relates to roadway and railroad crossing design and construction via design-build contracting to meet budget requirements.

Submitted as Attachment  or Type/Provide Response here:

* 1. **Scheduling:**

1. Detail your approach to managing/phasing the project site considering the adjacent properties and right-of-way will be active and in operation for the duration of the Project.

Submitted as Attachment  or Type/Provide Response here:

1. Detail how the firm will manage the project timeline to meet the estimated completion date.

Submitted as Attachment  or Type/Provide Response here:

1. Identify who will be managing the schedule on a weekly basis.

Submitted as Attachment  or Type/Provide Response here:

* 1. **Budget:**

Detail how your firm will establish the guaranteed maximum price ("GMP”) and remain within that GMP throughout construction. Provide examples of how your firm manages the GMP to ensure it is not exceeded.

Submitted as Attachment  or Type/Provide Response here:

* 1. **Quality Control:**

Detail your quality control process/program to ensure the City’s goals have been achieved, to minimize construction change orders, and to minimize delays. Include the use of technology and software utilized by your team to manage your quality control process/program.

Submitted as Attachment  or Type/Provide Response here:

## ORGANIZATIONAL STRUCTURE FOR PROVIDING THE SERVICES

**Project Team Organizational Chart**

Submit an outline of the organizational structure that will be used for the proposed team in chart form. The chart should show lines of communication/ reporting and accountability.

At a minimum, the chart should identify:

* names of key individuals and their role (including employer) identified in items 2.5.2 and 3.1.2
* Lines of reporting / communication, including any Subcontractors if applicable
* name of firm individual is employed by

Submitted as Attachment  or Type/Provide Response here:

## CERTIFIED MINORITY BUSINESS ENTERPRISE

Identify whether the Proposer is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act and or any of the named subcontractors.

* 1. Proposer is certified: Yes  No

If “Yes”, Proposer to provide certification as an attachment.

Attached: Yes  or Response provided as:

* 1. Outside Firms/Subcontractor is certified: Yes  No

If “Yes” , Proposer to provide certification as an attachment.

Attached: Yes  or response provided as:

## LOCATION OF TEAM

Provide the location, with address, where the work for this project will be completed (both the Proposer and all subcontractors).

If the project team is represented by staff from multiple locations, please identify each address.

Submitted as Attachment  or Type/Provide Response here:

## DEVIATIONS TO SAMPLE AGREEMENT

The Proposer shall Indicate any exceptions/revisions to the Sample Agreement. However, the Sample Agreement contains the City’s normal terms and conditions, and deviations (even minor deviations) are strongly discouraged. If Proposer takes exception with any clause in the sample agreement, Proposer shall identify what that exception(s) is/are (by article number) and how your firm suggests phrasing the article. Depending upon the degree of the exception(s) to the City language, there may be an adverse impact to the evaluation of Proposer’s Proposal. Failure to indicate any exceptions or deviations to the sample agreement shall mean that Proposer waives any such exceptions/deviations in the event Proposer is the Awarded Proposer.

Any deviations to the insurance requirements are to be included in this section.

No deviations or exceptions taken  or Type/Provide Response here OR submitted as an attachment:

## ADDITIONAL DATA

Any additional information which the Proposer considers pertinent for consideration should be included in this section of the proposal.

Submitted as Attachment  or Type/Provide Response here:

## CONFIDENTIAL DOCUMENTS

In accordance with Section I, Item 1.5 of the RFP, Proposer may elect to submit a redacted version of their RFP response. Redacted version of proposal response constitutes exact same Proposal submitted with confidential sections of Proposal shaded or grayed out for public viewing as further detailed in Section I, Item 1.5 of the RFP.

Redacted Version of Proposal with Exhibit VI (Confidential Documents) submitted? Yes  No