**RFP 2026-006-NP**

**ATTACHMENT A**

**PROPOSAL RESPONSE FORM**

**1. DECLARATION OF FIRM**

Proposer, as identified on Attachment C, 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 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:

1.1 Name of Firm

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?

1.2. 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 | Fax Number | Email Address |
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or submitted as Attachment

1.3 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

**2. ACKNOWLEDGEMENT OF ADDENDUMS:**

**ADDENDUM NO. DATE ISSUED**

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**Proposer acknowledges that the Proposal response is being submitted in accordance with the above referenced addenda. Proposer shall submit signed version of each addendum with their response attachments for electronic submission. For paper copy submittal, the signed addenda are to be submitted at the end of Attachment A.**

Proposer shall obtain addendum information by logging in to the electronic bidding system at <http://www.myboca.us/759/Supplier-Login> to access each addendum document.

**3. QUALIFICATIONS AND EXPERIENCE OF PROPOSER (PRIMARY FIRM)**

**The submission should include:**

**3.1 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.

Type/Provide Response here:

**3.2 Experience of Proposer**

Provide a statement as to how the Proposer’s experience and expertise will be directly beneficial to the City for the construction manager at risk services to be provided the for the Municipal Services Complex Expansion.

Type/Provide Response here:

**3.3 References**

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

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

**3.4 Client list showing experience with Public Agencies**

Provide a client list of those public agencies where the Proposer has provided underground utility, lift station upgrades, stormwater improvements, and roadway construction services both current and during the past five (5) years. 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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**3.5 Individuals Involved in Project employed by Primary Firm (Proposer)**

3.5.1 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

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 that is relevant to this project

Experience directly related to projects for construction of water main distribution system, sewer forcemain (s) and lift station upgrades in neighborhoods should be clearly highlighted and identified.

Submitted as Attachment and labeled as 3.5.1.

3.5.2 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 3.5.1)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Title/Role in Project | Years of Experience | Years with Firm | Office Location |
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**3.6 Specific Project Experience**

This section of the proposal shall detail specific results regarding the below areas of experience.

For each reply, the summary shall clearly identify:

*a) Work awarded as Proposer or a subcontractor*

*b) Client /Owner*

*c) Year this experience was relevant to*

3.6.1 Ability to produce quality infrastructure projects in neighborhoods for governmental entities with.

Type/Provide Response here OR submitted as an attachment:

3.6.2 Ability to communicate, work effectively with neighborhood advocates, City of Boca Raton staff, and engineers .

Type/Provide Response here OR submitted as an attachment:

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

Type/Provide Response here OR submitted as an attachment:

**4 HISTORY of the PROPOSER and SUBCONTRATOR**

**4.1 Proposer's Financial Stability**

Submit proof of the financial stability of the Proposer and/or provide audited financial statements to substantiate the financial stability of the Proposer. If a financial stability statement is provided, Proposer shall also include the name, address, and telephone number of a contact in the company’s principal financing or bank organization who can attest to the financial responsibility of the Proposer.

Type/Provide Response here OR submitted as an attachment:

**4.2 Litigation**

4.2.1 Provide a summary of any litigation or claims against Surety 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.*

Type/Provide Response here OR submitted as an attachment:

4.2.2 Provide a summary of any litigation or claims against Surety 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.*

Type/Provide Response here OR submitted as an attachment:

**4.3** **Contract Termination**

Provide a summary of any contracts (term contracts and single project) that the owner provided notice of cancellation or termination to 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.*

Type/Provide Response here OR submitted as an attachment:

**5. QUALIFICATIONS AND EXPERIENCE OF OUTSIDE FIRMS (PROJECT TEAM MEMBERS / SUBCONTRACTOR)**

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:

**5.1 Details on the qualifications of the individual(s) staff members of the outside firms. Include the information detailed in Section 3.5.1.**

5.1.1 Submit project sheets, resumes, etc. for the outside firms staff that are proposed to perform the work for this RFP; including relevant college, graduate or professional training courses, summary of professional experience and experience in similar construction projects.

Experience directly related to projects for water main construction, sanitary sewer collection force main and storm water drainage construction in neighborhoods for governmental **entities should** be clearly highlighted and identified.

Type/Provide Response here OR submitted as an attachment:

5.1.2 List of subcontractor staff to be used by Proposer

(List to include those staff with project sheets / resume submitted for item 5.1.1)

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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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Type/Provide Response here OR submitted as an attachment:

5.1.3 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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Type/Provide Response here OR submitted as an attachment:

**Bonding Capacity/Project Experience**

Prime Contractor shall have constructed a minimum of one bonded project in excess of $ 10,000,000 with a completion date after January 1, 2015 in the United States as the prime contractor for the reference.

Confirm validation form for bonding experience is submitted in Tab B:

Name of Owner (reference):

Project Title:       & Bid Number:

Date Project Started:       Date Project Completed:       (after 1/1/2019)

Project Amount: $

Summary of Project:

**Submission of Bid Bond**

Proposal submission shall include a Bid Bond as detailed in Section I, Item 1.3.1 of the RFP. Bond Form is provided in Exhibit I of the RFP.

Confirm Bid Bond is attached in Tab F per RFP instructions.

**6. SCOPE OF SERVICES**

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, Statement of Work.

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

6.1 Proposer to detail the following:

1. Specify the means and methods for constructing the project in this historic neighborhood.

Type/Provide Response here OR submitted as an attachment:

1. Describe Contractor’s understanding of the project duration and means and methods to meet project deliverables by the substantial and final completion dates.

Type/Provide Response here OR submitted as an attachment:

1. Provide/describe intended approach for performing open-cut utility installation within tight right-of-way where City right-of-way has been severely encroached upon (oftentimes to edge of pavement) and where Contractor’s work activities shall be restricted to within pavement limits (ie. no swale area available). Please also detail expected approach for protecting / avoiding existing low lying tree canopies within path of proposed utilities.

Type/Provide Response here OR submitted as an attachment:

1. Provide intended approach to secure storage/staging area and detail how Contractor shall ensure that City right-of-way within project area is restored and navigable at the end of each workday. Note that City right-of-way within the project limits is severely limited / encroached upon.

Type/Provide Response here OR submitted as an attachment:

1. Provide/describe intended approach Construction of constructing proposed replacement / upsized force main while protecting existing utilities, minimizing use of fittings, and ensuring high points are maintained in accordance with the Contract Plans. Provide/describe Contractor’s proposed construction plan including performing field locates of existing utilities as necessary and coordinating with City/Engineer to ensure force main is constructed in accordance with the Contract plans. Describe Contractor’s plan for detailed review of existing field utility locations / sizes / materials, etc…

Type/Provide Response here OR submitted as an attachment:

1. Please confirm how existing utilities are to be protected (gravity sewer main/laterals, water main/services, etc.).

Type/Provide Response here OR submitted as an attachment:

1. Provide intended approach for the proposed improvements of the neighborhood sanitary sewer lift stations.

Type/Provide Response here OR submitted as an attachment:

1. Many properties have water mains and services located within private property (typically at the rear). Many of the properties within the project area have extensive high-end landscaping/hardscaping. Provide/describe intended approach to perform installation of proposed water services within private property and how existing landscaping/hardscaping is proposed to be protected at varying locations.

Type/Provide Response here OR submitted as an attachment:

1. Please describe Contractor’s plan for responding to resident concerns. Such concerns include maintaining resident’s access to and from their properties during open cut installations and complying with City noise ordinances. Will Contractor include a third-party service for public relations?

Type/Provide Response here OR submitted as an attachment:

1. Provide description/approach of special considerations or activities that will be performed to ensure uninterrupted postal delivery and garbage pickups and maintaining access for emergency vehicles.

Type/Provide Response here OR submitted as an attachment:

1. Provide description/approach for the sidewalk replacement and expansions.

Type/Provide Response here OR submitted as an attachment:

1. Provide description/approach for the milling and overlaying operations for this project.

Type/Provide Response here OR submitted as an attachment:

6.2 Detail your approach to providing neighborhood notification, Right of Entry requests and conflicts with damage to private property and right of way.

Type/Provide Response here OR submitted as an attachment:

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

Type/Provide Response here OR submitted as an attachment:

**7. 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.

Type/Provide Response here OR submitted as an attachment:

**8. 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 3.5.2 and 5.1.2
* Lines of reporting / communication, including any Subcontractors if applicable
* name of firm individual is employed by

Type/Provide Response here OR submitted as an attachment:

**9. ADDITIONAL DATA**

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

Type/Provide Response here OR submitted as an attachment:

**10. CONFIDENTIAL DOCUMENTS**

In accordance with Section I, Item 1.4, 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 1.4.

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