

REQUEST FOR QUALIFICATIONS

Design and Construction of
Parking Structure on US Hwy 19 and Acorn Street
New Port Richey, FL 34652

RFQ #20-014



RELEASE DATE:
MAY 29, 2020

SUBMISSION DEADLINE:
3:00PM// JUNE 19, 2020

CITY OF NEW PORT RICHEY
COMMUNITY REDEVELOPMENT AGENCY
5919 MAIN STREET,
NEW PORT RICHEY, FL 34652
WWW.CITYOFNEWPORTRICHEY.ORG

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Overview of the City

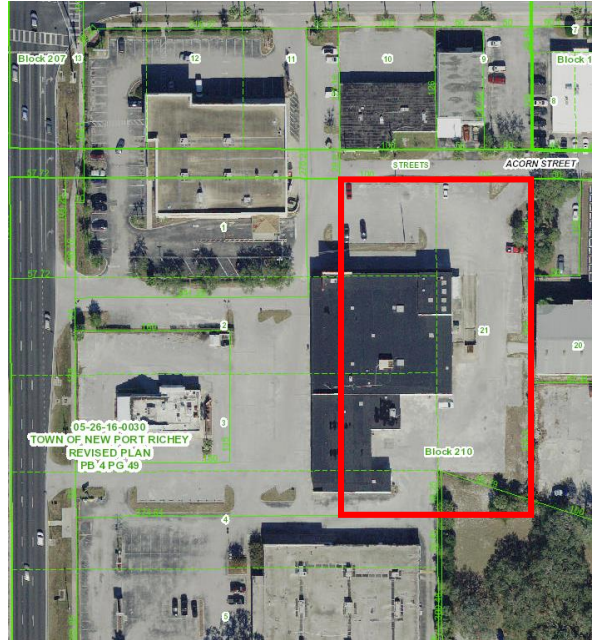
The City of New Port Richey is largely a residential community with a solid local government and an attractive downtown district. In addition to its strong residential presence the city boasts a broad array of business and retail service. Since its incorporation in 1924, the city is most recognized for a cultural heritage and unique riverfront landscape. In addition the city is rich in history and alive with festivals and other special events. The city is located in Pasco County and is approximately 30 miles northwest of the greater Tampa Bay area. (see attached location map, Exhibit 'A')

Purpose

The purpose of this Request for Qualifications (RFQ) is to solicit responses for the design and construction of a parking structure, with at least 350 spaces, on a 1.29 acre parcel of city owned property. The parcel is located on Acorn Street behind properties fronting U.S. Highway 19 and located just south of the Main Street intersection. The proposed parking structure will provide dedicated public parking and will serve the current and future adjacent properties. It is the intention of the city to sell municipal bonds to finance the project through the full faith and credit of the city. The project budget is projected to be \$6,500,000. The successful project partner must demonstrate their experience on comparable projects with particular emphasis on design quality, cost effectiveness and a demonstrated ability to achieve project completion in a timely fashion.

Background

Downtown New Port Richey has experienced unprecedented growth and development in the last 5 years. Projects such as the redevelopment of Sims Park, the restoration of the historic Hacienda Hotel, the completion of the mixed-use Main Street Landings project and the construction of residential project known as The Central on Orange Lake have all been indicators of the successful revitalization efforts in downtown New Port Richey. Downtown New Port Richey is now positioned as the dining and entertainment destination as well as the cultural center of West Pasco County.



The site is located adjacent to US Hwy 19, in the Highway Commercial Zoning District. The structure in the image above has been demolished by the Community Redevelopment Agency (CRA).

Developer Requirements

The selected developer will, at a minimum:

- Be an experienced, stable and financed developer who have completed similar projects, preferably, in the Tampa/Central, Florida area. Submissions from qualified firms, joint ventures or partnerships will be considered.
- Be able to develop an aesthetically-pleasing, well-designed project that incorporates innovative features and amenities.
- Work with CRA Staff effectively.
- Initiate and complete a project within a time frame acceptable to the CRA. It is the CRA's expectation that the chosen developer will complete the project by May 2021.

Relevant Experience and Past Performance

Respondents are required to identify related work performed that has been successfully completed to date, or is actively underway. Most notably, identify work that most closely resembles the type of development sought in this Request. For each project, please list:

- Project name and address
- Photos of development (renderings if under construction)
- Contact person, title, phone number and email
- Detailed description of the type of project

Property Development | RFQ # 20-014

- The duration of the project including start and completion (or anticipated) date
- Value of each project

Please provide at least three business related references for projects that are submitted as part of the proposers past performance who can be contacted for an independent evaluation of your work (EXHIBIT 'B').

All responses must be delivered or mailed to:

City of New Port Richey
5919 Main Street
New Port Richey, FL 34652
Attn: Charles Rudd
ruddc@cityofnewportrichey.org

ENVELOPE MUST BE IDENTIFIED AS RFQ # 20-014 AND RECEIVED AT CITY HALL NO LATER THAN 3:00pm, JUNE 19, 2020

The documents included or incorporated in this RFQ constitute the complete set of instructions, scope of work, specification requirements and forms. It is the responsibility of the submitter to insure that all pages are included.

All must be typed or written in ink, and must be signed in ink by an officer having authority to represent the company. Signatures are required where indicated; failure to do so shall be cause for submittal rejection.

Changes and Interpretations:

Changes to this RFQ will be made by written addenda. A written addendum is the only official method whereby interpretation, clarification or additional information can be given. All addenda will be posted on the City/CRA's website - www.cityofnewportrichey.org. It is the sole responsibility of each Proposer to check the City/CRA's website for posted addenda. The City/CRA will not mail or fax any addenda to a Proposer.

All questions regarding this RFQ should be submitted in writing via mail (or e-mail) and must be received by the CRA no later than ten (10) calendar days prior to the due date for submissions. Send to:

Economic Development Director's Office
Charles Rudd, Economic Development Director
City Hall
5919 Main Street
New Port Richey, FL 34652
ruddc@cityofnewportrichey.org

If a question is not answered, the submitting firm should assume all relevant information is contained within this RFQ. The CRA will strive to issue all addenda at least three (3) business

days before the proposal due date; however, the CRA reserves the right to issue any addenda at any time.

Proposal Process

A Selection Committee, consisting of City staff, will evaluate and rank all submittals that meet the requirements. The Committee will conduct interviews with the top 3 finalists and rank the respondents based on the selection criteria included in this RFQ. Following this process, staff will recommend the top ranked respondent for review and approval by the CRA Board. The CRA Board is not bound by the recommendation of the Selection Committee and the CRA Board may deviate from the recommendation in determining the best overall response which is most advantageous and in the best interest of the CRA. Once a respondent has been selected by the CRA Board, the selected respondent and CRA Staff will negotiate the terms of a binding agreement, subject to CRA Board approval, for the design and construction of the project.

Property of the CRA: All materials submitted in response to this RFQ become the property of the CRA. The CRA has the right to use any or all ideas presented in any response to this RFQ, whether amended or not, and selection or rejection of a submittal(s) does not affect this right. No variances to this provision shall be accepted.

RFQ Timetable: The anticipated schedule for this RFQ and proposal approval is as follows:

- | | |
|---|-----------------------------|
| <input type="checkbox"/> Proposals Due: | June 19, 2020 |
| <input type="checkbox"/> Presentations by respondents to Committee: | week of June 29, 2020 |
| <input type="checkbox"/> Ranking of respondents by Committee: | no later than July 10, 2020 |
| <input type="checkbox"/> Selection Approved by CRA Board: | no later than July 21, 2020 |

The CRA reserves the right to amend the anticipated schedule as it deems necessary.

Evaluation and Award

Each response will be evaluated individually and in the context of all other responses. Submittals must be fully responsive to the requirements described in this RFQ and to any subsequent requests for clarification or additional information made by the CRA through written addenda to this RFQ. Submittals failing to comply with the submission requirements, or those unresponsive to any part of this RFQ, may be disqualified. The CRA reserves the right to award the contract to the respondent submitting the best overall responsive submittal which is most advantageous and in the best interest of the CRA. The CRA shall be the sole judge of the submissions and the resulting contract that is in its best interest and its decision shall be final.

Evaluation Scoring Criteria has been incorporated into the RFQ document.

Representations by Submittal of Firms. By submitting a response, the Firm warrants, represents and declares that:

- A. Person(s) designated as principal(s) of the Firm are named and that no other person(s) other than those therein mentioned has (have) any interest in the submittal or in the anticipated contract.
- B. The submittal is made without connection, coordination or cooperation with any other persons, company, firm or party submitting another proposal, and that the Firm submitted is, in all respects, fair and in good faith without collusion or fraud.
- C. The Firm understands and agrees to all elements of the submission unless otherwise indicated or negotiated, and that the response may become part of any contract entered into between the CRA and the Firm.
- D. By signing and submitting a response, Submitter certifies that Firm and any parent corporations, affiliates, subsidiaries, members, shareholders, partners, officers, directors or executives thereof are not presently debarred, proposed for debarment or declared ineligible to bid or participate in any federal, state or local government agency projects.
- E. Pursuant to 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted firm list maintained by the State of Florida may not submit a submittal to the City of New Port Richey/CRA for 36 months following the date of being placed on the convicted firm list. Proposer certifies that submittal of its proposal does not violate this statute.
- F. Proposer recognizes and agrees that the City/CRA will not be responsible or liable in any way for any losses that the Firm may suffer from the disclosure or submittal of response information to third parties.

Disclosure and Disclaimer

In its sole discretion, the CRA may withdraw this RFQ either before or after receiving proposals, may accept or reject proposals, and may accept proposals which deviate from the non-material provisions of this RFQ. In its sole discretion, the CRA may determine the qualifications and acceptability of any firm or firms submitting proposals in response to this RFQ. Following submission of a response, the firm agrees to promptly deliver such further details, information and assurances, including, but not limited to, financial and disclosure data, relating to the response and/or the firm, including the firms affiliates, officers, directors, shareholders, partners and employees, as requested by the CRA. Any action taken by the CRA in response to submittals made pursuant to this RFQ or in making any award or failure or refusal to make any award pursuant to such responses, or in any cancellation of award, or in any withdrawal or cancellation of this RFQ, either before or after issuance of an award, shall be without any liability or obligation on the part of the CRA, or their advisors.

Any recipient of this RFQ, who responds hereto, fully acknowledges all the provisions of this Discloser and Disclaimer and agrees to be bound by the terms hereof. Any response submitted pursuant to this RFQ is at the sole risk and responsibility of the party submitting such response.

Contract Agreement

The terms and conditions of the resulting contract for the services to be rendered will be negotiated with the successful respondent. If the CRA and the successful respondent cannot agree on the terms and conditions of the resulting contract, the CRA reserves the right to terminate negotiations with the successful respondent and move to the next ranked respondent to commence negotiations. Negotiations may continue in this process until the CRA is able to enter into a contract with a respondent that best meets the needs of the CRA.

Insurance Requirements

Prior to execution of the resulting contract derived from this RFQ, the awarded firm shall obtain and maintain in force at all times during the term of the resulting contract insurance coverage as required herein. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Certificates shall clearly indicate that the firm has obtained insurance of the type, amount, and classification as required for strict compliance with this provision and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the CRA. Compliance with the foregoing requirements shall not relieve the firm of its liability and obligations under the resulting contract.

- A. The firm shall maintain during the term of the contract, standard Professional Liability Insurance in the minimum amount of \$1,000,000.00 per occurrence.
- B. The firm shall maintain, during the life of the contract, commercial general liability, including public and contractual liability insurance in the amount of \$1,000,000.00 per occurrence (\$2,000,000.00 aggregate) to protect the firm from claims for damages for bodily and personal injury, including wrongful death, as well as from claims of property damages which may arise from any operations under the contract, whether such operations be by the firm or by anyone directly or indirectly employed by or contracting with the firm.
- C. The firm shall carry Workers' Compensation Insurance and Employer's Liability Insurance for all employees as required by Florida Statutes.

All insurance, other than Professional Liability and Workers' Compensation, to be maintained by the firm shall specifically include the City of New Port Richey and the City of New Port Richey Community Redevelopment Agency as an "Additional Insured".

Performance Bond

The successful applicant will be required to execute and record in the Public Records of Pasco County, Florida a payment and performance bond with a surety insurer authorized to do business in the State of Florida as surety, as provided by Section 255.05 Florida Statutes.

Compliance

All proposals received in accordance with this RFQ shall be subject to applicable Florida Statutes governing public records including without limitation Chapter 119, Florida Statutes.

END OF GENERAL INFORMATION

Specific Submittal Requirements

The response must be organized according to the following format. Information should be concise and specific to address each request. Include a table of contents and tabs to organize the material in the following order:

- Letter of Interest: To be no more than one (1) page long. The letter of interest may contain any information not shown elsewhere in the submittals.
- Qualifications of the Firm: Provide a brief description of the history and capabilities of the firm. Describe the types of projects or services the firm performs.
- Presentation of the Project Team: Describe the proposed project's team. Provide the qualifications of the individuals who have been identified. Include length of time they have been with the firm, a description of the experience they have had in managing similar projects, a list of projects they have completed as a team, and any other information the selection committee might find useful in evaluating the qualifications of the team. Also provide a list of proposed consultants, if any, are planned for use on the project.
- Specific Project Experience: List recent construction projects your firm has completed in the Tampa Bay and Central Florida region that are specifically relevant to the proposed scope of the project. Exhibit 'C'
- Licenses/Certifications: All related licenses and/or certifications.
- Timeframe: Estimated timeframe for project.
- Claims / Disputes / Litigation: Identify all unresolved and ongoing claims and disputes against your firm in excess of \$500,000. Include any claims against the principals of your firm or any claims your company may have against a third party. Provide a history of litigation, including the outcomes, for the past five years.
- Bonding Capacity and Insurance Limits: Provide the overall bonding capacity for the company. Identify the bonding rates and provide history of any claims against bond for the past five years. Provide the contractor's insurance limits and include a certificate of insurance from the insurance carrier.
- EXHIBIT B: References

Each proposer is asked to submit one unbound original and three bound copies plus one copy of the submittal on a portable drive or CD.

Selection Criteria

Firms will be evaluated in accordance with the weighted criteria listed below.

- 1. Experience and Availability of Developer Team (25 points)**
 - a. Developer's and architect's experience in designing and developing projects comparable to the proposed project in response to this RFQ, including projects in urban, redevelopment settings.
 - b. Project experience with government or other public agencies.
 - c. Construction and project management experience.
 - d. Availability to start and complete the project in the specified time frame.
 - e. Experience delivering a project on time and within budget.

- 2. Design Experience (25 points)**
 - a. Portfolio of quality design projects
 - b. Ability to communicate their design proposals

- 3. Financial Capacity (25 points)**
 - a. Financial strength of developer(s) and other team members.

- 4. Qualifications of project team members assigned to this project (10 points)**

- 5. Strength of references (15 points)**

Total – 100 points

EXHIBIT 'A' REGIONAL MAPS

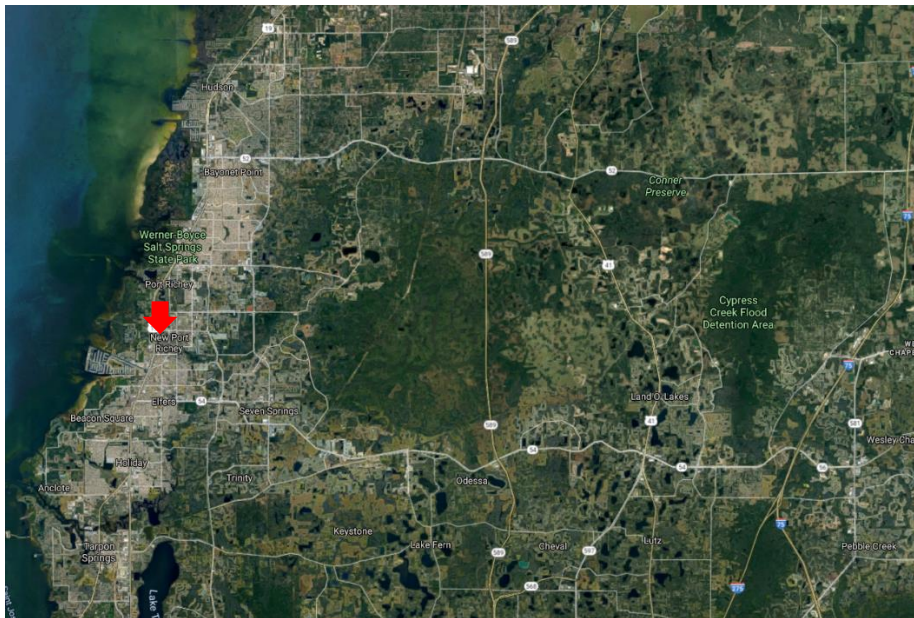
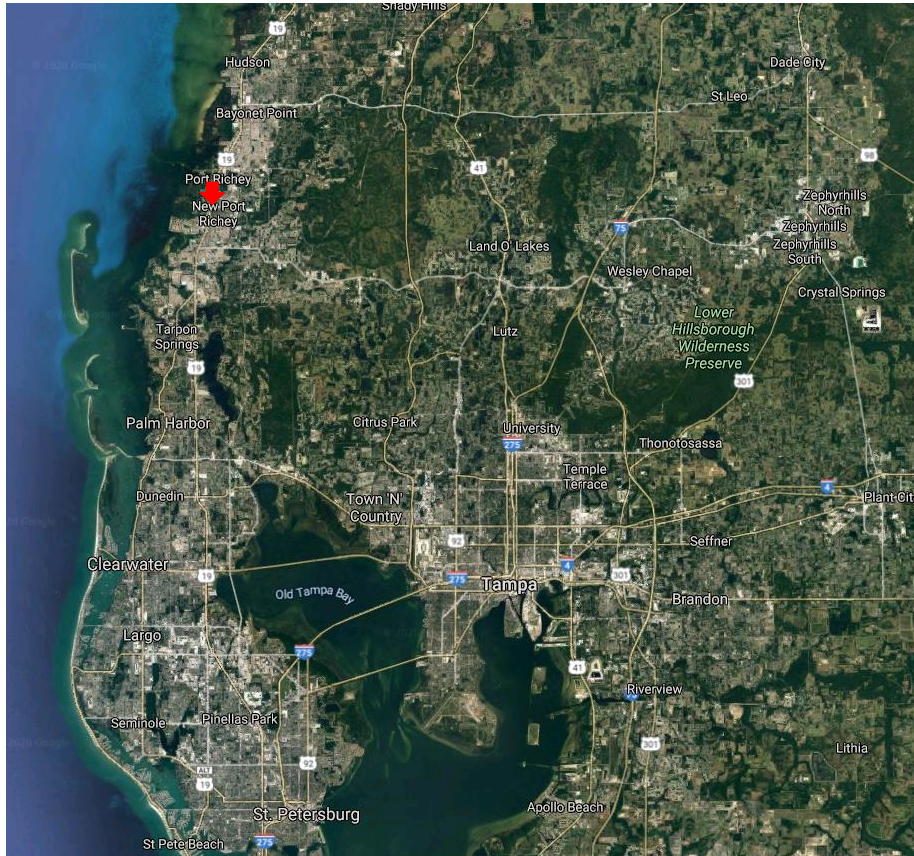


EXHIBIT 'B'
REFERENCES

Below, or on an attached sheet, list references per the RFQ requirements for providing commercial developmental projects. Provide the name, addresses and telephone numbers of organizations, governmental or private, for whom you now are, or have **within the past five (5) years** provided services. This form may be copied.

REFERENCE #1

Name of Client: _____

Address: _____

Phone: (_____) _____ Fax: (_____) _____

Contact Person: _____ Title: _____

Description of services:

REFERENCE #2

Name of Client: _____

Address: _____

Phone: (_____) _____ Fax: (_____) _____

Contact Person: _____ Title: _____

Description of services:

REFERENCE #3

Name of Client: _____

Address: _____

Phone: (_____) _____ Fax: (_____) _____

Contact Person: _____ Title: _____

Description of services:

EXHIBIT 'C'
SIMILAR PROJECTS

List three (3) similar projects successfully completed in the past five (5) years by the individual, firm, or project manager assigned to the project.

Completed Project #1:

Agency/company: _____

Current contact person at agency/company: _____

Telephone: _____ Fax: _____ E-mail: _____

Address of agency/company: _____

Name of project: _____

Description: _____

Project value: _____ Start date: _____ Completion date: _____

(month/year) (month/year)

Name(s) of assigned personnel:

Project manager: _____ Others: _____

Completed Project #2:

Agency/company: _____

Current contact person at agency/company: _____

Telephone: _____ Fax: _____ E-mail: _____

Address of agency/company: _____

Name of project: _____

Description: _____

Project value: _____ Start date: _____ Completion date: _____

(month/year) (month/year)

Name(s) of assigned personnel:

Project manager: _____ Others: _____

Completed Project #3:

Agency/company: _____

Current contact person at agency/company: _____

Telephone: _____ Fax: _____ E-mail: _____

Address of agency/company: _____

Name of project: _____

Description: _____

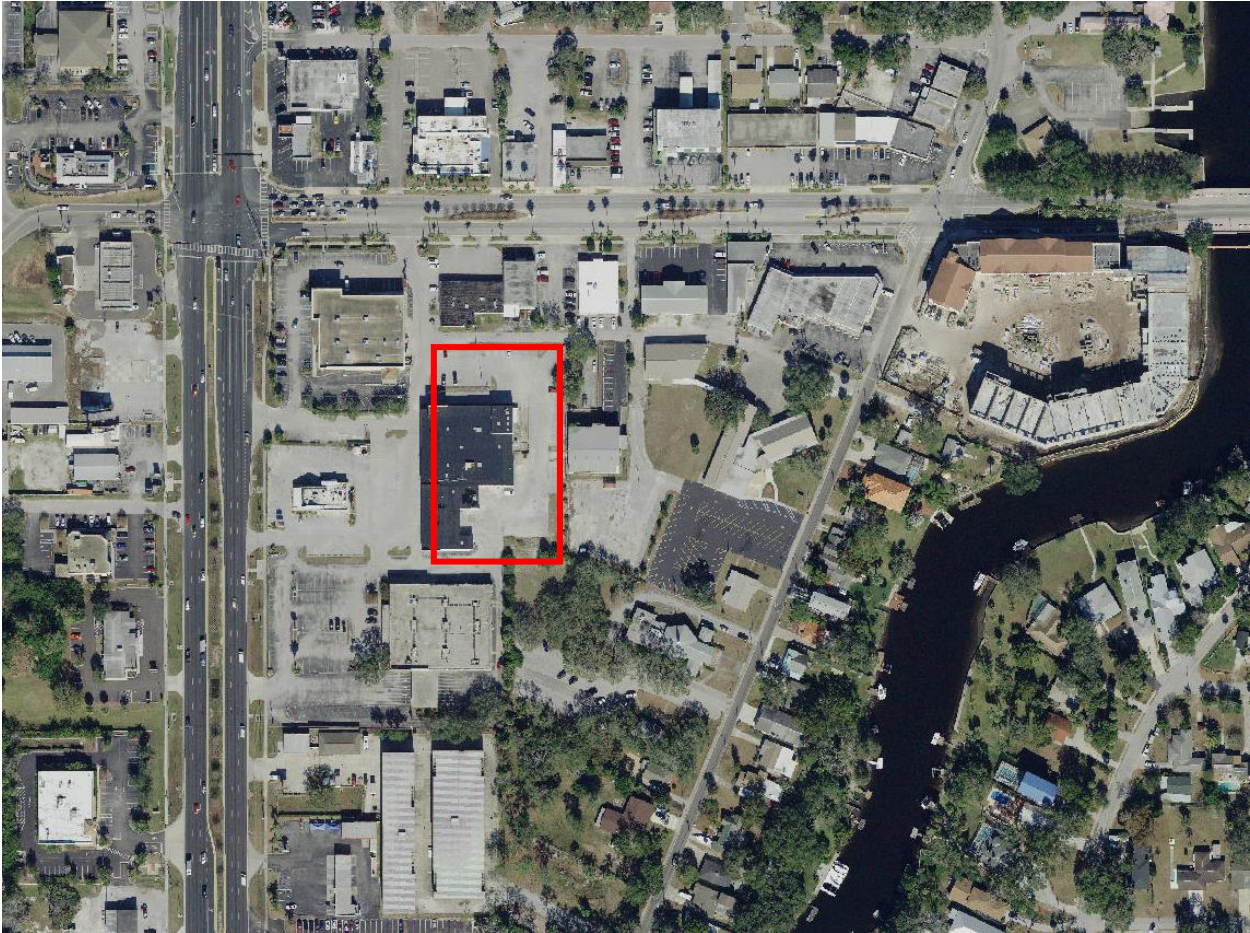
Project value: _____ Start date: _____ Completion date: _____

(month/year) (month/year)

Name(s) of assigned personnel:

Project manager: _____ Others: _____

Aerial Map



BIRD's EYE VIEW (2020)



Site Survey
(To be provided upon selection.)