

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2017	2018	2019	2020	2021
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT *	<u>0</u>	_____	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included in Current Budget: Yes _____ No _____

Budget Account No: Fund _____ Dept. _____ Unit _____ Object _____
 _____ Program


B. Recommended Sources of Funds/Summary of Fiscal Impact:

*All costs associate with the Sr. Project Manager and financial personnel will be charged to the IST Program. The costs associated with the Project Managers will be charged to the applicable project.

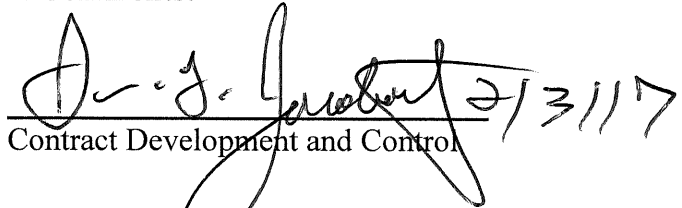
C. Departmental Fiscal Review: _____

III. REVIEW COMMENTS

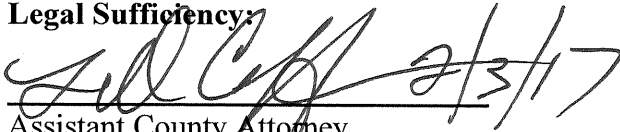
A. OFMB Fiscal and/or Contract Development Comments:



 OFMB 2/23/17


 _____ 2/3/17
 Contract Development and Control

B. Legal Sufficiency:


 _____ 2/3/17
 Assistant County Attorney

C. Other Department Review:

 Department Director

Project No. 17200

Program Management Services for General Government Capital Program

FINAL SELECTION ORDINAL SCORE TALLY SHEET

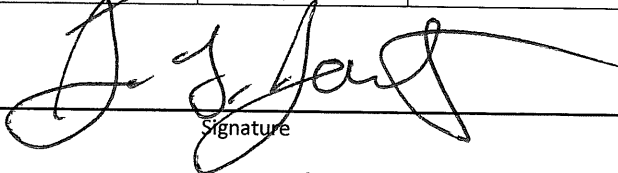
	AECOM	Jacobs Project Management	The Corradino Group
John Chesher	2	1	3
Tonya Johnson Allen Gray	3	1	2
Eric McClellan	3	1	2
Vendenia Baker	2	1	3
Irwin Jacobowitz	3	1	2
Hassan Hadjimiry	2	1	3
Steve Carrier	2	1	3
TOTALS	17	7	18

RANKED ORDER 2 1 3

Spina Corale
Recorded by
1/27/2017
Date

**Program Management Services
General Government Capital Program - Project #17200
Final Selection Meeting January 27, 2017**


Scoring Criteria	Maximum Points	AECOM	Jacobs Project Management	The Corradino Group
Qualifications of the Firm - The firm's experience in similar projects providing Program Management services. Recommendations from previous Owners will be evaluated.	5	4	5	4
Proposed Project Staff and Functions - The firm's proposed staff's experience with similar projects and with public projects, and Program Management experience will be reviewed.	30	23	28	28
Comprehensive Program Management Services - The ability and history of the firm and its staff to deliver projects using effective management tools and techniques will be evaluated including the team's knowledge and experience in the evaluation of building systems and construction techniques to create an optimum value in the design and budget requirements.	25	20	25	22
Small Business Utilization Plan - The firm's history, approach, and commitment to meet or exceed the SBE participation requirement will be scored.	10	5	10	10
Local Hiring - Points will be awarded for the firm's employees who are current Palm Beach County residents (at the time or proposal submittal) and will be assigned to this contract as either a Project Manager or Senior Project Manager.	10	2.5	0	5
Price - Total compensation for the firm's offering will be estimated by the County based on the salary rates provided by the firm in Exhibit A.	20	18	20	11
Totals	100	74.5	88	80
Rank		3	1	2


Signature

Edward JACOBOWITZ
Print Name

**Program Management Services
General Government Capital Program - Project #17200
Final Selection Meeting January 27, 2017**

Scoring Criteria	Maximum Points	AECOM	Jacobs Project Management	The Corradino Group
Qualifications of the Firm - The firm's experience in similar projects providing Program Management services. Recommendations from previous Owners will be evaluated.	5	5	5	4
Proposed Project Staff and Functions - The firm's proposed staff's experience with similar projects and with public projects, and Program Management experience will be reviewed.	30	25	25	20
Comprehensive Program Management Services - The ability and history of the firm and its staff to deliver projects using effective management tools and techniques will be evaluated including the team's knowledge and experience in the evaluation of building systems and construction techniques to create an optimum value in the design and budget requirements.	25	24	23	20
Small Business Utilization Plan - The firm's history, approach, and commitment to meet or exceed the SBE participation requirement will be scored.	10	5	10	10
Local Hiring - Points will be awarded for the firm's employees who are current Palm Beach County residents (at the time of proposal submittal) and will be assigned to this contract as either a Project Manager or Senior Project Manager.	10	2.5	0	5
Price - Total compensation for the firm's offering will be estimated by the County based on the salary rates provided by the firm in Exhibit A.	20	18	20	11
Totals	100	79.5	83	70
Rank		2	1	3



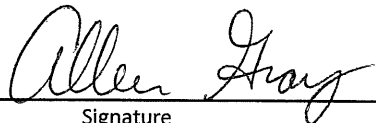
Signature

Steven Carrier 1/27/17

Print Name

**Program Management Services
General Government Capital Program - Project #17200
Final Selection Meeting January 27, 2017**

Scoring Criteria	Maximum Points	AECOM	Jacobs Project Management	The Corradino Group
Qualifications of the Firm - The firm's experience in similar projects providing Program Management services. Recommendations from previous Owners will be evaluated.	5	3	5	4
Proposed Project Staff and Functions - The firm's proposed staff's experience with similar projects and with public projects, and Program Management experience will be reviewed.	30	20	25	25
Comprehensive Program Management Services - The ability and history of the firm and its staff to deliver projects using effective management tools and techniques will be evaluated including the team's knowledge and experience in the evaluation of building systems and construction techniques to create an optimum value in the design and budget requirements.	25	25	25	25
Small Business Utilization Plan - The firm's history, approach, and commitment to meet or exceed the SBE participation requirement will be scored.	10	5	10	10
Local Hiring - Points will be awarded for the firm's employees who are current Palm Beach County residents (at the time or proposal submittal) and will be assigned to this contract as either a Project Manager or Senior Project Manager.	10	2.5	0	5
Price - Total compensation for the firm's offering will be estimated by the County based on the salary rates provided by the firm in Exhibit A.	20	18	20	11
Totals	100	73.5	85	80
Rank		3	1	2



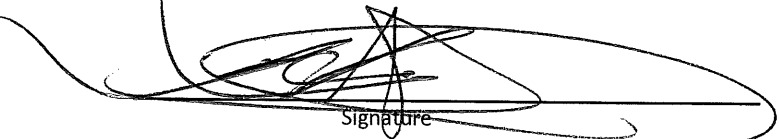
Signature

Allen Gray

Print Name

**Program Management Services
General Government Capital Program - Project #17200
Final Selection Meeting January 27, 2017**

Scoring Criteria	Maximum Points	AECOM	Jacobs Project Management	The Corradino Group
Qualifications of the Firm - The firm's experience in similar projects providing Program Management services. Recommendations from previous Owners will be evaluated.	5	3	4	2
Proposed Project Staff and Functions - The firm's proposed staff's experience with similar projects and with public projects, and Program Management experience will be reviewed.	30	20	25	15
Comprehensive Program Management Services - The ability and history of the firm and its staff to deliver projects using effective management tools and techniques will be evaluated including the team's knowledge and experience in the evaluation of building systems and construction techniques to create an optimum value in the design and budget requirements.	25	15	20	12
Small Business Utilization Plan - The firm's history, approach, and commitment to meet or exceed the SBE participation requirement will be scored. 15%	10	5	10	10
Local Hiring - Points will be awarded for the firm's employees who are current Palm Beach County residents (at the time of proposal submittal) and will be assigned to this contract as either a Project Manager or Senior Project Manager.	10	2.5	0	5
Price - Total compensation for the firm's offering will be estimated by the County based on the salary rates provided by the firm in Exhibit A.	20	18	20	11
Totals	100	63.5 63.5	79 79	55 55
Rank		2	1	3


 Signature
Hassan Hanimier
 Print Name

**Program Management Services
General Government Capital Program - Project #17200
Final Selection Meeting January 27, 2017**

Scoring Criteria	Maximum Points	AECOM	Jacobs Project Management	The Corradino Group
Qualifications of the Firm - The firm's experience in similar projects providing Program Management services. Recommendations from previous Owners will be evaluated.	5	3	5	5
Proposed Project Staff and Functions - The firm's proposed staff's experience with similar projects and with public projects, and Program Management experience will be reviewed.	30	20	25	20
Comprehensive Program Management Services - The ability and history of the firm and its staff to deliver projects using effective management tools and techniques will be evaluated including the team's knowledge and experience in the evaluation of building systems and construction techniques to create an optimum value in the design and budget requirements.	25	20	25	25
Small Business Utilization Plan - The firm's history, approach, and commitment to meet or exceed the SBE participation requirement will be scored.	10	5	10	10
Local Hiring - Points will be awarded for the firm's employees who are current Palm Beach County residents (at the time of proposal submittal) and will be assigned to this contract as either a Project Manager or Senior Project Manager.	10	2.5	0	5
Price - Total compensation for the firm's offering will be estimated by the County based on the salary rates provided by the firm in Exhibit A.	20	18	20	11
Totals	100	68 1/2	85	76
Rank		3	1	2



Signature

Eric McClellan

Print Name

Program Management Services
General Government Capital Program - Project #17200
Final Selection Meeting January 27, 2017

Scoring Criteria	Maximum Points	AECOM	Jacobs Project Management	The Corradino Group
Qualifications of the Firm - The firm's experience in similar projects providing Program Management services. Recommendations from previous Owners will be evaluated.	5	5	5	5
Proposed Project Staff and Functions - The firm's proposed staff's experience with similar projects and with public projects, and Program Management experience will be reviewed.	30	25	28	20
Comprehensive Program Management Services - The ability and history of the firm and its staff to deliver projects using effective management tools and techniques will be evaluated including the team's knowledge and experience in the evaluation of building systems and construction techniques to create an optimum value in the design and budget requirements.	25	21	22	20
Small Business Utilization Plan - The firm's history, approach, and commitment to meet or exceed the SBE participation requirement will be scored.	10	5	10	10
Local Hiring - Points will be awarded for the firm's employees who are current Palm Beach County residents (at the time of proposal submittal) and will be assigned to this contract as either a Project Manager or Senior Project Manager.	10	2.5	0	5
Price - Total compensation for the firm's offering will be estimated by the County based on the salary rates provided by the firm in Exhibit A.	20	18	20	11
Totals	100	76.5	85	71
Rank		2	1	3



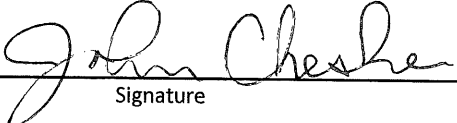
Signature

Verdiana C. Baker

Print Name

**Program Management Services
General Government Capital Program - Project #17200
Final Selection Meeting January 27, 2017**

Scoring Criteria	Maximum Points	AECOM	Jacobs Project Management	The Corradino Group
Qualifications of the Firm - The firm's experience in similar projects providing Program Management services. Recommendations from previous Owners will be evaluated.	5	2	5	2
Proposed Project Staff and Functions - The firm's proposed staff's experience with similar projects and with public projects, and Program Management experience will be reviewed.	30	20	30	15
Comprehensive Program Management Services - The ability and history of the firm and its staff to deliver projects using effective management tools and techniques will be evaluated including the team's knowledge and experience in the evaluation of building systems and construction techniques to create an optimum value in the design and budget requirements.	25	20	23	20
Small Business Utilization Plan - The firm's history, approach, and commitment to meet or exceed the SBE participation requirement will be scored.	10	5	10	10
Local Hiring - Points will be awarded for the firm's employees who are current Palm Beach County residents (at the time of proposal submittal) and will be assigned to this contract as either a Project Manager or Senior Project Manager.	10	2.5	0	5
Price - Total compensation for the firm's offering will be estimated by the County based on the salary rates provided by the firm in Exhibit A.	20	18	20	11
Totals	100	67.5	88	63 ✓
Rank		2	1	3


Signature

John Chesher
Print Name

REQUEST FOR PROPOSAL
PROGRAM MANAGEMENT SERVICES
GENERAL GOVERNMENT CAPITAL PROGRAM
PROJECT #17200

I. GENERAL AND BACKGROUND

Palm Beach County Capital Improvements Division is seeking proposals from qualified firms (Consultants) to provide program management services to assist Facilities Development & Operations Department (FDO)/Capital Improvement Division (CID) in managing an expanded General Government Capital Program (GGCP) resulting from the 5-10 year impact of deferred maintenance in addition to the regular projects included in the 5 Year Capital Improvement Program (CIP).

In order to address backlogged County infrastructure, a discretionary \$.01 local government Infrastructure Sales Tax (IST) has been approved by the voters. The proceeds of the IST will finance the renewal and replacement (R&R) of: 1) existing capital investments including roadway surfaces, bridges, drainage improvements, canals, park amenities and government buildings, all of which were deferred during the recent recession and remain outstanding, and 2) other projects identified by the Board of County Commissioners.

For more information on the proposed program visit: <http://www.pbcgov.com/ib/index.htm>

II. SCOPE OF WORK

The Consultant shall provide program management to assist the County with implementation of the GGCP. The Consultant team shall have experience in the competitive bid process and possess expertise in managing architecture, engineering, and construction management projects.

The Consultant would act as an extension of CID Staff, acting as an owner's representative. The scope of work does not require design services from licensed professionals as described in F. S. 287.055, but the County will accept proposals from professional services firms. It should also be noted that the successful Consultant will be precluded from responding to future RFPs or bids for any GGCP projects; even if the project is not actively managed by the Consultant. This restriction may or may not apply to the prime Consultant's subconsultants depending on their involvement in the management of the program. Subconsultants only providing ancillary services will not be excluded from future work associated with the GGCP projects.

The selected Consultant shall assemble a team with flexible time allocation to accommodate the needs of the County and the GGCP. It is currently anticipated that the County will require three (3) full time project managers to assist the County with the program management

although the quantity of personnel is subject to change.

The required skills and abilities of the project managers shall include: a thorough knowledge of industry standards, construction quality, materials, methods, principles and practices used in the construction trades and of building codes and regulations; an ability to read and interpret construction plans and specifications and the ability to recognize deviations from such plans in the construction process; an ability to use computerized work order systems; an ability to comprehend and present ideas effectively, both orally and in writing and to submit clear, concise reports as required; an ability to develop and maintain effective working relationships with architects, contractors, engineers, the public and other staff personnel. The project managers shall have a minimum of eight (8) years experience of non-residential construction base building system maintenance, repair or operations, engineering or architectural design, and/or construction administration/field experience; or any equivalent combination of related training and experience. An architectural, engineering, or construction management degree is not required, but is preferred.

In addition, a Senior Project Manager will always be involved (with hours/week varying of the course of the contract and in response to need) in this contract to 1) facilitate discussions with industry regarding the approach and solicitation approach for the totality of projects included in the GGCP, 2) monitoring and ensuring that the Program Managers are performing per contract requirements and consistently among Program Managers, 3) employ/contract with persons acting as Program Managers, 4) retain/contract with persons/firms needed from time to time to meet needs of the GGCP that are best performed by the Consultant vs. the design professional or contractor, 5) prepare and deliver reports to the Infrastructure Sales Tax (IST) Oversight Committee regarding the projects that were funded with Infrastructure Sales Tax, whether managed by County employees or the Consultant's Program Managers, and 6) act as the single point of contact for CID.

As noted above, projects within the IST include the renewal and replacement (R&R) of roadway surfaces, bridges, drainage improvements, and canals which are under the Engineering and Public Works Department. The Consultant's Project Managers will not be assigned projects managed by that department.

Other personnel/sub-consultants may be necessary as well on an as-needed basis. The distribution of the projects will be made between the Project Managers employed by the County and the Consultant based on workload, and project specific requirements for specific County operational knowledge. Not all IST funded projects will be handled by the consultant and the consultant may have non-IST projects assigned to it. Nothing will limit the County from utilizing its own employees and existing procurement approaches to accomplish any particular project within the GGCP. The required services and performance conditions are described in more detail in the Scope of Work.

The Consultant's team will be located in County West Palm Beach offices and will be provided with the normal office amenities including supplies, office equipment, etc. Consultant's personnel will be expected to provide their own cell phone, computer and vehicle. No

reimbursable expenses are anticipated under this contract. Consultant's personnel will report to the Director of Capital Improvements. The Consultant shall become familiar with the County's procedures and be an extension of the Capital Improvements Division.

III. BASIC SERVICES

Not all services may be required, but Consultant shall be capable of the following.

Task 1: GGCP Planning and Coordination

Consultant shall:

- 1.1 Determine phasing of work, critical paths, milestones for projects to minimize impact
- 1.2 Set deadlines for funding, permitting, environmental review, design, and construction for the various phases/projects
- 1.3 Assist the County in determining the most appropriate procurement approach that is sensitive to expanding opportunities to SBEs, locals, those with no or low volume of past work with the County, and/or other County adopted business development programs while balancing single and multi-trade opportunities and cost. Obtain and consider industry input.
- 1.4 Refine and customize program management tools to fit the specific needs of the County, including tools for budget management, schedule management, cash flow and forecasting.
- 1.5 Develop and maintain a master schedule of all the projects under the GGCP, perform CPM analysis as needed
- 1.6 Develop and maintain a comprehensive overall program budget and cash flow projection for the GGCP
- 1.7 Develop reporting tools to provide updates and alert the County of issues in a timely manner

Task 2: Design/Document Reviews

Develop scope of GGCP projects in coordination with user agencies. Schedule and plan the work.

Consultant shall:

- 2.1 Coordinate and engage County user agencies with projects to ensure proper basis of planning and design.
- 2.2 Review of the reports, plans and specifications prepared by the County's consulting architectural/engineering firms for projects under the GGCP.
- 2.3 Coordinate and provide information needed for design of projects and ensure consistency across multiple projects

2.4 Provide value engineering and constructability review.

2.5 Evaluate energy performance and sustainability of proposed designs and make recommendations for alternative designs that are consistent with the Countywide policy on same.

Task 3: Services for Project Construction

Consultant shall assist the County to ensure proper execution of construction contracts under the GGCP.

Consultant shall:

3.1 Assist in packaging construction opportunities for SBEs.

3.2 Work within County's acquisition procedures to obtain the contracts for construction of the GGCP projects.

3.3 Coordinate and ensure consistency and continuity across multiple construction projects.

Task 4: Budget and Schedule Management

Consultant shall monitor overall budgets and schedules and maintain conformance with the GGCP budget and schedule.

Consultant shall:

4.1 Monitor the budget and schedule of multiple projects under varying phases of design and construction

4.2 Coordinate and monitor funding activities for the projects

4.3 Prepare cash flow and forecast for the individual project and for the combined projects under the program

4.4 Prepare accounting and financing documents/reports for County, partner agencies, and funding agencies

4.5 Document accounting, financing, and reporting activities in sufficient detail, suitable for internal and outside audits

Task 5: Public Outreach

For public relations, the County typically takes a lead role and utilizes outside help on an as needed basis. Consultant shall assist the County with any required public outreach..

Consultant shall:

5.1 Prepare program communications plan if needed

5.2 Assist with public meetings

5.3 Incorporate stakeholders/public inputs

Task 6: General Project Management

Consultant shall provide necessary administration, minutes, budget control including cash flows, project controls including scheduling, quality assurance and reviews, and professional oversight.

6.1 Project staffing shall be maintained at acceptable levels to keep the project on schedule, ensure continuity of information, and satisfy the requirements of the scope of work.

6.2 Prepare presentations, attend meetings and provide reports (which will include the same information as provided by the Engineering and Public Works Department) to the Infrastructure Sales Tax Oversight Committee.

IV. POINT SYSTEM METHOD FOR SHORTLISTING AND FINAL SELECTION OF FIRMS

SELECTION PROCESS

1. The selection process consists of two phases of evaluation and scoring.
 - a. The County's Short List Evaluation Committee will review each proposal. Up to three (3) top proposers will be short-listed and invited to interview with the Final Selection Committee. Respondents will be notified in writing if their firm has been qualified for Phase II of the evaluation and selection process.
 - b. The second phase of the evaluation and selection will only be for the Respondents who are selected from the first phase of the evaluation. The shortlisted firm's interview will consist of a presentation to the Final Selection Committee followed by a question and answer period.
- a. The purpose of the rating procedures is to equitably judge the responses to the Requests for Proposals. Each response will be scored and evaluated by the Committees using the procedures outlined herein.
3. Each Category will be scored and when the scores awarded for all Categories are totaled, the scores will be tabulated and added to achieve the Total Points awarded to each firm. The Total Points awarded to each firm will be ranked with the highest point total ranked 1, the next highest points total ranked 2, etc. The ranking of each firm will be tabulated from each Committee Member and combined with other Committee Members to determine the total score for the firm.

A Short List Committee will review and evaluate qualifications submitted in accordance with the scoring criteria listed below. Up to three firms will be short listed who will make presentations to and be interviewed by a Final Selection Committee.

SCORING CRITERIA FOR SUBMITTALS - PHASE 1 (SHORT LIST PROCESS)

The Scoring Criteria is made up of the categories that collectively represent a Grand Total Point Value of 100 points, as described herein. The points indicated below as "Points Possible" are the maximum that can be allocated for each category. The point value shall be the basis of establishing a finalist list of the top ranking proposals.

EVALUATION CATEGORIES	POINTS POSSIBLE
1. Related Experience	40
2. Proposed Staff	40
3. Location of Offices	10
4. SBE Program	10
GRAND TOTAL OF POINTS	100 POINTS

1. CATEGORY 1 Related Experience 40 Points Possible

Scoring Criteria

Major consideration will be given to the successful completion of projects comparable in type and scope, the recommendation of previous Owners and Architects, and other similar factors. Litigation history will be considered.

2. CATEGORY 2 Proposed Staff 40 Points Possible

Scoring Criteria

Consideration will be given to the general and specified project related capability of the proposer's staff including the adequate depth and abilities of the organization which it can draw upon as needed. This will include management, technical and support staff.

3. CATEGORY 3 Location of Offices 10 Points Possible

Scoring Criteria

Maximum points will be awarded for a firm with a primary or regional office in Palm Beach County which has the proposed staff that will have direct responsibility for this project.

4. CATEGORY 4 SBE Program 10 Points Possible

Scoring Criteria

Firms will be awarded points for the firm's SBE or minority participation history and the presentation of a viable plan to achieve the County's SBE goal.

SCORING CRITERIA FOR SHORT LISTED PROPOSERS - PHASE 2 (FINAL SELECTION)

The second phase shall consist of an interview / presentation by each finalist in an effort to further understand the qualifications of the proposing firm. A pricing component will be added for all short listed firms. All finalists shall be considered in equal standing at the beginning of Phase 2.

The Scoring Criteria is made up of the six (6) Categories that collectively represent a Total Point Value of 100 points. The total points for each Proposer will be the basis to determine the Top Ranking Proposer.

EVALUATION CATEGORIES	POINTS POSSIBLE
1. Qualifications of the Firm	5
2. Proposed Project Staff and Functions	30
3. Comprehensive Program Management Services	25
4. Small Business Utilization Plan	10
5. Local Hiring	10
6. Price	20
GRAND TOTAL OF POINTS	100 POINTS

1. CATEGORY 1 - Qualifications of the Firm 5 Points Possible

Scoring Criteria

The firm's experience in similar projects providing Program Management services. Recommendations from previous Owners will be evaluated.

2. CATEGORY 2 - Proposed Project Staff and Functions 30 Points Possible

Scoring Criteria

The firm's proposed staff's experience with similar projects and with public projects, and Program Management experience will be reviewed.

3. CATEGORY 3 - Comprehensive Program Management Services 25 Points Possible

Scoring Criteria

The ability and history of the firm and its staff to deliver projects using effective management tools and techniques will be evaluated including the team's knowledge and experience in the evaluation of building systems and construction techniques to create an optimum value in the design and budget requirements.

4. CATEGORY 4 - Small Business Utilization Plan 10 Points Possible

Scoring Criteria

The firm's history, approach, and commitment to meet or exceed the SBE participation requirement will be scored.

5. CATEGORY 5 - Local Hiring 10 Points Possible

Scoring Criteria

Points will be awarded for the firm's employees who are current Palm Beach County residents (at the time of proposal submittal) and will be assigned to this contract as either a Project Manager or Senior Project Manager.

6. CATEGORY 6 – Price 20 Points Possible

Scoring Criteria

Total compensation for the firm's offering will be estimated by the County based on the salary rates provided by the firm in Exhibit A.

V. SMALL BUSINESS ENTERPRISES

- A. The Palm Beach County Board of County Commissioners has established a minimum goal for SBE participation of 15% on all County solicitations.
- B. The consultant agrees to abide by all provisions of the Palm Beach County Code for the SBE Program, as amended, and understands that failure to comply with any of the requirements will be considered a breach of contract.
- C. The consultant shall provide with its proposal Schedule 1 (participation of SBE-M/WBE subconsultants) and Schedule 2 (Letter of Intent) attached hereto and made a part hereof, the names, addresses, scope of work, estimated percentage of work of the SBE-M/WBE participation on Schedule 1 and the Letter of Intent, Schedule 2, signed by each of the listed SBE-M/WBE subconsultants on the Schedule 1.
- D. Each SBE firm utilized on this contract must be certified by Palm Beach County Office of Small Business Assistance (OSBA) (561) 616-6840 (www.pbcgov.com/osba) in order to be counted toward the SBE participation goal.
- E. After contract award, the successful consultant will only be permitted to replace a certified SBE subcontractor who is unwilling or unable to perform. Such substitution must be done with other certified SBEs in order to maintain the proposed SBE percentages submitted with the proposal. Requests for substitutions must be submitted

to the department issuing the request for proposal and the OSBA.

- F. The consultant is prohibited from making any agreements with any SBE in which the SBE promises not to provide subconsultant services to other firms submitting proposals.
- G. Businesses submitting proposals to provide professional services to the County will be eligible to receive points, not to exceed 10% of the total number of possible points awarded, for SBE participation. It will be the responsibility of the firm submitting a proposal to furnish all the necessary information to the County in order to receive points for SBE participation.

VI. TERMS AND CONDITIONS

- A. All responses shall become the property of Palm Beach County.
- B. Due care and diligence has been exercised in the preparation of this RFP, and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the services rests solely with those making responses.
- C. Palm Beach County reserves the right to reject any or all responses to the Request for Proposal; to waive any or all informalities and/or irregularities; to re-advertise with either an identical or revised scope, or to cancel requirement in its entirety.
- D. A response to this RFP does not constitute a bid, therefore Palm Beach County retains the right to contact any/all proposers after submittal in order to obtain supplemental information and/or clarification in either oral or written form.
- E. Proposers will be notified of the Selection Committee tabulations and Notification from Owner, with recommended awards made in accordance with the RFP and results will be posted at the location where Proposals were received for review by interested parties prior to submission through the appropriate approval process to the Board of County Commissioners, and will remain posted for a period of five (5) business days. Failure to file a protest to the Director of Purchasing during the 5 day posting period shall constitute a waiver of proceedings under County ordinance.
- F. The Owner will conduct negotiations with the highest ranked Respondent to determine the fee and other requirements. However, if an agreement is not reached with the top ranked Respondent, negotiations will be terminated and the Owner will move to the second ranked Respondent to attempt to reach agreement. If an agreement cannot be reached with the second ranked Respondent, the Owner will move to the third ranked Respondent.
- G. All entities doing business with Palm Beach County are required to have a non-discrimination policy which shall be consistent with the policy of Palm Beach County.

The selected firm shall submit a copy of its non-discrimination policy prior to entering into contract with Palm Beach County. In the event an entity does not have a written nondiscrimination policy, such entity shall be required to sign a statement affirming that it will conform to the non-discrimination policy of Palm Beach County.

- H. The selected consultant must provide professional liability insurance in the minimum amount of \$3,000,000.
- I. The term of this contract will be for 5 years with 5 – 1 year renewal options at the sole discretion of the County.
- J. In accordance with F.S. 287.133 (2)(a), persons or affiliates who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, 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 bids, 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 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 s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

VII. OTHER

- A. Questions concerning this RFP are to be directed to Mr. John Chesher at jchesher@pbcgov.org. Include the words "Project 17200" in the subject line of any e-mail regarding this project. Consultants are directed not to discuss this RFP with any other County employee other than the above.
- B. Consultants interested in this project are required to furnish seven (7) printed bound copies and one (1) copy in electronic format on CD or thumb drive of their proposal to the following by 2:00 P.M. on December 15, 2016:

Mr. John Chesher, P.E.
Facilities Development & Operations
2633 Vista Parkway
West Palm Beach, FL 33411-5604

- C. Respondents must indicate on their response envelope the following:
 - Program Management Services
 - Date of Submittal
 - Name of Respondent
 - Return Address of Respondent

D. The tentative RFP/Contract timeline is as follows:

RFP Issued	November 14, 2016
Deadline for questions, clarifications	December 5, 2016
Proposals Due	December 15, 2016
Shortlisting and notification of finalists	Week of January 9, 2017
Pricing component Due (Exhibit A)	After shortlisting
Consultant Interviews (Final Selection)	Week of January 23, 2017
Contract preparation	February, 2017
Contract approval	April 4, 2017

VIII. INFORMATION TO BE SUBMITTED

All proposals shall address the following items in the order listed below and shall be numbered 1 through 6 in the proposal document:

Chapter 1 – Proposal Summary

This Chapter shall discuss the highlights, key features and distinguishing points of the Proposal. A separate sheet shall include a contact for this Proposal and how to communicate with them.

Chapter 2 – Profile on the Proposing Team

This Chapter shall include a brief description of the Prime Proposer’s firm size as well as the proposed local organization structure. Include a discussion of the Prime Proposer firm’s financial stability, history, capacity and resources. Provide an organizational chart and include all other firms participating in the Proposal, including similar information about the firms.

Additionally, this section shall include a listing of any lawsuit or litigation and the result of that action resulting from (a) any public project undertaken by the Proposer or by its subcontractors where litigation is still pending or has occurred within the last ten years or (b) any type of project where claims or settlements were paid by the consultant or its insurers within the last ten years.

Chapter 3 – Qualifications of the Team

This Chapter shall include a brief description of the Proposer’s and sub-Proposer’s qualifications and previous experience on similar or related projects. Provide in a table format descriptions of pertinent project experience with other public municipalities and private sector that includes a summary of the work performed, the total project cost, the percentage of work the firm was responsible for, the period over which the work was completed, and the name, title, email address, and phone number of clients to be contacted for references. Only list prior experience performing similar services of a scope

and nature comparable to the services as a Program or Project Management Consultant (or Owner's Authorized Representative or similar role) on a similar contract within the last ten (10) years with a minimum construction value of not less than \$35,000,000.

Chapter 4 – Project Staffing

This Chapter shall discuss how the Proposer would propose to staff this project. Key project team members including subconsultants shall be identified by name, title and specific responsibilities on the project. An organizational chart for the project team and resumes for key Proposer personnel shall be included including total years experience and years experience with current firm, current office location, resident of which County and State, and any licenses or certifications. Key personnel will be an important factor considered by the review committee. Changes in key personnel may be cause for rejection of the proposal.

Chapter 5 – Project Approach

This Chapter shall establish that the Proposer understands the County's objectives and work requirements and Proposer's ability to satisfy those objectives and requirements. Succinctly describe the proposed approach for addressing the required services, outlining the approach that would be undertaken in providing the requested services.

Chapter 6 - SBE/M/WBE Participation

Refer to Section V. Include SBE Schedule 1 and Schedule 2(s) (forms provided with this RFP).

Pricing Component – shortlisted firms will be required to complete Exhibit A and submit in a sealed envelope no later than one week after being notified of short listing. Refer to Exhibit A for more information.

IX. LOBBYING

- A. Consultants are advised that the Palm Beach County Lobbyist Registration Ordinance prohibits a Consultant or anyone representing a Consultant from communicating with any Commissioner or Commissioner's staff regarding its proposal, i.e. a "Cone of Silence".
- B. The Cone of Silence is in effect from the date/time of the deadline for submission of proposals and terminates at the time that the Board of County Commissioners ("Board"), or a County Department authorized to act on behalf of the Board, awards or approves a contract, rejects all proposals, or otherwise takes action which ends the solicitation process.
- C. Violations of this section of the Ordinance are punishable by a fine of \$250.00 per violation.

EXHIBIT A

PROGRAM MANAGEMENT SERVICES

GENERAL GOVERNMENT CAPITAL PROGRAM

PROJECT #17200

SALARY COSTS

TITLE	MAXIMUM HOURLY RATE – raw (\$/HR)	X	MULTIPLIER	=	MAXIMUM BILLING RATE (\$/HR)
Principal/Project Exec.					
Sr. Project Mgr					
Project Manager					

Notes:

Rates for Sr. Project Mgr and Project Manager shall be “field rates”. The Consultant’s on-site personnel will be located in County offices at no charge and will be provided with the normal office amenities including supplies, office equipment, etc. Computer, cell phone, vehicle shall be included in billing rate. Raw labor rates listed are the maximum allowed but rate billed to County will be the actual payroll rate for each employee. Principal/Project Exec. time shall not exceed 5% of total billable hours per month.

Labor rates of Consultant and any subconsultants shall not exceed the actual hourly raw labor rates for services rendered by personnel, multiplied by an overall overhead and profit factor (maximum of three). The labor rates and overhead and profit factors are subject to audit, upon request.

The hourly labor rates listed in Exhibit A shall remain in effect for a period of two years from the date of Contract execution. At the end of each one year period thereafter, if the cost of living index supports an increase, an increase of up to three percent (3%) may be allowed for each one year term thereafter.

Name of Consultant: _____

Signed: _____

Date: _____