

REQUEST FOR PROPOSALS
for
PROGRAM MANAGEMENT SERVICES,
JOINT DISPATCH CENTER

Proposal Number BC-07-16-08-54
DRAFT
BOARD OF COUNTY COMMISSIONERS

LEON COUNTY, FLORIDA

RFP Title: Request for Proposals for Program Management Services, Joint Dispatch Center
Proposal Number: BC-07-16-08-54
Opening Date: Wednesday, July 16, 2008 at 2:00 PM

I. INTRODUCTION

Leon County, acting on behalf of Leon County and the City of Tallahassee (hereinafter referred to as the Owner), is soliciting proposals from qualified Program Management firms who specialize in the management of construction projects of the specific type described below. These services are intended to ensure the Owner receives a state-of-the-art facility, on time and within budget. It is envisioned that the selected firm will either be a state-licensed professional engineer, architect, general contractor, or combination thereof.

The program management firm selected and contracted with for these services will hereinafter be referred to as the "Program Manager." The Program Manager selected for this work may not pursue other work in connection with this project while engaged as the Program Manager, with the possible exception of facilities programming if the successful respondent has that capability in-house.

II. GENERAL INSTRUCTIONS:

A. The response to the proposal should be submitted in a sealed addressed envelope to:

*Proposal Number: BC-07-16-08-54
Purchasing Division
2284 Miccosukee Road
Tallahassee, FL 32308*

B. **An ORIGINAL and ten (10) copies of the Response must be furnished on or before the deadline. Responses will be retained as property of the County. The ORIGINAL of your reply must be clearly marked "Original" on its face and must contain an original, manual signature of an authorized representative of the responding firm or individual, all other copies may be photocopies.**

C. Any questions concerning the request for proposal process, required submittals, evaluation criteria, proposal schedule, and selection process should be directed to Keith Roberts or Don Tobin at (850) 606-1600; FAX (850) 606-1601, or e-mail at robertsk@leoncountyfl.gov or tobind@leoncountyfl.gov. Written inquiries are preferred.

Questions: The last day to submit questions for clarifications is Tuesday, July 8, 2008.

Each Vendor shall examine the request for proposal documents carefully; and, no later than seven days prior to the date for receipt of proposals, he shall make a written request to the County for interpretations or corrections of any ambiguity, inconsistency or error which he may discover. All interpretations or corrections will be issued as addenda. The County will not be responsible for oral clarifications. No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any discussions with any County employee prior to the opening of proposals. Only those communications which are in writing from the County may be considered as a duly authorized expression on the behalf of the Board.

Also, only communications from firms which are in writing and signed will be recognized by the Board as duly authorized expressions on behalf of proposers.

All prospective Offerors are hereby instructed not to contact any member of the Board of County Commissioners, the Tallahassee Mayor, any member of the City Commission, the County Administrator, the City Manager, the Leon County Sheriff, or any staff member of Leon County, the City of Tallahassee or the Leon County Sheriff's Department other than the contact persons listed above regarding this solicitation or their submittal at any time prior to the final evaluation and recommended ranking by staff for this project. Any such contact shall be cause for rejection of your submittal.

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Prohibited Communications: Any Form of communication, except for written correspondence, shall be prohibited regarding a particular request for proposal, request for qualification, bid, or any other competitive solicitation between:

1. Any person or person's representative seeking an award from such competitive solicitation; and
2. Any County Commissioner or Commissioner's staff, or any county employee authorized to act on behalf of the Commission to award a particular contract.

For the purpose of this section, a person's representative shall include, but not be limited to, the person's employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the person.

The prohibited communication shall be in effect as of the deadline to submit the proposal, bid, or other response to a competitive solicitation.

The provisions of this section shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, contract negotiations during any public meetings, presentations made to the Board, and protest hearings. Further, the provisions of this section shall not apply to contract negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, or any written correspondence with any employee, County Commissioner, or decision-making board member or selection committee member, unless specifically prohibited by the applicable competitive solicitation process.

The provisions of this section shall terminate at the time the Board, or a County department authorized to act on behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action which ends the solicitation process.

The penalties for an intentional violation of this article shall be those specified in §125.69(1), Florida Statutes, as amended, and shall be deemed supplemental to the penalties set forth in Section 1-9 of the Code of Laws, Leon County, Florida.

- D. Special Accommodation: Any person requiring a special accommodation at a Pre-Bid Conference or Bid/RFP opening because of a disability should call the Division of Purchasing at (850) 606-1600 at least five (5) workdays prior to the Pre-Bid Conference or Bid/RFP opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955-8771 (TDD).
- E. Proposer Registration: Potential Proposers who obtain solicitation documents from sources other than the Leon County Purchasing Division or Demandstar.com MUST officially register with the County Purchasing Division in order to be placed on the planholders list for the solicitation. This list is used for communications from the County to prospective Proposers. Also, Proposers should be aware that solicitation documents obtained from sources other than those listed above may be drafts, incomplete, or in some other fashion different from the official solicitation document(s). Failure to register as a prospective Proposer through the Purchasing Division or online through Demandstar.com may cause your submittal to be rejected as non-responsive.

As a convenience to vendors, Leon County has made available via the internet lists of all registered planholders for each bid or request for proposals. The information is available online at <http://www.leoncountyfl.gov/Purchasing/Bid.asp> by simply clicking the planholder link to the right of the respective solicitation. A listing of the registered vendors with their

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telephone and fax numbers is designed to assist vendors in preparation of their responses.

- F. Proposers are expected to carefully examine the scope of services, and evaluation criteria and all general and special conditions of the request for proposals prior to submission. Each Vendor shall examine the RFP documents carefully; and, no later than seven (7) calendar days prior to the date for receipt of proposals, he shall make a written request to the Owner for interpretations or corrections of any ambiguity, inconsistency, or error which he may discover. All interpretations or corrections will be issued as addenda. The County will not be responsible for oral clarifications.

Only those communications which are in writing from the County may be considered as a duly authorized expression on the behalf of the Board. Also, only those communications from firms which are in writing and signed will be recognized by the Board as duly authorized expressions on behalf of proposers.

- G. Your response to the RFP must arrive at the above listed address no later than Wednesday, July 16, 2008 at 2:00 PM to be considered.
- H. Responses to the RFP received prior to the time of opening will be secured unopened. The Purchasing Agent, whose duty it is to open the responses, will decide when the specified time has arrived and no proposals received thereafter will be considered.
- I. The Purchasing Agent will not be responsible for the premature opening of a proposal not properly addressed and identified by Proposal number on the outside of the envelope/package.
- J. It is the Proposers responsibility to assure that the proposal is delivered at the proper time and location. Responses received after the scheduled receipt time will be marked "TOO LATE" and may be returned unopened to the vendor.
- K. The County is not liable for any costs incurred by bidders prior to the issuance of an executed contract.
- L. Firms responding to this RFP must be available for interviews by County staff and/or the Board of County Commissioners.
- M. The contents of the proposal of the successful firm will become part of the contractual obligations.
- N. Proposal must be typed or printed in ink. All corrections made by the Proposer prior to the opening must be initialed and dated by the Proposer. No changes or corrections will be allowed after proposals are opened.
- O. If you are not submitting a proposal, please return the form attached at the end of the RFP, marked 'No Proposal'.
- P. The County reserves the right to reject any and/or all proposals, in whole or in part, when such rejection is in the best interest of the County. Further, the County reserves the right to withdraw this solicitation at any time prior to final award of contract.
- Q. Cancellation: The contract may be terminated by the County without cause by giving a minimum of thirty (30) days written notice of intent to terminate. Contract prices must be maintained until the end of the thirty (30) day period. The County may terminate this agreement at any time as a result of the Program Manager's failure to perform in accordance with these specifications and applicable contract. The County may retain/withhold payment for nonperformance if deemed appropriate to do so by the County.

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- R. **Public Entity Crimes Statement:** Respondents must complete and submit the enclosed Public Entity Crimes Statement. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, 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 Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

- S. **Certification Regarding Debarment, Suspension, and Other Responsibility Matters:** The prospective primary participant must certify to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency and meet all other such responsibility matters as contained on the attached certification form.

- T. **Licenses and Registrations:** The Program Manager shall be responsible for obtaining and maintaining throughout the contract period his or her city or county occupational license and any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. Every vendor submitting a bid on this invitation for bids shall include a copy of the company's local business or occupational license(s) or a written statement on letterhead indicating the reason no license exists. Leon County, Florida-based businesses are required to purchase an Occupational License to conduct business within the County. Vendors residing or based in another state or municipality, but maintaining a physical business facility or representative in Leon County, may also be required to obtain such a license by their own local government entity or by Leon County. For information specific to Leon County occupational licenses please call (850) 488-4735.

If the offeror is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State shall be submitted with the bid. A business formed by an attorney actively licensed to practice law in this state, by a person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State shall submit a copy of the current licensing from the appropriate agency and/or proof of current active status with the Division of Corporations of the State of Florida or such other state as applicable.

Failure to provide the above required documentation may result in the bid being determined as non-responsive.

U. **Audits, Records, And Records Retention**

The Program Manager shall agree:

1. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this contract.

2. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the

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records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.

3. Upon completion or termination of the contract and at the request of the County, the Program Manager will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.
4. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.
5. Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(l)(10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
6. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

V. Monitoring

To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this contract, and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this contract.

Following such evaluation, the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this contract. The provider will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this contract; (2) the withholding of payments to the provider by the County; and (3) the termination of this contract for cause.

W. Local Preference in Purchasing and Contracting

1. Preference in requests for proposals. In purchasing of, or letting of contracts for procurement of, personal property, materials, contractual services, and construction of improvements to real property or existing structures for which a request for proposals is developed with evaluation criteria, a local preference of the total score may be assigned for a local preference, as follows:
 - a) Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of five percent.
 - b) Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of three percent.
2. *Local business definition.* For purposes of this section, "local business" shall mean a business which:
 - a) Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months

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immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and

- b) Holds any business license required by Leon County, and, if applicable, the City of Tallahassee; and
- c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.

- 3. Certification. Any vendor claiming to be a local business as defined, shall so certify in writing to the Purchasing Division. The certification shall provide all necessary information to meet the requirements of above. The Local Vendor Certification Form is enclosed. The purchasing agent shall not be required to verify the accuracy of any such certifications, and shall have the sole discretion to determine if a vendor meets the definition of a "local business."

X. Planholders

As a convenience to vendors, Leon County has made available via the internet lists of all registered planholders for each bid or request for proposals. The information is available on-line at <http://www.leoncountyfl.gov/Purchasing/Bid.asp> by simply clicking the planholder link to the right of the respective solicitation. A listing of the registered vendors with their telephone and fax numbers is designed to assist vendors in preparation of their responses.

Y. Addenda To Specifications

If any addenda are issued after the initial specifications are released, the County will post the addenda on the Leon County website at <http://www.co.leon.fl.us/purchasing/>. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make a good faith effort to ensure that all registered bidders (those vendors who have been registered as receiving a bid package) receive the documents. It is the responsibility of the vendor prior to submission of any proposal to check the above website or contact the Leon County Purchasing Division at (850) 606-1600 to verify any addenda issued. The receipt of all addenda must be acknowledged on the response sheet.

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III. SCOPE OF SERVICES: PROGRAM SERVICES

A. GENERAL INFORMATION

Leon County, acting on behalf of Leon County and the City of Tallahassee, is soliciting proposals from qualified Program Management firms who specialize in the management of construction projects of the specific type described below. These services are intended to ensure the Owner receives a state-of-the-art facility, on time and within budget. The Program Manager selected for this work may not pursue other work in connection with this project while engaged as the Program Manager, with the possible exception of facilities programming if the successful respondent has that capability in-house.

B. LOCATION

The Project will be located in Leon County, Florida at a site yet to be determined. Site selection is currently underway concurrent with this Request for Proposals. Program Management services will be conducted primarily in Tallahassee, Florida, according to the needs of the project. Out of town respondents must be prepared to travel to Tallahassee whenever needed or establish/secure well-coordinated local representation.

C. PROJECT DESCRIPTION

The Owner intends to construct a joint dispatch center, emergency operations center, traffic management center, and administrator space for the fire department on a common site, either contained within a single hardened facility or housed in separate facilities in a campus setting. The project will possess a high degree of survivability, redundant systems and protected communications linkages to ensure its continued operation during power outages, catastrophic storm events and other operational scenarios. Final project scope will be determined during the programming phase but the Owner currently expects total project size to be in the range of 30,000 - 40,000 gross square feet with a total project budget estimated between \$40 and \$50 million.

In addition, the Owner plans a coordinated Red Cross facility to occupy the same site or a portion thereof. The Red Cross facility will be designed and constructed by others independent of this project, but the Program Manager will be responsible for the coordination of site planning and other work necessary to take advantage of the synergies that exist between this Project and the work of the Red Cross, particularly during a catastrophic storm event; and arrangements necessary to overcome any disadvantages of this co-location, such as security concerns.

D. PROJECT ORGANIZATION

Leon County and the City of Tallahassee plan to create a select panel of key project stakeholders, which will function as the authority governing project decisions. This body will provide contact person(s) to represent its interests directly to the Program Manager. The Program Manager will act as the focal point to receive and disseminate information to the design and construction team and function as an expert interface between the Owner and the architects, engineers and contractors. Should interpretive information be required, it will be directed by or through the Program Manager. It is intended that the Program Manager will develop a comprehensive plan to manage the Project as expeditiously as possible and work closely with, and ensure the project correctly reflects the wishes of, the Owner. The Program Manager will act as an extension of the Owner's organization, providing timely feedback and reports to the Owner's staff. Final project organization will be set forth in the Program Manager's contract. A more detailed plan for effective project communication will be a part of the Program Manager's duties describe below.

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E. PROGRAM MANAGEMENT

The Program Manager will be responsible for the overall coordination of the programming, design, construction, start-up and occupancy of the facility(ies,) reporting to the Owner, oversight of the design and construction teams, and other program management duties required to ensure a high quality, state-of-the-art facility, on time and in budget. The Program Manager's responsibilities shall include all work necessary to thoroughly accomplish the above-stated goals including, but not limited to, the following:

1. **Project Plan**

In coordination with the financial capabilities of the Owner, its site selection efforts and its goals for completion and operation of the facility, the Program Manager shall develop a comprehensive Project Plan that organizes project components in such a way as to best accomplish the work.

The Project Plan shall include a Project Schedule organized into tasks on computerized project management software including, but not limited to, programming, site selection, surveying, engineering services, A/E design services, technical dispatch and communications systems design and implementation, regulatory approvals, construction, training, delivery and set-up of ordinary and specialized systems, furnishing and equipment, occupancy, testing and systems start-up and uninterrupted switch over from current operations.

The Project Plan shall also include a Project Budget and Funding Plan, coordinated with the Owner's financial capabilities in time, and the aforementioned Project Schedule. This plan shall clearly delineate the various costs of design services, testing and surveying, permits and fees, equipment and furnishings, technical, law enforcement and communications systems, and all other cost components necessary to complete the project and place it into service. Cost components for the Project Budget shall be escalated forward in time in accordance with the Project Schedule to the time at which these expenses are scheduled to occur. The Project Funding Plan shall be harmonized with the budget cycles of the Owner's funding sources.

Once in place, and approved by the Owner, the Project Schedule and Project Budget shall remain unchanged for the life of the project, except when changes are initiated by the Owner to change the scope of the project.

2. **Procurement**

The Program Manager shall develop recommendations for the procurement of appropriate engineering, architectural, construction and specialty services needed to accomplish the goals of the Project. Based on the approved procurement process, the Program Manager will assist in the development of appropriate requests for proposals, and invitations to bid, review and approve packages for issuance, assist in the selection process as a technical advisor to the Owner's selection committee and assist the Owner in evaluating fee proposals and bids.

3. **Project Administration**

The Program Manager shall manage the pre-design, design, construction and occupancy process for the Project and ensure the Owner's objectives are met. The Program Manager shall communicate the Owner's schedule and budget objectives to the design and construction teams, and monitor their progress. The Program Manager shall be the engineer's, architect's and contractor's primary point of contact, who will,

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along with the Owner, provide coordination of all matters pertaining to the contracts during the pre-design, design, construction and post-construction phases. The Program Manager's specific duties and decision-making authority will be more fully delineated prior to the award of a contract, but it is anticipated that, at a minimum, the Program Manager's project administration activities shall include, but not be limited to, the following:

- a. Use the Project Schedule developed during the project planning phase to implement a computerized track of the project's planned vs. actual progress during the entire life of the project. This scheduling track shall include in summary form and harmonize with schedules developed by the design and construction teams, and serve as a reporting tool to the Owner.
- b. Use the Project Budget developed during the project planning phase to implement a computerized budget tracking system, kept current during the life of the project, showing actual vs. budgeted expenditures, encumbrances, budget amounts unencumbered, amounts of each encumbrance, amounts paid to date, amounts not yet paid and current project contingency amounts, and serves as a project reporting tool to the Owner.
- c. Use the Project Funding Plan developed during the project planning phase to implement a track of project funding, to be kept current during the life of the project, showing original vs. actual funding supplied to the work, future funding amounts required and any deviations anticipated from the original Funding Plan. This track of project funding shall serve as a reporting tool to the Owner, informing it of funding demands the project requires well in advance of their occurrence.
- d. Review and make recommendations to the Owner of the need for, accuracy of and cost justification for proposals for various Owner-supplied work, testing services, and additional services authorizations that come about during the course of the work.
- e. Prepare reports on a monthly basis to inform the Owner as to the progress of the Project, including budget balances and schedule adherence.
- f. Conduct design, pre-proposal, pre-bid and pre-construction meetings.
- g. Review and make recommendations of design and construction documents to maintain compliance with the Owner's construction, maintenance and budget objectives.
- h. Provide value-engineering services to the Project to provide the County with the best value. This may be accomplished through alternative construction techniques, alternative materials or other methods.
- i. Review and make recommendations of trade contractor bids and assist in the determination of award to the qualified, responsive bidder.
- j. Provide on-going administration of the Project on behalf of the Owner, including day-to-day monitoring at the construction site(s,) as well as weekly and monthly meeting between engineers, architects, contractors and representatives from the Owner. Review all tests and reports, correspondence, pay requests, "as-built" documents and equipment manuals and make recommendations to the Owner.

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- k. Establish a daily on-site presence for the Project during the construction phase. The Owner reserves the right to approve the Program Manager's selection and assignment of an On-Site Representative. The purpose of this presence is to observe, as an experienced and qualified professional, the progress and quality of the executed work and to determine, in detail, if the work is proceeding in accordance with the pre-established budgets, schedules and quality of work. The On-Site Representative will report as to the Contractor's compliance with the contract documents. The On-Site Representative will remain with the project until completed. Should a replacement become necessary, the Owner must grant approval of the replacement prior to his/her assignment. During the on-site observations, the On-Site Representative shall keep a detailed daily diary of observations and will inform the Owner of these observations during meetings. All data developed and/or collected by the Program shall become the property of the Owner.
- l. Issue instructions from the Owner to each contractor and process all change orders as required. The On-Site Representative may, as the County's representative, require special inspection or testing of the work and act as interpreter of the requirements of the contract documents and judge the performance of the parties thereto.
- m. Shall review the contractor's Applications for Payment and the accompanying data and schedules. The On-Site Representative shall indicate whether the Application for Payment is valid and advise the Owner as to the amount owed to the contractor(s.) Such approvals of payment will constitute a representation to the Owner that the work has progressed to the point indicated and that, to the best of the On-Site Representative's knowledge, information and belief, the quality of the work is in accordance with the contract documents.
- n. Shall coordinate or conduct such inspections as are necessary to determine the pending completion of work or portions thereof.
- o. Recommend, arrange for and budget additional on-site representation, such as roofing inspections, that may be deemed necessary to protect the Owner's interests.
- p. At Substantial Completion, the Program Manager and the On-Site Representative shall prepare a list of incomplete or unsatisfactory items and a schedule for their completion prior to final payment and before the Contractor's work force leave the construction site.
- q. Assist the Owner in post-construction activities including project close-out, commissioning and organization of project documentation, such as as-builts, operation and maintenance manuals and shop drawings, for use by the Owner in the management of the facility.

4. Occupancy

The Program Manager shall provide services relative to transition to occupancy or project completion. These services shall include but are not limited to assistance in final testing, maintenance set up, training, equipment commissioning, warranty follow-up procedures, assistance in move logistics, and system switch-over to the new dispatch operation.

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5. Management Plan

Based on the Project Plan, the Program Manager will develop a Management Plan that assists the Owner's operations personnel with the administration of the Project components from concept through their useful life, including operation, training, routine maintenance, preventative maintenance schedules, budgeting plans for maintenance and replacement, staffing requirements and life cycle costs.

6. Project Communication

The Program Manager shall employ techniques for improved communication which are the most conducive to the good of the project. It is anticipated and recommended that the Program Manager consider the use of advanced computer and web-based techniques where they are proven to enhance the flow of information to project participants. The intent of this section is to encourage the latest in technologies suited for this purpose and also time-proven effective techniques such regular meetings and organized professional project reporting. At a minimum, the Owner will require the Program Manager to conduct the following meetings and provide the following reports:

a. Weekly

Conduct project status meeting with the Owner's contact person, and a site visit. Provide a package of the past week's daily reports, a project summary, a brief status report and other pertinent project information. During construction, attend the contractor's weekly trade contractor meeting.

b. Monthly

Provide a project up-date at the Owner's monthly board meeting. Provide a written report summarizing the project's activities during the past month, the status of the Project Plan, Schedule, Budget and Funding Plan. Advise the Board of any changes to these plans.

Conduct a meeting with key user staff, when requested by the Project Coordinator, consisting of an update on the project status and a question and answer session.

c. Quarterly

Prepare a comprehensive Project Report containing an executive summary of the Project's status, a detailed account of the status of the Project Plan, Budget, Schedule and Funding Plan, and complete back-up information necessary to provide complete information on the project to date. The schedule information shall show actual vs. planned progress. The budget information shall show a track of expenses compared against the original budget. The funding information shall show actual funding required to execute the work vs. funding projected in the Project Plan.

d. On-Call

The Program Manager shall be available to serve as an expert representative on project matters with various parties, including the public, the press, regulatory authorities, professional organizations and representatives from other county and city governments when specifically requested and deemed appropriate by the Owner's Project Coordinator.

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IV. REQUIRED SUBMITTALS:

Each response to this RFP shall include the information described in this section. Failure to include all of the elements specified may be cause for rejection. Additional information may be provided, but should be succinct and relevant to the goals of this RFP. Excessive information will not be considered favorably. Document pages shall be 8-1/2 inches by 11 inches in size or folded to such a size. Be sure to follow and clearly mark each section of your proposal according to the sections below (A, B, C, etc.)

All submittals shall contain the following elements, and in the order given:

A. Cover Letter with the following information:

1. Name and Mailing Address of Firm (include physical location if mailing address is a PO Box); Contact Person, Telephone Number and Fax Number; and
2. A statement that the submitting firm will perform the services as described in the Scope of Work.
3. Confidentiality: All submittals will be considered public information and, subsequent to award of this RFP, all or part of any submittal will be released to any person or firm who requests it. Proposers shall specify in their Cover Letter if they desire that any portion of their submittal be treated as proprietary and not to be released as public information. However, proposers should be aware that all such requests may be subject to legal review and challenge.

4. Signatory Requirements: The Cover Letter must be signed by an officer empowered by the Consultant to sign such material and thereby commit the Consultant to the obligations contained in the RFP response. Further, the signing and submission of a response shall indicate the intention of the vendor to adhere to the provisions described in this RFP and a commitment to enter a binding contract. As such, submittals which are signed:

- a. For a partnership, shall be signed in the firm name by a partner or the Attorney-In-Fact. If signed by the Attorney-In-Fact, there shall be attached to the proposal a Power-Of-Authority evidencing authority to sign proposals, dated the same date as the proposal and executed by all partners of the firm; OR
- b. For a corporation, shall have the correct corporate name thereon and the actual signature of the authorized officer of the corporation written (not typed) below the corporate name. The title of the office held by the person signing for the corporation shall appear below the signature of the officer; OR
- c. By an individual doing business under a firm name, shall be signed in the name of the individual doing business under the proper firm name and style.

B. Firm's Organization Chart designating specific individuals and consultants proposed to be assigned to the County's project.

C. Background & Experience – Provide a narrative containing the following information:

1. Program Management: The Proposer must demonstrate experience in providing Program Management Services and be licensed to provide professional services in the State of Florida. The Proposer should provide information demonstrating expertise in the management, design and/or construction of joint dispatch facilities, traffic management facilities, emergency operations facilities, hardened hurricane resistant

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facilities, redundant systems, and the codes and regulations specific to Florida and the City of Tallahassee.

2. Qualifying background and experience of firm and personnel with public or government projects similar to those described in Sections III. List projects of a similar nature which best illustrate the experience of the firm and current staff which is being assigned to this project. (List no more than 10 projects, nor projects which were completed more than five (5) years ago.) Provide contact information for the owner's representative for each project listed.
3. Firm size, current workload and ability to perform based on current projects.
4. Contractor's Licensing Requirements: Contractor shall possess appropriate licensing as required by Florida statutes which mandate specific licensing for Contractors engaged in the type of work covered by this solicitation. Further, Contractor shall meet all requirements of the State of Florida, Department of Business and Professional Regulation, Construction Industries Licensing Board and licensure and/or registration requirements of other federal, state, regional, County or municipal agencies having jurisdiction over the specified construction work, as applicable.

Said licenses shall be in the Respondent's name as it appears on the Proposal Form. Respondent shall supply appropriate license numbers with expiration dates as a part of their proposal and complete the Contractors Business License information sheet enclosed. Failure to possess and provide proof of proper licensing, certification, and/or registration may be grounds for rejection of the proposal.

Subcontractors contracted by the Contractor shall be licensed in their respective fields to obtain construction permits from the County. All licenses must be in the name of the subcontractor. It shall be the responsibility of the Contractor to enforce this provision. The County reserves the right to inspect all licenses at any time and may find the Contractor in default should appropriate documentation or licenses not be produced.

- D. List outside consultants to be used on this project. When listing consultants, give the respective specialty of the firm.
- E. Give brief resume of key design team members to be assigned to the project including but, not limited to:
 - 1) Name & title
 - 2) How many years with this firm; How many years with other firms
 - 3) Experience: Types of projects; Size of projects (dollar value and SF of project); What was the specific project involvement?
 - 4) Education
 - 5) Active registration(s)
 - 6) Other experience and qualifications that are relevant to this project
- F. Provide a statement of your understanding of and approach to the project, how you envision your firm meeting the needs of the County, and discuss how your qualifications, sub-consultants, and team members best fit this request for services as stated in Section III. Please address the following items specifically:
 - 1) SUMMARY OF PLANNED TASKS: Summarize the proposed tasks necessary to accomplish the Owner's goals as stated in Part I. Introduction.

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- 2) UNDERSTANDING OR PROJECT REQUIREMENTS: Demonstrate an understanding of the needs that gave rise to the project and the complexities affecting it's successful execution.
 - 3) APPROACH: Describe the respondent's proposed approach to meet the needs and deal with the complexities described above. Show why this approach is the best solution to the problem and how it has worked on similar projects in the past. Provide information regarding the services required to ensure the project goals are accomplished, and the materials and methods that will be employed.
- G. Proposed Fee Schedule: Provide a complete fee schedule for all services to be delivered in a sealed envelope separate from the rest of your proposal. The fees schedules are to match the tasks outlined in the Summary of Tasks listed in Section F(1) above. The fee schedules will only be opened as the last item to be evaluated at the end of the Phase I evaluations.

H. REQUIRED FORMS

Provide all of the following forms fully completed and signed:

1. Proposal Response Cover Sheet
2. Minority/Women Business Enterprise Participation Plan
3. Equal Opportunity/Affirmative Action Statement
4. Insurance Certification Form
5. Certification Regarding Debarment, Suspension, and Other Responsibility Matters, Primary Covered Transactions

V. SELECTION PROCESS

- A. The County Administrator shall appoint an Evaluation Committee composed of three to five members who will review all proposals received on time, and select one or more firms for interview based on the responses of each proposer. All meetings of Evaluation Committees subsequent to the opening of the solicitation shall be public meetings. Notice of all meetings shall be posted in the Purchasing Division Offices no less than 72 hours (excluding weekends and holidays) and all respondents to the solicitation shall be notified by facsimile or telephone.
- B. This is to be a two phase selection process. In Phase I, the Evaluation Committee will review and score the written proposals and recommend to the Board of County Commissioners (BCC), in order of preference (ranking), up to three (3) firms deemed to be most highly qualified to perform the requested services. In Phase II, the Board of County Commissioners or their designees will conduct formal interviews with the proposing firms and their team members and determine the final ranking.
- C. The (BCC) will negotiate with the most qualified firm (first ranked firm) for the proposed services at compensation which the BCC determines is fair, competitive, and reasonable for said services.
- D. Should the BCC be unable to negotiate a satisfactory contract with the firm considered to be fair, competitive and reasonable, negotiations with that firm shall be formally terminated. The County shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm the Board shall terminate negotiations. The BCC representative shall then undertake negotiations with the third most qualified firm.
- E. Should the County be unable to negotiate a satisfactory contract with any of the selected firms, the Board representative shall select additional firms to continue negotiations.

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F. Evaluation Criteria: Proposals will be evaluated and ranked in a two phase process based upon the following considerations:

1.	Phase I - Evaluation Committee	
a)	Comparable Experience	15
b)	Summary of Planned Tasks	10
c)	Project Team	15
d)	Minority/Women Business Participation	10
e)	Local Preference	5
f)	Cost	10
2.	Phase II - Formal Interviews	
a)	Understanding of Project	10
b)	Approach and Methods	25
	Total	100

VI. INDEMNIFICATIONS:

The Program Manager agrees to indemnify and hold harmless the County from all claims, damages, liabilities, or suits of any nature whatsoever arising out of, because of, or due to the breach of this agreement by the Program Manager, its delegates, agents or employees, or due to any act or occurrence of omission or commission of the Program Manager, including but not limited to costs and a reasonable attorney's fee. The County may, at its sole option, defend itself or allow the Program Manager to provide the defense. The Program Manager acknowledges that ten dollars (\$10.00) of the amount paid to the Program Manager is sufficient consideration for the Program Manager's indemnification of the County.

VII. MINORITY and WOMEN BUSINESS ENTERPRISE AND EQUAL OPPORTUNITY POLICIES

A. Minority Business Enterprise (MBE) and Women (WBE) Business Enterprise Requirements

The purpose of the Minority and Women-Owned Business Enterprise (MWBE) Program is to effectively communicate Leon County procurement and contracting opportunities, through enhanced business relationships, to end disparity and to increase participation opportunities for certified minority and women-owned business enterprises in a competitive environment. This program shall:

1. Eliminate any policies and/or procedural barriers that inhibit MBE and WBE participation in our procurement process.
2. Established targets designed to increase MBE and WBE utilization proportionate to documented under utilization.
3. Provide increased levels of information and assistance available to MBE's and WBEs.
4. Implement mechanisms and procedures for monitoring MBE and WBE compliance by prime contractors.

The term "Certified Minority Women Business Enterprise" (MWBE) is defined as Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) firms certified by Leon County, the City of Tallahassee, or the Leon County School Board.

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Each Respondent is strongly encouraged to secure MBE and WBE participation through purchase(s) of those goods or services to be provided by others. Firms responding to this RFP are hereby made aware of the County's targets for MBE and WBE utilization. Respondents that require assistance or guidance with these MBE or WBE requirements should contact: Gary W. Johnson, Leon County Minority, Women, and Small Business Enterprise Director, by telephone at (850) 606-1650; fax (850) 606-1651 or by e-mail johnsong@leoncountyfl.gov.

Each Respondent is strongly encouraged to secure MBE and WBE participation through purchase(s) of those goods or services to be provided by others. Firms responding to this bid are hereby made aware of the County's targets for MBE and WBE utilization. Respondents that require assistance or guidance with these MBE or WBE requirements should contact: Gary W. Johnson, Leon County Minority, Women, and Small Business Enterprise Director, by telephone at (850) 606-1650; fax (850) 606-1651 or by e-mail johnsong@leoncountyfl.gov.

Respondent **must complete and submit** the attached Minority and Women Business Enterprise Participation Plan form. Failure to submit the completed Minority and Women Business Enterprise Participation Plan form and, if applicable, a good faith effort letter will result in a determination of non-responsiveness for the bid.

If the aspirational target is not met **you must prepare and attach a separate good faith effort statement**. All respondents, including MBE's, and WBE's shall either meet the aspirational target(s) and if applicable, demonstrate in their bid response that a good faith effort was made to meet the aspirational target(s). **Failure to submit such good faith effort statement will result in the bid being non-responsive**. Below, are policy examples of good faith efforts that respondents can use if they are not meeting the aspirational target. These examples can be used to demonstrate the good faith effort.

1. Advertising for participation by MWSBEs in non-minority and minority publications within the Market Area, including a copy of the advertisement and proof of the date(s) it appeared – or by sending correspondence, no less than ten (10) days prior to the submission deadline, to all MWSBEs referred to the Bidder by the MWSBE Division for the goods and services to be Subcontracted and/or Supplied.
2. Documentation indicating that the bidding Prime Contractor provided ample time for potential MBE, WBE and SBE Subcontractors to respond to bid opportunities, including a chart outlining the schedule/time frame used to obtain bids from MBE, WBE and SBE Vendors as applicable to the Aspirational Target.
3. Contacting MBEs, WBEs and SBE Vendors who provide the services needed for the bid or proposal, including a list of all MWSBEs that were contacted and the method of contact.
4. Contacting the MWSBE Division for a listing of available MWSBEs who provide the services needed for the bid or proposal, including a list of those MWSBEs who were contacted regarding their participation.
5. Document follow-up telephone calls with potential MWSBE Subcontractors encouraging their participation.
6. Allowing potential MWSBE Subcontractors to review bid specifications, blueprints and all other Bid/RFP related items at no charge to the MWSBEs.
7. Contacting the MWSBE Division, no less than five (5) business days prior to the Bid/RFP deadline, regarding problems they are having in reaching the Aspirational Targets.

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8. Other documentation indicating their Good Faith Efforts to meet the aspirational targets.

For goods and/or services to be performed in this project, the following are the aspirational targets for participation by certified MBE's and/or WBE's.

Professional Services Sub-Consultants Targets : Minority Business Enterprise - 18%
Women Business Enterprise - 9%

As a part of the selection process for this project, the ranking procedure will provide a maximum of ten (10) points of the total score where MBE's and WBE's are used as follows:

MBE and WBE Participation Level for Professional Services Sub-consultants	Points
The Respondent is a joint venture of two or more firms/individuals with a minimum participation in the joint venture of at least 11% by certified MBE or WBE firms/individuals and will meet or exceed both aspirational targets and has identified in the MWBE participation plan the certified MBE and WBE firm(s) that it intends to use.	10
The Respondent certifies that they will meet or exceed both targets through subcontracting to certified MBE and WBE firm(s) aspirational targets and has identified in the MWBE participation plan the certified MBE and WBE firm(s) that it intends to use.	8
The Respondent certifies that they will meet at least 50% of both aspirational targets through subcontracting to certified MBE and WBE firm(s) and has identified in the MWBE participation plan the MBE and WBE firm(s) that it intends to use.	6
The Respondent has MBE and WBE participation of at least 20% but less than 50% of both aspirational targets and has identified in the MWBE participation plan the MBE and WBE firm(s) it intends to use.	4

Definitions for the above target follows:

- a. **Minority/Women Business Enterprise (MWBE)** - a business that is owned and controlled by at least 51% by one or more minority persons or by at least 51% by one or more women, and whose management and daily operations are controlled by one or more such persons shall constitute a Minority/Women business Enterprise. No business owned or controlled by a white female shall be considered a minority business for the purpose of this program if the ownership was brought about by transfer of ownership interest to the woman or women, other than by decent, within two (2) years following the sale or transfer of ownership. For the purpose of this program, all applicants for certification as a bona fide MWBE shall be an independent business entity which provides a commercially useful function. No business owned and controlled by a white male and transferred or sold to a minority or woman/women, for the purpose of participation in the County's MWBE Program, shall be considered eligible for MWBE Certification.
- b. **Minority Person** - an individual who is a citizen of the United States or a lawfully admitted permanent resident and who is a(n):
 - 1) **African/Black Americans** - All persons having origins in any of the Black African racial groups not of Hispanic origins and having community identification as such.
 - 2) **Hispanic Americans** - All persons (Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race) reared in a

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Hispanic environment and whose surname is Hispanic and having community identification as such.

- 3) Asian American - All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands and having community identification as such.
- 4) American Indians, Alaskan Natives and American Aleuts - All persons having origins in any of the original people of North America, maintaining identifiable tribal affiliations through membership and participation and having community identification as such.

c. Women - American Woman

B. Equal Opportunity/Affirmative Action Requirements

The contractors and all subcontractors shall agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.

For federally funded projects, in addition to the above, the contractor shall agree to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

In addition to completing the Equal Opportunity Statement, the Respondent shall include a copy of any affirmative action or equal opportunity policies in effect at the time of submission.

VIII. **INSURANCE**

Respondent's attention is directed to the insurance requirements below. Respondents should confer with their respective insurance carriers or brokers to determine in advance of bid submission the availability of insurance certificates and endorsements as prescribed and provided herein. If a Respondent fails to comply strictly with the insurance requirements, that Respondent may be disqualified from award of the contract.

Program Manager shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Program Manager, his agents, representatives, employees or subProgram Managers. The cost of such insurance shall be included in the Program Manager's bid.

- 1. Minimum Limits of Insurance. Program Manager shall maintain limits no less than:
 - a. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
 - b. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. (Non-owned, Hired Car).
 - c. Workers' Compensation and Employers Liability: Insurance covering all employees meeting Statutory Limits in compliance with the applicable state and federal laws and Employer's Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit,

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\$500,000 disease each employee. Waiver of Subrogation in lieu of Additional Insured is required.

2. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Program Manager shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

3. Other Insurance Provisions The policies are to contain, or be endorsed to contain, the following provisions:

a. General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).

1. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Program Manager, including the insured's general supervision of the Program Manager; products and completed operations of the Program Manager; premises owned, occupied or used by the Program Manager; or automobiles owned, leased, hired or borrowed by the Program Manager. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.

2. The Program Manager's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Program Manager's insurance and shall not contribute with it.

3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the county, its officers, officials, employees or volunteers.

4. The Program Manager's insurance shall apply separately to each insured against whom claims is made or suit is brought, except with respect to the limits of the insurer's liability.

b. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.

4. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A:VII.

5. Verification of Coverage. Program Manager shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time. Certificates of Insurance acceptable to the County shall be filed with the County prior to

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the commencement of the work. These policies described above, and any certificates shall specifically name the County as an additional Insured and shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior to written notice has been given to the County.

Cancellation clauses for each policy should read as follows: *Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the Certificate Holder named herein.*

- 6. SubProgram Managers. Program Managers shall include all subProgram Managers as insureds under its policies or shall furnish separate certificates and endorsements for each subProgram Manager. All coverages for subProgram Managers shall be subject to all of the requirements stated herein.

IX. TRAVEL EXPENSES

Consultant travel which is not covered within the scope of the consultant's contract and which is billed separately to the County on a cost reimbursement basis must receive prior approval and will be reimbursed in accordance with the Leon County Travel Policy. Travel expenses shall be limited to those expenses necessarily incurred in the performance of a public purpose authorized by law to be performed by the Leon County Board of County Commissioners and must be within limitations described herein and in Ch. 112.06, Florida Statutes. Consultants and Program Managers, traveling on a cost reimbursement basis, must have their travel authorized by the department head from whose budget the travel expenses will be paid and the County Administrator

X. ETHICAL BUSINESS PRACTICES

- A. Gratuities. It shall be unethical for any person to offer, give, or agree to give any County employee, or for any County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor.
- B. Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subProgram Manager under a contract to the prime Program Manager or higher tier subProgram Manager or any person associated therewith, as an inducement for the award of a subcontract or order.
- C. The Board reserves the right to deny award or immediately suspend any contract resulting from this proposal pending final determination of charges of unethical business practices. At its sole discretion, the Board may deny award or cancel the contract if it determines that unethical business practices were involved.

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PROPOSAL RESPONSE COVER SHEET

This page is to be completed and included as the cover sheet for your response to the Request for Proposals.

The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all bids in the best interest of Leon County.

Keith M. Roberts, Purchasing Director

Jane G. Sauls, Chairman
Leon County Board of County Commissioners

This bid response is submitted by the below named firm/individual by the undersigned authorized representative.

BY _____
(Firm Name)

_____ (Authorized Representative)

_____ (Printed or Typed Name)

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE _____

FAX _____

DRAFT

ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)

Addendum #1 dated _____ Initials _____

Addendum #2 dated _____ Initials _____

Addendum #3 dated _____ Initials _____

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STATEMENT OF NO PROPOSAL

We, the undersigned, have declined to respond to the above referenced RFP for the following reasons:

- We do not offer this service
 - Our schedule would not permit us to perform.
 - Unable to meet specifications
 - Others (Please Explain)
- _____
- _____
- _____
- _____

We understand that if the no-bid letter is not executed and returned, our name may be deleted from the list of qualified bidders for Leon County.

DRAFT

Company Name _____

Signature _____

Name (Print/Type) _____

Telephone No. _____

FAX No. _____

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MINORITY and WOMEN BUSINESS ENTERPRISE PARTICIPATION PLAN

Respondent: _____

Respondent must submit this Minority and Women Business Participation Plan that shall identify the Minority Business Enterprises (MBE) and/or Women Business Enterprises (WBE) to be utilized, their percentage of utilization, and the commercially useful functions they are providing, consistent with the commodities or services for which they are certified to provide.

The term "Certified Minority Women Business Enterprise" (MWBE) is defined as Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) firms certified by Leon County or the City of Tallahassee.

Please mark the correct statement that applies to your Minority and Women Business Enterprise Participation.

- | MBE and WBE Participation Level for Professional Services Sub-consultant | Points |
|---|---------------|
| <input type="checkbox"/> The Respondent is a joint venture of two or more firms/individuals with a minimum participation in the joint venture of at least 11% by certified MBE or WBE firms/individuals and will meet or exceed both aspirational targets and has identified in the MWBE participation plan the certified MBE and WBE firm(s) that it intends to use. | 10 |
| <input type="checkbox"/> The Respondent certifies that they will meet or exceed both targets through subcontracting to certified MBE and WBE firm(s) aspirational targets and has identified in the MWBE participation plan the certified MBE and WBE firm(s) that it intends to use. | 8 |
| <input type="checkbox"/> The Respondent certifies that they will meet at least 50% of both aspirational targets through subcontracting to certified MBE and WBE firm(s) and has identified in the MWBE participation plan the MBE and WBE firm(s) that it intends to use. | 6 |
| <input type="checkbox"/> The Respondent has MBE and WBE participation of at least 20%, but less than 50% of both aspirational targets and has identified in the MWBE participation plan the MBE and WBE firm(s) it intends to use. | 4 |

SECTION 1- MBE & WBE Participation

Identify the contract amount for each certified MBE and/or WBE vendor(s) to meet the aspirational target(s). If you have no participation, please write "None".

For reporting purposes only, please use the letters associated with the minority or women status in the Group column listed below: African American (B), Asian American (A), Hispanic American (H), Native American (N) and Non-Minority Female (F). Attach additional sheets as necessary. You must submit proof of certification with your bid.

<u>Name, Address, and Phone</u>	<u>Contract Type of Services</u>	<u>Amount Group</u>
_____	_____	\$ _____
_____	_____	
_____	_____	

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_____	_____	\$ _____
_____	_____	
_____	_____	
_____	_____	\$ _____
_____	_____	
_____	_____	
_____	_____	\$ _____
_____	_____	

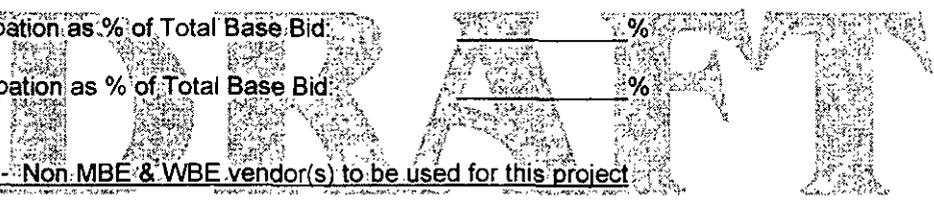
Total Amount of MBE Participation: \$ _____

Total Amount of WBE Participation: \$ _____

Total Project Base Bid: \$ _____

MBE Participation as % of Total Base Bid: _____ %

WBE Participation as % of Total Base Bid: _____ %



SECTION 2 - Non MBE & WBE vendor(s) to be used for this project

Identify the contract amount for each non MBE and/or WBE vendor(s). If you have no participation, please write "None". Attach additional sheets if needed.

<u>Name, Address, and Phone</u>	<u>Type of Services</u>	<u>Contract</u>
_____	_____	\$ _____
_____	_____	
_____	_____	
_____	_____	\$ _____
_____	_____	
_____	_____	

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_____	_____	\$ _____
_____	_____	
_____	_____	
_____	_____	\$ _____
_____	_____	
_____	_____	
_____	_____	\$ _____
_____	_____	
_____	_____	

SECTION 3 - Good Faith Effort

If the aspirational target is not met **you must prepare and attach a separate good faith effort statement**. All respondents, including MBE's, and WBE's shall either meet the aspirational target(s) and if applicable, demonstrate in their bid response that a good faith effort was made to meet the aspirational target(s). **Failure to submit such good faith effort statement will result in the bid being non-responsive**. Below, are policy examples of good faith efforts that respondents can use if they are not meeting the aspirational target. These examples can be used to demonstrate the good faith effort.

1. Advertising for participation by MWSBEs in non-minority and minority publications within the Market Area, including a copy of the advertisement and proof of the date(s) it appeared – or by sending correspondence, no less than ten (10) days prior to the submission deadline, to all MWSBEs referred to the Bidder by the MWSBE Division for the goods and services to be Subcontracted and/or Supplied.
2. Documentation indicating that the bidding Prime Contractor provided ample time for potential MBE, WBE and SBE Subcontractors to respond to bid opportunities, including a chart outlining the schedule/time frame used to obtain bids from MBE, WBE and SBE Vendors as applicable to the Aspirational Target.
3. Contacting the MWSBE Division for a listing of available MWSBEs who provide the services needed for the bid or proposal.
4. Contacting MBEs, WBEs and SBE Vendors who provide the services needed for the bid or proposal, including a list of all MWSBEs that were contacted and the method of contact.
5. Document follow-up telephone calls with potential MWSBE Subcontractors encouraging their participation.
6. Allowing potential MWSBE Subcontractors to review bid specifications, blueprints and all other Bid/RFP related items at no charge to the MWSBEs.
7. Contacting the MWSBE Division, no less than five (5) business days prior to the Bid/RFP deadline, regarding problems they are having in reaching the Aspirational Targets.
8. Other documentation indicating their Good Faith Efforts to meet the aspirational targets.

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SECTION 4 – Certification

The respondent certifies and acknowledges a review of the provisions and information contained in the MBE and WBE requirements and the Minority and Women Business Participation Plan, which are furnished herein. The respondent also certifies that the information contained herein or documents attached are true and correct, and that he or she is authorized on behalf of the Respondent to make that certification.

Signature _____ Title _____ Date _____

DRAFT

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EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

1. The Program Managers and all subProgram Managers hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
2. The Program Manager agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: _____
Title: _____
Firm: _____
Address: _____

DRAFT

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Required Policy Endorsements and Documentation

Certificate of Insurance will be provided evidencing placement of each insurance policy responding to requirements of the contract.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Program Manager shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Endorsements to insurance policies will be provided as follows:

Additional insured (Leon County, Florida, its Officers, employees and volunteers) -
General Liability & Automobile Liability

Primary and not contributing coverage-
General Liability & Automobile Liability

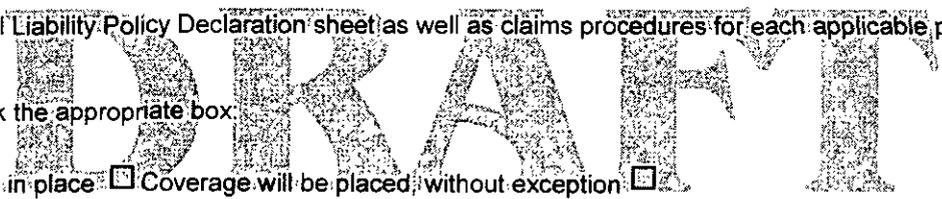
Waiver of Subrogation (Leon County, Florida, its officers, employees and volunteers)- General Liability,
Automobile Liability, Workers' Compensation and Employer's Liability

Thirty days advance written notice of cancellation to County - General Liability,
Automobile Liability, Worker's Compensation & Employer's Liability.

Professional Liability Policy Declaration sheet as well as claims procedures for each applicable policy to be provided

Please mark the appropriate box

Coverage is in place Coverage will be placed, without exception



The undersigned declares under penalty of perjury that all of the above insurer information is true and correct.

Name _____
 Typed or Printed

Signature _____

Date _____

Title _____
(Company Risk Manager or Manager with Risk Authority)

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**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
And OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
3. No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.



Signature

Title

Program Manager/Firm

Address

