

Instructions for Replying to an RFP for the PBC Engineering and Public Works Department

*** IMPORTANT ITEMS ***

Equal Business Opportunity (EBO) Program - Pursuant to the Palm Beach County Code Section 2-80.20 – 2-80.40 (EBO Ordinance), the County will provide contracting opportunities for SBEs in the area of professional services pursuant to Section 287.055, Florida Statutes, as amended, known as the "Consultants' Competitive Negotiation Act" (CCNA). Affirmative Procurement Initiatives (APIs) will be set by the County's Goal Setting Committee and may be mandatory.

EBO Waivers – if a firm finds it is impossible to meet the API for a project despite good faith efforts, the firm may apply for a waiver with the EBO office at least seven business days prior to the proposal due date (PPM# CW-O-043 Sec. 11a). <http://discover.pbcgov.org/oebo/Pages/Compliance-Programs.aspx>

Proposer must register in the County's Vendor Self Service (VSS) at <https://pbcvssp.pbc.gov/vssprd/Advantage4> in order to be awarded a County contract. If proposer intends to use subconsultants, proposer must also ensure that all subconsultants are registered as vendors in VSS.

Firms **shall not add or delete team members**, or adjust team participation after the proposal due date. If a SBE team member withdraws before final selection, the respondent firm must submit a new Subconsultant's Questionnaire Form or new Schedules 1 and 2 and request a substitution from the County's Office of Equal Business Opportunity.

After the notification of recommended award has been posted, any unsuccessful proposer may request a **debriefing** from the Roadway Production Division at Engineering & Public Works Department, Roadway Production Division, 2300 N. Jog Road, Room 3W-33, West Palm Beach, FL 33411-2745.

Communication with Engineering Staff– No oral interpretation of this RFP shall be issued or considered binding. Any interpretation, clarification, correction, or change to this RFP will be made only via Addendum.

The **point system** for CCNA selections has changed PPM CW-O-048 details the new procedure.

Please review all solicitation documents carefully to ensure familiarity with all new procedures and requirements to prevent disqualification.

General

Consultants interested in a project are required to furnish **one original (bound) and one electronic version (PDF format)** of their proposal package no later than the deadline listed in the Notice. The electronic version must accompany the bound hardcopy as either a CD or a thumbdrive. Do not email proposals.

Proposal Package

The proposal package should include the following sections:

1. Letter of Interest with summary table
2. [GSA Form SF 330](#) *(for each team member)*
3. [Prime Consultant Qualification Questionnaire](#)
4. [Subconsultant Qualification Questionnaire](#) *(for each sub)*
5. Copy of SBE certifications with Palm Beach County
(do not include certifications from other agencies unless specifically requested)
6. [EBO Schedule 1](#) *(listing entire team)* and [EBO Schedule 2](#) *(for each team member)*
7. [Commercial Non-Discrimination Certification](#) *(for each team member)*
8. [Conflict of Interest Disclosure Form](#) *(for each team member)*
9. [Prime Firm's Past SBE Participation Statement](#) *(Optional)*

Notes:

- It is helpful if the proposal sections are kept separate and not intermingled.
 - Ensure that information that appears in more than one place is the same in all locations.
 - Use each firm's full legal name as it appears on Sunbiz.
 - Do not leave any blanks. Enter a zero or N/A if there is no data.
 - Verify [CCNA](#) and [SBE](#) certifications for all team members prior to submitting.
 - Ensure at least one team member is assigned to each category of work listed on the Notice.
 - Submit before the deadline – must be time stamped in at Roadway Production office to be considered submitted.
 - No one-on-one discussions will be held with consultants.
 - Project specific questions must be submitted in writing or asked at the pre-proposal meeting.
 - General/procedural questions may be asked at any time in writing or verbally.
 - Read the Notice carefully to ensure all requirements are met.
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Letter of Interest (LOI)

Letter of Interest (4 pages maximum, single sided) including reference to this Notice and a summary table. Minimum font of 11 and minimum margins of 0.75" requested along with sufficient spacing within letter for both the letter and summary table shown below.

The last paragraph of the Prime consultant's Letter of Interest (LOI) must include a team summary in the format below showing the information that is provided on the prime and sub-consultant questionnaires. Firms' full [Sunbiz](#) registered names should be used on this table. Do not leave blanks or enter "TBD" on this table. The team summary must be signed to confirm the accuracy of the attached information. All information for the team summary shall be derived from the signed Questionnaires, which must accompany the LOI.

The same size (or larger) font as used in the rest of the letter of interest should be used for this table.

This table defines your official team and will supersede any conflicting or supplemental information listed elsewhere in the proposal.

It will be what is used to assign points and analyze the team for completeness.

It is what will be presented to the committees in their summaries.

Prime/Sub-Consultant	C/SBE Type or C	Service Provided (Category #)	Participation (For this Project)	Fee Considered Total \$ *
Prime, Inc. (>50%)	C/XX	#	%	\$\$\$\$\$\$\$
Sub-consultant #1	C/SBE	#	%	\$\$\$\$\$\$\$
Sub-consultant #2	C/XX	#	%	\$\$\$\$\$\$\$
Total Participation for the Team			100%	\$\$\$\$\$\$\$
By signing below, signatory confirms that the above information matches the information on the attached questionnaires.				
_____ Print <i>(Name and Title)</i>		_____ Signature		

Service Provided (Category #) – Ensure at least one team member is assigned to each category listed in the Notice. A team member must be CCNA certified in a [CCNA category](#) to be eligible to provide that service.

The **Fee Considered Total \$** reflects the total prior work awarded to the firm by PBC, and is derived from the total in the Questionnaire. For your convenience this information can be found

online (see websites listed at the end of this document). DO NOT LEAVE BLANK OR SAY TBD.

C = CCNA Certified

C/SBE = Certified CCNA & SBE

N/A = Non-Certified firm (*only allowable for firms providing non-CCNA services*)

Participation (for this project) – The percent participation must match the percent participation on the Prime or Sub-Consultant Questionnaire.

Prime Consultant Questionnaire and Sub-Consultant Questionnaire

- The contact information shown on the “Prime Consultant Qualification Questionnaire” will be utilized for all notifications regarding the RFP.
- List all the fees paid by PBC to the firm in the last four years. For your convenience this information can be found online (see websites listed at the end of this document).
- For local office credit, firm must have a Palm Beach County Tax Receipt

A Complete Submittal Shall Include the Following Components at a Minimum:

- Letter of Interest with summary table at the end
- GSA Standard Form 330 for each member of the team
- Prime Consultant Qualification Questionnaire
- Sub-Consultant Qualification Questionnaire (*for each sub-consultant*)
- Copy of PBC SBE Certificate for firms who are certified in this program.
- EBO Schedule 1 (*list entire team*)
- EBO Schedules 2 (*for each team member*)
- Non-discrimination Certification
- Conflict of Interest Disclosure Form
- Prime Firm’s SBE Past Participation Statement (*Optional*)
- Any additional project specific requirements as listed in the RFP Advertisement

Check prior to submitting

- Consider readability when preparing four page letter. Fonts and margins that are too small make reviewing the proposal difficult.
- Team participation adds up to 100%
- All requested categories are listed on summary chart at end of letter
- Team members are CCNA certified for categories of work they propose to perform
- No unrequested services are listed on the summary chart at end of letter
- Project manager is specified and FL PE if signed and sealed plans are required
- Each required CCNA category has at least one team member CCNA certified to perform it and proposing to perform it.

Submitting

- One original bound proposal
- One electronic version (PDF format) of the proposal. This version should be created in such a way that the text is able to be recognized and searched. A CD or thumbdrive are both acceptable means of providing this version. Must accompany the hardcopy submittal. Do not email the proposal.

EBO Ordinance

The Notice will list any Equal Business Opportunity (EBO) ordinance requirements for the solicitation. The Affirmative Procurement Initiatives (APIs) are the requirements put on the solicitation by the Goal Setting Committee. More information on the Ordinance or assistance with the APIs can be found by contacting the Office of Equal Business Opportunity at

<https://discover.pbcgov.org/oebo/Pages/default.aspx>

Important Information Regarding the EBO Ordinance:

- It is highly recommended to read the ordinance paragraphs referenced in the notice. The EBO Ordinance can be found at the website listed at the end of this document.
- Failure to comply with a mandatory API will result in the proposal being non-responsive and ineligible for selection.
- Some APIs are mandatory and some are not.
- Some APIs earn the proposer points and some do not. See the EBO ordinance and Selection PPM (*links at end of this document*).
- No rounding is allowable when calculating SBE participation. Numbers will be truncated, not rounded.
- EBO Schedule 1 must list the entire team.

- EBO Schedule 2 must be submitted by all subconsultants (even if they are not SBE).
- EBO Schedule 2 must be submitted by the prime if the prime is an SBE firm.
- The prime/sub questionnaires and EBO Schedules must list in detail the type of work being provided by the firm or SBE credit may not be given.
- Firms only count for SBE credit for providing services that is listed on their SBE certificate.
- Only SBE firms certified with Palm Beach County OEBO count toward meeting the EBO APIs.

Important!

Successful firms will be required to achieve the SBE percentage proposed during the selection process when negotiating the scope and fee.

Notes:

- Proposal Packages must be received no later than the time/date specified in the advertisement, or they will not be considered.
- If a shipping service is used to deliver a proposal package, it is the responsibility of the Prime Consultant to ensure that it reaches the Roadway Production Offices.
- The completeness and accuracy of information submitted is the responsibility of the prime consultant.
- Word and PDF format versions of the RFP submittal forms are available online (see websites at end of instructions).
- Sub-Consultants providing services that were not requested in the Notice will be disregarded (for the unrequested services only)
- Teams must provide all services requested in the RFP by a PBC CCNA certified firm or their team will be considered “incomplete”.
- If your firm needs to apply for CCNA certification or to add categories to an existing certification, do it as soon as possible. Waiting until the last week before the RFP due date is highly discouraged. Note: The Engineering Department requires CCNA applications to be significantly complete prior to the RFP due date. This means it must be reviewed and in for signature by the Deputy County Engineer, or have only a minor revision needed. Typically CCNA applications are reviewed on Mondays as time allows.

Contact Information

If additional assistance is needed in completing the forms, please contact:

JaeAnn Dean
(561) 684-4154
JAdean@pbc.gov

Holly Knight
(561) 684-4122
HKnight@pbc.gov

Project specific information may be requested at Eng-RoadwayBids@pbc.gov

Websites

Palm Beach County (PBC) Homepage

<http://discover.pbcgov.org/Pages/default.aspx>

PBC Engineering – Roadway Production Homepage

<http://discover.pbcgov.org/engineering/roadwayproduction/Pages/default.aspx>

PBC Engineering – CCNA Solicitations Information

Includes fees considered, list of CCNA certified firms

<http://discover.pbcgov.org/engineering/roadwayproduction/Pages/Roadway-Publications.aspx>

PBC CCNA Selection Policy & Procedure Manual (PPM CW-O-048)

<http://discover.pbcgov.org/publicaffairs/Pages/Policies-and-Procedures-Manual.aspx>

PBC Engineering – Roadway Production - CCNA/Contracts Section

<http://discover.pbcgov.org/engineering/roadwayproduction/Pages/CCNA.aspx>

PBC CCNA Certification

<https://discover.pbcgov.org/engineering/roadwayproduction/Pages/CCNA.aspx>

PBC Equal Business Opportunity Ordinance

https://discover.pbcgov.org/oebo/PDF/EBO_Ordinance.pdf

PBC Office of Equal Business Opportunity – Compliance Program & Forms

<http://discover.pbcgov.org/oebo/Pages/Compliance-Programs.aspx>

PBC Equal Business Opportunity Policy and Procedure Manual (CW-O-043)

<http://discover.pbcgov.org/oebo/PDF/Publications/CW-O-043.pdf#search=CW%2DO%2D043>

PBC Vendor Self Service (VSS)

<https://pbcvssp.pbc.gov/vssprd/Advantage4https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>