

**Appendix B - Response Form**  
**060-20 Progressive Design-Build Services for the JEA Utility Training Center (JUTC) Renovation Project**

**COMPANY INFORMATION:**

COMPANY NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL OF CONTACT: \_\_\_\_\_

FLORIDA LICENSE NUMBER: \_\_\_\_\_

**PROFESSIONAL STAFF EXPERIENCE**

**Maximum score for this criterion is: 25 POINTS**

Points for each subsection will be awarded as described on the Evaluation Matrix attached to this Solicitation.

**1. Team Members**

The Respondent shall provide a maximum of nine (9) resumes of the professional staff to be assigned to perform the Work. The resumes provided shall identify the Overall Project Manager, Primary Architect, Mechanical Engineer, Electrical Engineer, Structural Engineer, Civil Engineer, Security and Low Voltage Consultant Specialist, Project Manager Construction, and Construction Superintendent (collectively, the "Team Members"). **Primary positions shall only serve in one (1) role.** Note, the Project Manager must be from the company submitting the Response and not a Subcontractor. **All proposed engineering staff shall be registered Professional Engineers in Florida.** Persons whose resumes are submitted as a Team Member must actually perform the Work unless Respondent receives prior approval by the JEA Project Manager to use a backup Team Member. Finally, if Respondent submits a resume of a Subcontractor that is employed by a JSEB firm, please note this on the resume.

At a minimum, each resume shall present the Team Member's name, title, years of service with company, total years of experience, applicable professional registrations, education, and work experience. Resumes shall also identify any specialty or technical process expertise. **Resumes shall be no more than two (2) pages in length, and on 8.5" x 11" sized paper. If more than two (2) pages are submitted, only the information contained on the first two (2) pages will be evaluated by JEA. No more than nine (9) resumes will be evaluated.**

**2. Team Experience**

Provide a summary of the experience the team being presented has working with one another on similar Construction Management-At-Risk (CMAR) or Progressive Design-Build Delivery projects.

**3. Organizational Chart**

Finally, Respondent shall provide an organizational chart delineating company's personnel responsibilities and functions associated with the Work. If applicable, this chart shall also delineate any responsibilities and functions of subcontractor(s) and/or JSEB firm(s).

**DESIGN AND CONSTRUCTION APPROACH AND WORK PLAN**

**Maximum score for this criterion is: 40 POINTS**

Respondent shall provide an explanation of how it typically manages its engagements to realize project budgetary goals, timetables and quality control objectives. Respondent shall explain, for this specific Scope of Work, how it intends to meet the budgetary goals, timetables and quality criteria established herein.

Respondent shall also provide a project schedule indicating: (i) all the activities envisioned to fulfill the requirements of the Work; (ii) the estimated duration for each activity; (iii) the estimated man-hours for each activity; and (iv) the total estimated man-hours each primary Team Member, identified in the Section titled

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"Professional Staff Experience", will devote to the Work through completion. Additionally, the project schedule must demonstrate the utilization of any Subcontractors.

Required Information:

**1. NARRATIVE OF PROJECT & UNDERSTANDING OF PROJECT ISSUES**

Provide a narrative demonstrating the Company's understanding of the project goals, requirements, objectives, challenges, the project delivery method, and how the Company intends to ensure the scope, budget, and schedule will be met.

Describe the Company's project delivery process for design and for construction.

**2. DESCRIPTION OF HOW PROJECT WILL BE IMPLEMENTED FROM START TO FINISH**

Discuss how the project will be implemented from start to finish including the performance of the Scope of Work items in Appendix A - Scope of Work.

**3. AMOUNT OF CONSTRUCTION WORK TO BE PERFORMED BY CONSTRUCTION CONTRACTOR**

Describe how the construction work will be performed, amount of work to be self-performed by construction contractor, amount of work to be performed by subcontractors, proposed subcontractors for performing the work, how those subcontractors will be selected, and whether those subcontractors will be JEA approved responsible bidders.

**4. COST EFFECTIVENESS OF PROPOSED SOLUTIONS**

Provide a description of the Company's approach to cost estimating during the various phases of the design (i.e., conceptual, schematic, final and construction documents). Indicate the methodology and estimating system used in preparation of the estimates. Address how the Company will prepare, submit, reconcile and obtain approval of the GMP notice.

Discuss the cost effectiveness of the proposed solutions, taking into account expected life of the equipment, capital costs and operating & maintenance costs over the life of the equipment, including the expected methane recovery rate.

**COMPREHENSIVE RESOURCE PLAN AND SCHEDULE**

Discuss how the Design-Build firm will manage and balance the design and construction of this project to meet budget and schedule, including staffing and organization plans.

Discuss how the Company will utilize best practice techniques such as value engineering and constructability reviews and provide evidence of previous experience with any of the methodologies presented.

Provide a schedule which details the Company's proposed activities and how the Company intends to meet the required in-service date.

Provide the strategy the Company will employ for subcontracting work, including the use of JSEB firms. Address the Company's approach to implementation of a Quality Control/Quality Assurance plan for both self-performing and subcontracted work.

Work plan shall be no more than ten (10) pages in length, single-sided, and on 8.5" x 11" sized paper. Project schedule shall be no more than two (2) pages in length, single-sided, and on up to 11" x 17" sized paper. Project delivery process schematic shall be no more than two (2) pages in length, single-sided, and on up to 11" x 17" sized paper. The schedule and delivery process schematic will not be included in the ten (10) page limit.

Please use your own form for this section.

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Each Evaluator will independently evaluate.

**COMPANY EXPERIENCE AND PERFORMANCE**

**Maximum score for this criterion is: 30 POINTS**

Respondent shall provide the following:

Required Information:

A total of three (3) projects are required for this section. Preference will be given to teams where the design engineer and construction contractor have teamed on projects via a collaborative delivery method (Design-Build, CMAR, etc.).

The company performing the engineering shall provide published project documents of one of the submitted similar projects, including conformed drawings, specifications, and final basis of design report with a brief description of how the report framework will be modified for JEA's project.

Each project should at a minimum list the following:

- Name of Client/Customer with contact information that should include:
  - Name and title of Contact
  - Contact's phone number and email address.
  - Project Title
  - Project Cost
  - Project Timeframe
- Identify whether any of the proposed Team Members worked in key roles in the projects.
- Provide detailed information to describe how Company managed the engagements to realize project budgetary goals, timetables and quality control objectives.
- Describe any working relationship with subcontractors that will be used for this project.
- Identify the project stage — i.e., design, construction, construction completed, etc.
- Brief project description

Each Evaluator will independently evaluate the submitted Experience.

**JACKSONVILLE SMALL AND EMERGING BUSINESS (JSEB) - SOLICITATION**

**Maximum score for this criterion is: 5 POINTS**

Respondent shall indicate if it is certified as a Jacksonville Small and Emerging Business (JSEB) as defined by Jacksonville Ordinance 2004-602; Chapter 126, Part 6A and 6B.

If Respondent is not a certified JSEB, the Respondent shall list any JSEB certified subcontractors that it intends to utilize in the performance of the Design and Engineer Work, Phase I (as defined in 046-20 Appendix C - Sample Contract). The listing should include names of the JSEBs, the type of service they will provide, and the percentage of work being subcontracted. Points will be awarded based on the type and amount of work that will be conducted by JSEB firms.

The points will be awarded as follows:

Respondent is a COJ/JEA certified JSEB = 5 pts;

Respondent is not a JSEB but will subcontract Work to JSEBs:

Amount of Work to be Subcontracted in Phase I:

- $\geq 5\%$  of work = 4 points
- $\geq 3\%$  and  $< 5\%$  = 3 points

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- $\geq 2\%$  and  $< 3\%$  = 2 points
- $\geq 1\%$  and  $< 2\%$  = 1 point
- $< 1\%$  = 0 points

During the Development of GMP during Phase I in preparation for Phase II (as defined in 046-20 Appendix C - Sample Contract), the Company will provide project documentation to the JSEB Manager for the Development of the JSEB goal for Phase II. Once the JSEB goal for Phase II has been established the Company will submit documentation to demonstrate compliance to the JSEB Manager.

\_\_\_\_ (Initials) I have read and understood the Sunshine Law/Public Records clauses contained within this solicitation. I understand that in the absence of a redacted copy my Response will be disclosed to the public "as-is".

#### Company's Certification

By submitting this Response, the Respondent certifies that it has read and reviewed all of the documents pertaining to this RFP and agrees to abide by the terms and conditions set forth therein, that the person signing below is an authorized representative of the company, that the company is legally authorized to do business in the State of Florida, and that the company maintains in active status an appropriate license for the work. The company certifies that its recent, current, and projected workload will not interfere with the company's ability to Work in a professional, diligent and timely manner.

The Respondent certifies, under penalty of perjury, that it holds all licenses, permits, certifications, insurances, bonds, and other credentials required by law, contract or practice to perform the Work. The Respondent also certifies that, upon the prospect of any change in the status of applicable licenses, permits, certifications, insurances, bonds or other credentials, the Company shall immediately notify JEA of status change.

We have received addenda \_\_\_\_\_ through \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorize Officer of Company or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Phone Number

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**GENERAL**

**THE MINIMUM QUALIFICATIONS SHALL BE SUBMITTED IN THE FORMAT ATTACHED. IN ORDER TO BE CONSIDERED A QUALIFIED SUPPLIER BY JEA YOU MUST MEET ALL THE CRITERIA LISTED AND BE ABLE TO PROVIDE ALL THE SERVICES LISTED IN THIS SPECIFICATION.**

**THE RESPONDENT MUST COMPLETE THE FOLLOWING INFORMATION AND ANY OTHER INFORMATION OR ATTACHMENTS.**

**RESPONDENT INFORMATION**

COMPANY NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PRINT NAME OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

SIGNATURE OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

Respondent shall have the following Minimum Qualifications to be considered eligible to submit a Response in response to this Solicitation.

It is the responsibility of the Respondent to ensure and certify that it meets the Minimum Qualifications stated below. A Respondent not meeting all of the following criteria will have its Response rejected:

- The Respondent shall have performed the majority of the work and completed at least two (2) similar Design-Build projects.
  - A similar project is defined as the renovation of an office environment of at least 15,000 square feet; incorporating the same elements as the proposed project: construction/relocation of offices, conference rooms, restrooms/locker rooms, class rooms/training spaces, and break rooms; including HVAC, plumbing, and electrical work. Construction value of the similar projects must be \$1 million or more.
  - One (1) of the similar projects shall have been a Design-Build project in the State of Florida.
- The Respondent or partner for the engineering services shall have a State of Florida Certificate of Authorization for Engineering.
  - The Respondent or partner for the construction shall have a State of Florida General Contractors License.



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Reference Name \_\_\_\_\_

Reference E-Mail Address\_\_\_\_\_

Project Title \_\_\_\_\_

Description of Project \_\_\_\_\_

[illegible]