



Citywide Fencing (Pool Expansion)

Request for Qualifications # PSPW-22-07

General Information		
Project Cost Estimate	The City anticipates using approximately \$500,000 in fencing annually.	See Section 1.4
Project Timeline	Projects shall be on an as-needed basis, this contract shall be for an initial three year period with one additional three-year renewal.	See Section 1.4
Evaluation of Proposals	Evaluation Committee	See Section 1.7
Question Due Date	July 5, 2022	See Section 1.8
Proposals will be accepted until	2:00 p.m. on July 19, 2022	See Section 1.8
5% Proposal Security / Bid Bond	Not Applicable.	Not Applicable
100% Payment and Performance Bonds	Not applicable at this point, however it will be required in the event any project exceeds \$200,000.	See Section 4.2
Grant or Federal Funding	Not Applicable	Not Applicable

THE CITY OF PEMBROKE PINES
 PROCUREMENT DEPARTMENT
 8300 SOUTH PALM DRIVE
 PEMBROKE PINES, FLORIDA 33025
 (954) 518-9020



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ATTACHMENTS

Attachment A: Non-Collusive Affidavit

Attachment B: Sample Insurance Certificate

Attachment C: Specimen Contract: Continuing Services Agreement

Attachment D: Standard Release of Lien Form

Attachment E: Aluminum Fencing Specifications

Attachment F: Questions and Answers from RFQ PSPW-21-11 Citywide Fencing



SECTION 1 - INSTRUCTIONS

1.1 NOTICE

Notice is hereby given that the City Commission of the City of Pembroke Pines is seeking sealed proposals for:

RFQ # PSPW-22-07 Citywide Fencing Pool Expansion

Solicitations may be obtained from the City of Pembroke Pines website at <http://www.ppines.com/index.aspx?NID=667> and on the <https://ppines.bonfirehub.com/> website.

If you have any problems downloading the solicitation, please contact the Bonfire Support at Support@GoBonfire.com.

If additional information help is needed with downloading the solicitation package please contact the City's Procurement Department at (954) 518-9020 or by email at purchasing@ppines.com. The Procurement Department hours are between 7:00 a.m. - 6:00 p.m. on Monday through Thursday and is located at 8300 South Palm Drive, Pembroke Pines, Florida 33025.

The City requires all questions relating to the solicitation be entered through the "Messages" section for the specific project on the <https://ppines.bonfirehub.com/> website. Under the "Messages" section, vendors will find the "Opportunity Q&A" tab in which they can ask their specific question(s). Responses to the questions will be provided online at <https://ppines.bonfirehub.com>. Such request must be received by the "Question Due Date" stated in the solicitation. The issuance of a response via Bonfire is considered an Addendum and shall be the only official method whereby such an interpretation or clarification will be made.

Proposals will be accepted until 2:00 p.m., Tuesday, July 19, 2022. Proposals must be submitted electronically at <https://ppines.bonfirehub.com/>. The sealed electronic proposals will be publicly opened at 2:30 p.m. by the City Clerk's Office, in the City Hall Administration Building, 4th Floor Conference Room located at 601 City Center Way, Pembroke Pines, Florida, 33025.

1.1.1 VIRTUAL BID OPENING

At the time of writing this notice, the City will not be opening up the physical location for public access as **City offices are closed to the public**, due to the COVID-19 Coronavirus Pandemic.



As a result, meetings may be a combination of in-person and virtual, all as provided by law. **In any event, the public is encouraged to attend the bid opening process virtually in lieu of attending the meeting in person.**

Bid openings for this project will be live-streamed from the City Clerk's Office, in the City Hall Administration Building, 4th Floor Conference Room located at 601 City Center Way, Pembroke Pines, Florida, 33025 at **2:30 PM on the bid due date.**

While recognizing the importance of public accessibility to the bid openings, and considering public health concerns, in the abundance of caution, the City is requesting that interested parties utilize live streaming as a safe way for vendors and the public to view the bid opening process in lieu of attending the meeting in person.

The public is invited to attend the meeting virtually via the Cisco Webex Meetings platform.

- Cisco Webex Meeting Number: 717 019 586
- Join by Phone Number: +1-408-418-9388

The public may download the **Cisco Webex Meetings app** from <https://www.webex.com/downloads.html/>, to view and listen to the meeting, however please make sure to mute your phone/microphone/device's audio and camera as the **public may attend the meeting but will not be allowed to comment or participate in the proceedings.**

If any member of the public requires additional information about this meeting or has any questions about how to access the meeting, please contact:

Danny Benedit, Procurement Department
 City of Pembroke Pines
 8300 South Palm Drive,
 Pembroke Pines, FL 33025
 954-518-9022
purchasing@ppines.com

1.2 PURPOSE

The City of Pembroke Pines is seeking proposals from qualified firms, hereinafter referred to as the Contractor, to provide the replacement and new installation of various types of fencing at various locations throughout the City on an as-needed basis, in accordance with the terms, conditions, and specifications contained in this solicitation.

On April 20, 2022, City approved the following vendors for RFQ # PSPW-21-11 "Citywide Fencing" to form a pool of vendors to obtain quotes from for citywide fencing projects as recommended by the Evaluation Committee. As a result, the following vendors will be under contract until April 19, 2025 with the possibility of one additional three-year renewal:



1. GD Supplies LLC d/b/a GD Services
2. Gomez and Son Fence, Corp.
3. Pergola Roof Miami LLC
4. TechGroupOne, Inc.

The City desires to expand the current pool of contractors for citywide fencing projects to ensure more competition. The City will contact all of the contractors in the pool when a project arises to get a quote and a timeline to complete the requested project. The lowest, most responsive/responsible Contractor that can meet the City's requirements shall be awarded the project(s) on an as-needed basis.

The City shall prioritize project awards by price, availability, and turnaround time. In the event the lowest priced firm in the pool of contractors does not have the capacity or ability to accomplish a project within the required time frame, the City shall move to engage the next lowest priced firm with adequate availability and acceptable turnaround time.

Services shall be on an as-needed basis, therefore being part of the pre-qualified pool of contractors does not guarantee any work or selection for a project resulting from this bid.

In addition, in certain occasions, the City may also request pricing from the Pool of Contractors to obtain materials only, in the event that the City decides to install a fencing project in-house.

A.1.3 SCOPE OF WORK – POOL OF CONTRACTORS TO REMOVE, FURNISH AND INSTALL FENCING

The City will reach out to the contractors in the approved pool to obtain pricing and a timeline to complete the requested project. As a result, the lowest, most responsive and responsible contractor will be selected for each project.

Below is a summary of the typical groups of work that the City will require pricing on from the Pool of Contractors:

- **Group 1: Complete Removal and Disposal**
- **Group 2: #6 Gauge Complete System Installation**
- **Group 3: #9 Gauge Complete System Installation**
- **Group 4: Backstop Complete System Installation**
- **Group 5: Gate and Hardware Installation**
- **Group 6: Removal and Replacement of Fabric**
- **Group 7: Posts Installed**
- **Group 8: Posts Installed**
- **Group 9: Tension Wire, Top, Bottom, and Mid Rails**
- **Group 10: Aluminum and Pressure Treated Wood Fence**



- **Group 11: Miscellaneous**

All Specifications listed in Sections **A.1.3.4** through **A.1.3.15** refer to Chain Link Fencing only.

A.1.3.1 GENERAL CONDITIONS

- Contractor is responsible for pulling all required permits. All permit fees will be paid directly by the City.
- Contractor shall be responsible for providing all documents needed for acquiring building permits (excluding Group 10 Aluminum gates and picket fence).
- All dimensions and sizes provided in the scope are considered to be a minimum City standard. If the building code requires a stronger standard then the building code shall prevail.
- All work shall comply with the Florida Building Code.
- Installation shall be made in a professional, workman-like manner with skilled mechanics experienced in erection of these types of fence. The fence shall be erected on line and to grade as provided by owner.
- Do not begin work prior to establishment of final grades. Examine conditions under which fence and gates are to be installed. Do not proceed with work until unsatisfactory conditions have been corrected in an acceptable manner.
- All material and components shall be new and free of defects and or damage (except for temporary construction fencing).
- Contractor to clean up work area of all debris and surplus materials upon completion of the fences, gates and associated work.
- Contractor will be responsible for backfilling exposed post holes and return to original grade.
- Cleanup of equipment must be done off-site.

A.1.3.2 ALUMINUM FENCING SPECIFICATIONS

Refer to the approved drawings by Jorge Gutierrez Architect LLC supplied in
Attachment E: Aluminum Fencing Specifications

A.1.3.3 PRESSURE TREATED WOOD FENCING SPECIFICATIONS

- Use only pressure treated lumber that is rated for ground contact.



- b. All pickets are to be $\frac{3}{4}$ " x 6" x 6' Dog Ear.
- c. Nails are not permitted. Use only screws that are rated for outdoor use in pressure treated wood. Minimum size for securing 2x4 to post is #9 x 3". Minimum size for securing pickets is #8 x 1 $\frac{3}{4}$ ".
- d. All hinges and latches are to be galvanized steel.
- e. Install gates plumb, level, and secure for full opening without interference.
- f. Hang swing gates on hinges so they remain motionless in any position.
- g. Gate frames shall be fabricated of 1 $\frac{1}{2}$ " galvanized square tubing using welded construction to form rigid and watertight connections.
- h. All welds shall be touched up with matching zinc-rich paint.
- i. Gates must be properly braced to eliminate any possible sagging conditioning.

A.1.3.4 CHAIN LINK FABRICS

a. General Requirements

Chain link fabric shall be placed on the security/activity side of post & gates.

Fasten to terminal posts and vertical gate framing with stretcher bar and stretcher bar bands spaced at maximum 15-inch intervals.

Fasten to line posts and intermediate vertical gate framing with STEEL tie wire attached at minimum 14-inch intervals.

Fasten to intermediate horizontal rails and horizontal and diagonal gate rails and bracing with STEEL tie wire attached at maximum 24-inch intervals.

Fasten to the top of gates and the bottom of gates and transom rails with vandal-proof wire clips at maximum 14-inch centers.

Fabric shall remain in tension after pulling force is released.

Mesh shall be 2 inches with a tolerance of +/- 1/8 inch unless otherwise specified by the City (excluding tennis).

For Tennis Court Mesh shall be 1 5/8 inches with a tolerance of +/- 1/8 inch.

Top and bottom of all fabrics (except Temporary Construction fencing) shall be knuckled.



Contractor to provide prices for fencing with the different materials shown below.

b. Hot Dipped Galvanized

Fabric shall be #6-gauge hot dipped galvanized coated steel chain link.

The galvanized coating shall be Zinc 5% Aluminum alloy coated steel chain link fabric as per ASTM A392 Specification for Zinc-Coated Steel Chain-Link Fence Fabric.

Hot-dipped galvanized after weaving to produce zinc coating of not less in weight than 1.2 ounces per square foot.

c. Extruded PVC Coated

#6-gauge fabric shall be #9-gauge extruded hot dipped galvanized steel wire core with extruded PVC coating form fitting a finished #6-gauge fabric.

#9-gauge fabric shall be #11-gauge extruded hot dipped galvanized steel wire core with extruded PVC coating form fitting a finished #6-gauge fabric.

A.1.3.5 FITTINGS & ACCESSORIES

- a. Malleable iron or steel, hot-dip galvanized.
- b. Tension Stretcher Bars: 3/16 inch by 3/4 inch beveled edge, two inches less than fabric height. Provide one bar for each gate and end post and two for each corner and pull post.
- c. Tension Stretcher Bar Bands: 11 Gauge beveled steel for attaching fabric and tension stretcher bars to gate end and pull posts.
- d. Tie Wire: For intermediate posts shall be #9-gauge galvanized steel wire. The wire for top rail shall be #9-gauge galvanized steel wire.

A.1.3.6 TENSION WIRE

- a. Tension wire shall only be used if specifically requested by the City. Refer to **Section A.1.3.8 a.**
- b. Tension wire shall be stretched taut from terminal post to terminal post.
- c. It shall be attached to the fence with 9 gauge hog rings every 24 inches.



- d. The bottom tension wire shall be #7 gauge aluminum coated spring coil or crimped wire. Minimum weight of aluminum coating shall be 0.40 ounces per square foot of wire surface.

A.1.3.7 POST, GATE FRAMES AND RAILS

- a. All posts, gate frames and rails shall be schedule 40 steel pipe in accordance with ASTM A120, TYPE I, and shall be hot dip galvanized with 1.8 ounces of zinc per square foot of coated surface area.
- b. All posts, gate frames and rails for PVC coated shall be schedule 40 steel pipe in accordance with ASTM A120, TYPE I, and shall be PVC coated.
- c. Diameter of pipes shall be as noted on post & rail schedule.

A.1.3.8 TOP, MIDDLE & BOTTOM RAILS

- a. All fencing shall include a bottom rail in lieu of tension wire, unless tension wire is specifically requested by the City.
- b. Middle rails is required on all fencing 10' and above.
- c. Pipe shall be 1 5/8 inches O. D. Schedule 40.
- d. Couplings are to be outside type at least 6 inches long.
- e. Top rails for 4, 5 & 6 foot fences:
 - The top rail shall be provided with couplings approximately every 21 feet.
 - The top rail is to pass through the line posts, tops and form a continuous brace from end to end of each stretch of fence.
 - Top rail shall be securely fastened to the terminal posts with 11 gauge pressed steel bands and malleable rail ends.
- f. Top rails for 8, 10, 12, 18, 20, 24 and 30-foot fences, shall be secured to the intermediate posts with boulevard clamps.
- g. Middle rails for 8, 10, 12, 18, 20, 24 and 30-foot fencing shall be secured to the intermediate posts with boulevard clamps.
- h. Middle rails on all fencing 10-foot or greater shall be spaced evenly between the top and bottom rails.



- i. Bottom rails will be secured with boulevard clamps.

A.1.3.9 GATES

- a. Install gates plumb, level, and secure for full opening without interference.
- b. Install ground set items in concrete.
- c. Hang swing gates on hinges so they remain motionless in any position.
- d. Adjust hardware for smooth operation and lubricate where necessary.
- e. Gate frames shall be fabricated using welded construction to form rigid and watertight connections.
- f. Gates for 4, 5, 6, 7, 8, 10 and 12-foot high fence shall be constructed of 2" O.D. pipe.
- g. All welds shall be touched up with matching zinc-rich paint.
- h. Gates must be properly braced to eliminate any possible sagging conditioning.
- i. Hinges shall be **commercial Bulldog hinge** of sufficient strength and design to permit easy and trouble-free operation.
- j. All gates shall be equipped with a positive type-latching device with means for padlocking.
- k. All drive gates shall be equipped with center plunger rods, catch and semi-automatic outer catches to secure gates in open position.
- l. All walk gates shall be equipped with a pin-welded to the gate frame to engage the semi-automatic latch on the gateposts.
- m. Gates for 4 & 5 foot high fence shall be constructed of 1 5/8" O.D. pipe equipped with box hinges and malleable fork latches.

A.1.3.10 BRACES

Brace pipes shall be the same as top rail and shall be installed midway between the top rail and the ground and extend from the terminal post to the first adjacent line post. Braces shall be securely to posts by #11-gauge pressed steel and malleable fittings then securely trussed from the line posts the base of the terminal posts with a 3/8" truss rod and tightened. Braces are required only in heights of 6 foot and higher.

A.1.3.11 FITTINGS, ACCESSORIES, AND GATE POSTS



All fittings and accessories shall be malleable iron or steel, Hot-Dip galvanized. Cap posts to exclude moisture from tubular sections. Post for swing gates shall be pipe of the following nominal sizes for each gate leaf:

- a. 4 - 5 Foot High Fence:
 - Gate Leaf up to 6' wide (inclusive) -2 1/2" O.D.
- b. 6 - 8 Foot High Fences:
 - Gate Leaf up to 6' wide (inclusive) -3" O.D.

A.1.3.12 CONCRETE

- a. Ready mix concrete shall be used to install all posts.
- b. Concrete shall be 2500-PSI minimum compressive strength at 28 days.
- c. All concrete footings shall not extend above grade and shall be crowned to shed water.
- d. Placing of concrete underwater is not permitted.
- e. Contractor shall not pour concrete prior to inspection of postholes by Project Manager.

A.1.3.13 POSTS

- a. Space posts not more than ten feet on center.
- b. Posts shall be of sufficient length, to set in concrete not less than required in post & rail schedule.
- c. Check post for vertical and top alignment.
- d. All Posts shall have minimum 3 inches of concrete under the post.

A.1.3.14 POST AND RAIL SCHEDULE

Fence Height	4'	6'	8'	10'	12'	18'	20'	24'	30'
Corner and Pull Posts									
Diameter	2.5"	3"	3"	3"	3"	4"	4"	4"	6"
Hole Depth	33"	39"	39"	42"	42"	54"	54"	60"	70"
Hole Diameter	10"	12"	12"	14"	14"	16"	16"	24"	30"
Intermediate Posts									
Diameter	2"	2.5"	2.5"	2.5"	2.5"	3"	3"	3"	4"
Hole Depth	27"	36"	36"	36"	36"	36"	36"	54"	60"
Hole Diameter	10"	10"	12"	14"	14"	14"	16"	24"	30"



Rails									
Diameter	1 5/8"	1 5/8"	1 5/8"	1 5/8"	1 5/8"	1 5/8"	1 5/8"	1 5/8"	1 5/8"
Quantity Top	1	1	1		1	1	1	1	1
Quantity Middle	0	0	0	1	1	2	2	2	3
Quantity Top	T.W.	T.W.		1	1	1	1		

A.1.3.15 BACKSTOP

All Fences up to 10' height are required to be 6 gauge, 10' to 30' are to be 9 gauge.

A.1.3.16 DISCLOSURE

Contractor will submit a list of all subcontractors and material suppliers delivering to job site.

A.1.3.17 WARRANTY

- a. Contractor shall warrant its products and/or services against faulty labor and/or defective material for a minimum period of one (1) year from the date of completion of project.
- b. All copies of manufacturer warranties shall be presented to the City along with initial proposal submitted.

A.1.3.18 WORKDAY DEFINED

The workday shall start at 7:00 A.M. and end at 5:00 P.M. Monday through Thursday. Any deviations from this schedule must be pre-approved by the City of Pembroke Pines Project Manager.

A.1.3.19 UNDERGROUND SERVICE LINES

The contractor shall be responsible to request from appropriate utility companies physical locations of all underground lines. Contractor shall be responsible for repairs of any broken service line as a result of Contractor's work activities.

A.1.3.20 WORK COMMENCEMENT

Contractor shall neither commence any work nor enter the City work premise until a Work Order directing the Contractor to proceed with various items of work has been received.

A.1.3.21 PROTECTION OF PROPERTY

All existing structures, utilities, services, roads, trees, shrubbery, etc., shall be protected against damage or interrupted services at all times by the vendor during the term of this



contract; and the vendor shall be held responsible for repairing or replacing property to the satisfaction of the City which is damaged by reason of the vendor's presence on the property.

A.1.3.22 WORK PROGRESS

- a. Contractor shall start each project based on information shown in "Notice to Proceed".
- b. Contractor to begin each stage of work as requested by project manager.
- c. Contractor to complete each phase of work within the time agreed upon with the City of Pembroke Pines Project Manager.

B.1.3 SCOPE OF WORK – POOL OF CONTRACTORS FOR FENCING MATERIALS ONLY

The City of Pembroke Pines may bring some of our fencing projects in house as opposed to using contractors for the installation process, as a result we may request pricing for materials from the Contractors that are selected to be in the Pool of Contractors, in-lieu of requesting pricing for materials with installation.

1.4 PROJECT COST ESTIMATE & TIMELINE

A pool of Contractors will be selected for projects on an as-needed basis; the contract will be utilized by multiple departments in the City with an estimated aggregate annual spending limit of \$500,000. Projects will include new fences, replacement fences, fence repairs, and fence modifications. Staff does not have individual project cost estimates at this time. This contract shall be for an initial three year period with one additional three-year renewal.

Please note that the City will waive all City related permit, license, impact or inspection fees (including the Building Department and Engineering Department Permit Fees) related to this project. Any related State or County fees, for the aforementioned permits, will be paid by the City.

In addition, the City shall cover the cost for any other permit fees related to external entities through the City's Owner's Contingency for this project, **therefore proposers should not include permit costs in their total proposal price.**

1.4.1 PERMIT, LICENSE, IMPACT OR INSPECTION FEES

With the exception of the City related permit, license, impact or inspection fees (including the Building Department and Engineering Department Permit Fees), which will be waived for this project, the City does not anticipate any additional permit, license, impact or inspection fees for this project.

1.5 PROPOSAL SUBMISSION



The <https://ppines.bonfirehub.com/> website allows for vendors to complete, scan and upload their documents as part of the proposer's submittal on the website. Proposals should be formatted as follows:

1.5.1 Proposal Requirements

Prospective proposers interested in responding to this solicitation are requested to provide all of the information listed in this section. Submittals that do not respond completely to all of requirements specified herein may be considered non-responsive and eliminated from the process. Brevity and clarity are encouraged.

The Bonfire system utilizes "Questionnaires" to request the following information from prospective proposers.

Tab 1 - Experience and Ability (35 points):

The relative experience and qualification of each applicant's proposed team, with respect to the project scope, will be judged and a relative rating assigned. This parameter expresses the general and specific project-related capability of the team and indicates the adequate depth and abilities of the organization which it can draw upon as needed. This will include management, technical, and support staff.

1. Explain your firm's interest in working on this project, a positive commitment to perform the required work and a description of the firm.
2. Describe the size of your firm.
3. Describe your firm's financial history, strength and stability.
4. Describe your firm's range of activities.
5. Describe the specialized experience and technical competence of the firm or persons with respect to working on similar projects.
6. Do you have a minimum of two (2) years of experience? Please provide proof of such experience.
7. The firm or person's must provide information on their proximity to and familiarity with the area in which the project is located.
8. Explain the availability and access to the firm's top level management personnel.
9. Please describe the past record of performance of the firm or person with respect to accessibility to clients, ability to meet schedules, communication and coordination skills.
10. Identify the contact person and supervisory personnel who will work on the various projects, including the relative experience of all professionals proposed for use on the team.
11. Provide summaries of key persons and on-site staff to be assigned to the project with emphasis on their experience with similar work.
12. Explain the ability and experience of the field staff with specific attention to project related experience.



13. Contractor should list any applicable qualifications, including education, experience, honors and awards received, and professional associations of which the firm and/or its personnel are members.
14. Provide the recent, current, and projected workload of the firm.

Tab 2 - Previous Experience / References Form (30 points):

Provide specific examples of similar contracts delivered by the proposed team members. Provide details on related projects (preferably where the team was the same). References should be from the last five years and should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. As part of the proposal evaluation process, the City may conduct an investigation of references, including a record check or consumer affairs complaints. Proposers' submission of a proposal constitutes acknowledgment of the process and consent to investigate. The City is the sole judge in determining Proposers qualifications. In this section you will have the ability to enter information for 5 different references including the Reference Contact Information and the specific Project Information. Details should include the following:

1. References Contact Information
 - a. Name of Firm, City, County or Agency
 - b. Address
 - c. Contact Name
 - d. Contact Title
 - e. Contact E-mail Address
 - f. Contact Telephone #
2. Project Information
 - a. Name of Contractor Performing the work
 - b. Name and location of the project
 - c. Nature of the firm's responsibility on the project
 - d. Project duration
 - e. Completion (Anticipated) Date
 - f. Size of project
 - g. Cost of project
 - h. Work for which staff was responsible
 - i. Contract Type
 - j. The results/deliverables of the project

Tab 3 - Firm's Understanding and Approach to the Work (30 points):

The understanding that the applicant and consultants demonstrate as to the requirements and needs of the project, including an evaluation of the thoroughness demonstrated in analyzing and investigating the scope of the project.



1. Provide a narrative statement demonstrating an understanding of the overall intent of this solicitation, as well as the methods used to complete assigned tasks.
2. Please clearly describe all aspects of the project proposed.
3. Include details of your approach and work plans.
4. Identify any issues or concerns of significance that may be appropriate.
5. A brief statement must be included which explains why your proposal would be the most effective and beneficial to the City of Pembroke Pines.

1.5.2 Other Completed Questionnaires:

1. Contact Information Form
2. Proposer's Background Information

1.5.3 Other Completed Documents:

1. Attachment A: Non-Collusive Affidavit

1.5.4 Additional Information

Please provide any additional information that you deem necessary to complete your proposal in this section, if it has not been requested in another section.

1.6 VENDOR REGISTRATION DOCUMENTS

The <https://ppines.bonfirehub.com/> website will allow vendors to update their information and documents on an as-needed basis. This process is intended to make the bidding process easier for vendors that bid on multiple City projects. This process will allow vendors to complete and submit the following standard forms and documents at any time prior to bidding on a project. In addition, the vendors will be able to utilize these same forms without the need to re-fill and re-submit the forms each time they bid on a City project. In the event that the City does not have one of the forms or documents listed below for your company, the City may reach out to your company after the bid has closed to obtain the document(s).

Furthermore, please make sure to update this information on an as-needed basis so that all pertinent information is accurate, such as local business tax receipts, and any other relevant information.

The following documents can be completed prior to the bidding process through the <https://ppines.bonfirehub.com/> website and do not need to be attached to your submittal as the Bonfire website will automatically include it.

1.6.1 Vendor Information Form

1.6.2 Form W-9 (Rev. October 2018)



- a. Previously dated versions of this form will delay the processing of any payments to the selected vendor.

1.6.3 Company Profile

1.6.4 Sworn Statement on Public Entity Crimes Form

1.6.5 Local Vendor Preference Certification

1.6.6 Local Business Tax Receipts

1.6.7 Veteran Owned Small Business Preference Certification

- a. If claiming Veteran Owned Small Business Preference Certification, business must attach the “Determination Letter” from the United States Department of Veteran Affairs Center for Verification and Evaluation notifying the business that they have been approved as a Veteran Owned Small Business (VOSB).
- b. The Veteran Owned Small Business Preference Certification form must be completed by/for the proposer; the proposer **WILL NOT** qualify for Veteran Owned Small Business Preference based on their sub-contractors’ qualifications.

1.6.8 Equal Benefits Certification Form

1.6.9 Vendor Drug-Free Workplace Certification Form

1.6.10 Scrutinized Company Certification

1.6.11 E-Verify System Certification Statement

- a. Effective January 1, 2021, pursuant to Section 448.095, Florida Statutes, the City may not enter into a contract with a vendor/contractor/subcontractor unless that vendor/contractor/subcontractor is registered with and uses the E-Verify system administered by the U.S. Department of Homeland Security (“DHS”).
- b. Contractor shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract.

1.7 EVALUATION OF PROPOSALS & PROCESS OF SELECTION

- A. Staff will evaluate all responsive proposals received from proposers who meet or exceed the bid requirements contained in the RFQ. Evaluations shall be based upon the information and references contained in the proposals as submitted. **As such, the**



Proposal should be as comprehensive as possible; clearly describing the details of services that the Proposer intends to provide.

- B. The City will convene an Evaluation Committee and brief its members on the scope of the project and the services required. The Evaluation Committee will evaluate proposals based on the following criteria:

Criteria	Points
Experience and Ability	35 points
Previous Experience / References Form	30 points
Firm's Understanding and Approach to the Work	30 points
Local Vendor Preference/ Veteran Owned Small Business Preference*	5 points
Total Points	100 points

**Please note that the Local Vendor Preference is used to evaluate the submittals received from proposers and are assigned point totals, a preference of five (5) points of the total evaluation point shall be given to the Local Pembroke Pines Vendor(s); a preference of two and a half (2.5) points of the total evaluation point shall be given to the Local Broward County Vendor(s), all other vendors shall receive zero (0) points. Vendors must submit the attached Local Vendor Preference Certification Form in order to qualify for these evaluation points.*

Veteran Owned Small Business (VOSB) is also used to evaluate the submittals received from proposers and are assigned point totals, a preference of two and a half (2.5) points of the total evaluation point shall be given to the Veteran Owned Small Businesses. Vendors must submit the attached Veteran Owned Small Business Preference Certification Form in order to qualify for these evaluation points.

All other vendors shall receive zero (0) points.

- C. The Evaluation Committee shall have the option to short-list the proposers based on the criteria listed above. In addition, the Evaluation Committee may schedule a meeting for the firms to make presentations and answer questions of clarification as part of its evaluation. As part of this process, the firms shall have officials of the appropriate management level present and representing the firm. The project manager should be available. The firm shall be prepared to present an overall briefing regarding the manner in which the contractual obligations will be accomplished.
- D. The Evaluation Committee will make a recommendation to award a pool of contractors for projects on an as-needed basis. The contract(s) shall be awarded to the most responsive/responsible proposer(s) whose proposal is determined to be the most advantageous to the City taking into consideration the evaluation criteria.



1.8 TENTATIVE SCHEDULE OF EVENTS

Event	Time &/or Date
Issuance of Solicitation (Posting Date)	June 21, 2022
Question Due Date	July 5, 2022
Anticipated Date of Issuance for the Addenda with Questions and Answers	July 7, 2022
Proposals will be accepted until	2:00 p.m. on July 19, 2022
Proposals will be opened at	2:30 p.m. on July 19, 2022
Evaluation of Proposals by Staff	TBD
Recommendation of Contractor to City Commission award	TBD

1.9 SUBMISSION REQUIREMENTS

Bids/proposals **must be submitted electronically** at <https://ppines.bonfirehub.com/> on or before **2:00 p.m. on July 19, 2022.**

Please note vendors should be registered on Bonfire under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation.

In addition, the vendor must complete any questionnaires on the <https://ppines.bonfirehub.com/> website and provide any additional information requested throughout this solicitation. Any additional information requested in the solicitation should be scanned and uploaded.

The City recommends for proposers to submit their proposals as soon as they are ready to do so. Please allow ample time to submit your proposals on the <https://ppines.bonfirehub.com/> website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals. Bonfire Support is happy to help you with submitting your proposal and to ensure that you are submitting your proposals correctly, but we ask that you contact Support@GoBonfire.com with ample time before the bid closing date and time.

PLEASE DO NOT SUBMIT ANY PROPOSALS VIA MAIL, E-MAIL OR FAX.