

Chapel Trail Park Soccer Modifications

Invitation for Bids # RE-18-11

General Information			
Project Cost Estimate	\$30,000	See Section 1.4	
Project Timeline	20 calendar days from NTP with an	See Section 1.4	
	estimated start date of		
	October 22, 2018		
Evaluation of Proposals	Staff	See Section 1.6	
Mandatory Pre-Bid Meeting	9:00 a.m. on Tuesday August 14, 2018	See Section 1.7	
	At Chapel Trail Park		
	19351 Taft Street		
	Pembroke Pines, FL 33027		
Question Due Date	August 21, 2018	See Section 1.7	
Proposals will be accepted until	2:00 p.m. on September 4, 2018	See Section 1.7	

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



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City of Pembroke Pines

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Attachment B: Vendor Information Form and a W-9

Attachment C: Non-Collusive Affidavit

Attachment D: Sworn Statement on Public Entity Crimes Form

Attachment E: Local Vendor Preference Certification

Attachment F: Veteran Owned Small Business Preference Certification

Attachment G: Equal Benefits Certification Form

Attachment H: Vendor Drug-Free Workplace Certification Form

Attachment I: Proposer's Completed Qualification Statement

Attachment J: Sample Insurance Certificate

Attachment K: Specimen Contract/Agreement

Attachment L: References Form

Attachment M: Mandatory Pre-Bid/Site Visit Confirmation Form

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Attachment O: Vendor Certification Regarding Scrutinized Companies List

Attachment P: Bid Plans Chapel Trail Park -Soccer Field Modifications

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:

IFB # RE-18-11 Chapel Trail Park Soccer Field Modifications

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

If you have any problems downloading the solicitation, please contact the BidSync Support line at 1-800-990-9339.

If additional information help is needed with downloading the solicitation package please contact the Purchasing Office at (954) 518-9020 or by email at purchasing@ppines.com. The Purchasing Office 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 "Ask a Question" option tab available on the BidSync website. Responses to the questions will be provided online at www.bidsync.com. Such request must be received by the "Question Due Date" stated in the solicitation. The issuance of a response via BidSync 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, September 4, 2018. Proposals must be **submitted electronically at <u>www.BidSync.com</u>**. 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.

1.2 PURPOSE

The City of Pembroke Pines is seeking proposals from qualified firms, hereinafter referred to as the Contractor, to provide renovations to field 1 & 2 at Chapel Trail Soccer Park in accordance with the terms, conditions, and specifications contained in this solicitation. Plans for the proposed work have been provided by the City Engineer as Attachment P: Bid Plans.

1.3 SCOPE OF WORK

The project will consist of the modification of two (2) existing soccer fields to provide two large fields and one smaller soccer field between the two larger fields. A substantial portion of the smaller soccer field will be constructed within an existing swale area between the goal lines of



the two existing soccer fields and thus requires filling of the swale area and regrading of the north and south ends of the two existing soccer fields to accommodate the addition of a third smaller field. Completion of the three soccer fields will include the appropriate markings for each of the three fields and installation of corner flags and stake-all whisker markers with integrated plastic stakes for the smaller soccer field. Goals and other required soccer field equipment will be provided by City.

1.3.1 Preparatory Work

- 1. Contractor will be required to obtain all necessary permits if required.
- 2. Contractor will be provided construction plans in Attachment P. Contractor is responsible for providing all additional documents necessary as required to complete the permit package if warranted.
- 3. Contractor will be required to schedule all work with the Project Manager.
- 4. The work must be performed Monday through Friday or as approved by the Project Manager.
- 5. Any use of existing parking areas shall be requested in advance.
- 6. Contractor's use of premises:
 - Contractor shall coordinate use of premises under direction of the City's representative.
 - Contractor shall assume full responsibility for the protection and safe-keeping of products under this contract stored on-site.
- 7. Contractor shall move any stored products under Contractor's control which interfere with operations of the City or separate Contractor.
- 8. City will be responsible for irrigation and utility locates.

1.3.2 Demolition Work

- 1. Demolish as required to accomplish work indicated in the approved set of plans. All required demolition shall be included in the base bid package submitted by the contractor.
- 2. Contractor shall be responsible for daily clean-up and removal of all debris from the site.
- 3. Do not allow materials and debris generated daily to be dispose of in an illegal manner. No sale or burning of removed items is permitted.

1.4 PROJECT COST ESTIMATE & TIMELINE

Staff estimates this project to cost approximately \$30,000, which does not include permit costs.

Please note the City will include a Permit Allowance for this project, therefore proposers should not include permit costs in their total proposal price.

The work shall be completed within twenty (20) days from issuance of CITY's Notice to Proceed, with an estimated start date of October 22, 2018.

1.4.1 PERMITS

The City anticipates this project to require the following permits:

Permit	Agency	Cost (or related method of calculation)	
Engineering	City of Pembroke Pines Engineering Department	4.67% of construction costs	
	Engineering Department		

1.4.2 PERMIT ALLOWANCE

The City shall include a "Permit Allowance" for this project. The Contractor shall obtain all required permits to complete the work, however the City shall utilize the Permit Allowance to reimburse the contractor for the related permit, license, impact or inspection fees. Payments will be made to the contractor based on the actual cost of permits upon submission of paid permit receipts. The City shall not pay for other costs related to obtaining or securing permits.

The City shall determine the amount of the allowance at time of award. The allowance may be based on a specified percent of the proposed project amount and shall be established for the specific project being performed under the contract. This dollar amount shall be shown on the specific project purchase order as a distinct item from the vendor's overall offer to determine the total potential dollar value of the contract. Any Permit Allowance funds that have not been utilized at the end of the project will remain with the City, if the City Permit fees exceed the allowance indicated, the City will reimburse the contractor the actual amount of City Permit Fees required for project completion.

1.5 PROPOSAL REQUIREMENTS

The following documents will need to be completed, scanned and submitted through www.bidsync.com as part of the bidder's submittal. The proposer interested in responding to this solicitation must provide the information requested below. Submittals that do not respond completely too all requirements specified herein may be considered non-responsive and eliminated from the process.

1.5.1 Attachment A: Contact Information Form

a. Attached is contact information form (Attachment A) where the vendor will enter their contact information and complete the proposal checklist. The Contact information form shall be electronically signed by the contact person authorized to represent the contractor. This form must be completed and submitted through www.bidsync.com as part of the bidder's submittal. The vendor must provide their pricing through the designated lines items listed on the BidSync website.

- b. Please note vendors should be registered on BidSync 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.
- c. The contact information form should contain an electronic signature of the authorized representative of the Proposer along with the address and telephone number for communications regarding the Proposal.
- d. Proposals by corporations should be executed in the corporate name by the President or other corporate officer accompanied by evidence of authority to sign. The corporate address and state of incorporation must also be shown.
- e. Proposals by partnerships should be executed in the partnership name and signed by a partner whose title and the official address of the partnership must be shown.

1.5.2 Attachment B: Vendor Information Form and a W-9

a. In addition to the Vendor Information Form, please ensure that you provide the completed W-9 (Rev. November 2017), as previously dated versions of this form will delay the processing of any payments to the awarded vendor.

1.5.3 Attachment C: Non-Collusive Affidavit

1.5.4 Attachment D: Sworn Statement on Public Entity Crimes Form

1.5.5 Attachment E: Local Vendor Preference Certification

- a. If claiming Local Pembroke Pines Vendor Preference, business must attach a current business tax receipt from the City of Pembroke Pines
- b. If claiming Local Broward County Vendor Preference, business must attach a current business tax receipt from Broward County or the city within Broward County where the business resides.
- c. The Local Vendor Preference Certification form must be completed by/for the proposer; the proposer <u>WILL NOT</u> qualify for Local Vendor Preference based on their sub-contractors' qualifications.

1.5.6 Attachment F: 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 <u>WILL NOT</u> qualify for Veteran Owned Small Business Preference based on their sub-contractors' qualifications.

1.5.7 Attachment G: Equal Benefits Certification Form

1.5.8 Attachment H: Vendor Drug-Free Workplace Certification Form

1.5.9 Attachment I: Proposer's Completed Qualification Statement

1.5.10 Attachment L: References Form

a. Complete Attachment L: References Form, providing 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. Details should include the following:

1.5.11 Attachment M: Mandatory Pre-Bid Meeting Form

1.5.12 Attachment O: Vendor Certification Regarding Scrutinized Companies List

1.6 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 solicitation. Evaluations shall be based upon the information contained in the proposals as submitted.
- B. Staff will make a recommendation to the City Commission for award of contract.

1.7 TENTATIVE SCHEDULE OF EVENTS

Event	Time &/or Date
Issuance of Solicitation (Posting Date)	August 7, 2018
Mandatory Pre-Bid Meeting	9:00 a.m. on August 14, 2018



Question Due Date	August 21, 2018
Anticipated Date of Issuance for the	August 23, 2018
Addenda with Questions and Answers	
Proposals will be accepted until	2:00 p.m. on September 4, 2018
Proposals will be opened at	2:30 p.m. on September 4, 2018
Evaluation of Proposals by Staff	September 4, 2018 – September 6, 2018
Recommendation of Contractor to	September 17, 2018
City Commission award	
Issuance of Notice to Proceed	October 1, 2018
Project Commencement	October 22, 2018
Project Completion	20 days after NTP

1.7.1 MANDATORY PRE-BID MEETING / SITE VISIT

There will be a mandatory scheduled pre-bid meeting on **August 14 at 9:00 a.m.** Meeting location will be at Chapel Trail Park located at 19351 Taft Street, Pembroke Pines, FL 33029.

All vendors will be required to complete **Attachment M "Mandatory Pre-Bid Meeting Form"** at the meeting and submit it as part of their proposal to show proof of attendance to the mandatory meeting.

1.8 SUBMISSION REQUIREMENTS

Bids/proposals $\underline{\text{must be submitted electronically}}$ at $\underline{\text{www.bidsync.com}}$ on or before 2:00 p.m. on September 4, 2018.

Please note vendors should be registered on BidSync 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.

The vendor must provide their pricing through the designated lines items listed on the BidSync website. In addition, the vendor must complete any webforms on the BidSync website and provide any additional information requested throughout this solicitation. Any additional information requested in the solicitation should be scanned and uploaded. <u>Unless otherwise</u> specified, the City requests for vendors to upload their documents as one (1) PDF document in the order that is outline in the bid package.

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 BidSync website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals. BidSync 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 their support line at 1-800-990-9339 with ample time before the bid closing date and time.

PLEASE $\underline{\text{DO NOT}}$ SUBMIT ANY PROPOSALS VIA MAIL, E-MAIL OR FAX.

CONTACT INFORMATION FORM

IN ACCORDANCE WITH "IFB # RE-18-11" titled "Chapel Trail Park Soccer Field Modifications" attached hereto as a part hereof, the undersigned submits the following:

A) Contact Information

COMPANY INFORMATION:

The Contact information form shall be electronically signed by one duly authorized to do so, and in case signed by a deputy or subordinate, the principal's properly written authority to such deputy or subordinate must accompany the proposal. This form must be completed and submitted through www.bidsync.com as part of the bidder's submittal. The vendor must provide their pricing through the designated lines items listed on the BidSync website.

COMPANY:		
STREET ADDRESS:		
CITY, STATE & ZIP CODE	:	
PRIMARY CONTACT FO	R THE PROJECT:	
NAME:	TITLE:	
E-MAIL:		
TELEPHONE:	FAX:	
AUTHORIZED APPROVE	ER:	
NAME:	TITLE:	
E-MAIL:		
TELEPHONE:	FAX:	
SIGNATURE:		
B) Proposal Checklist		
Are all materials, freight, labor	and warranties included?	Yes

Attachment A

C) Sample Proposal Form

The following sample price proposal is for information only. The vendor must provide their pricing through the designated lines items listed on the BidSync website.

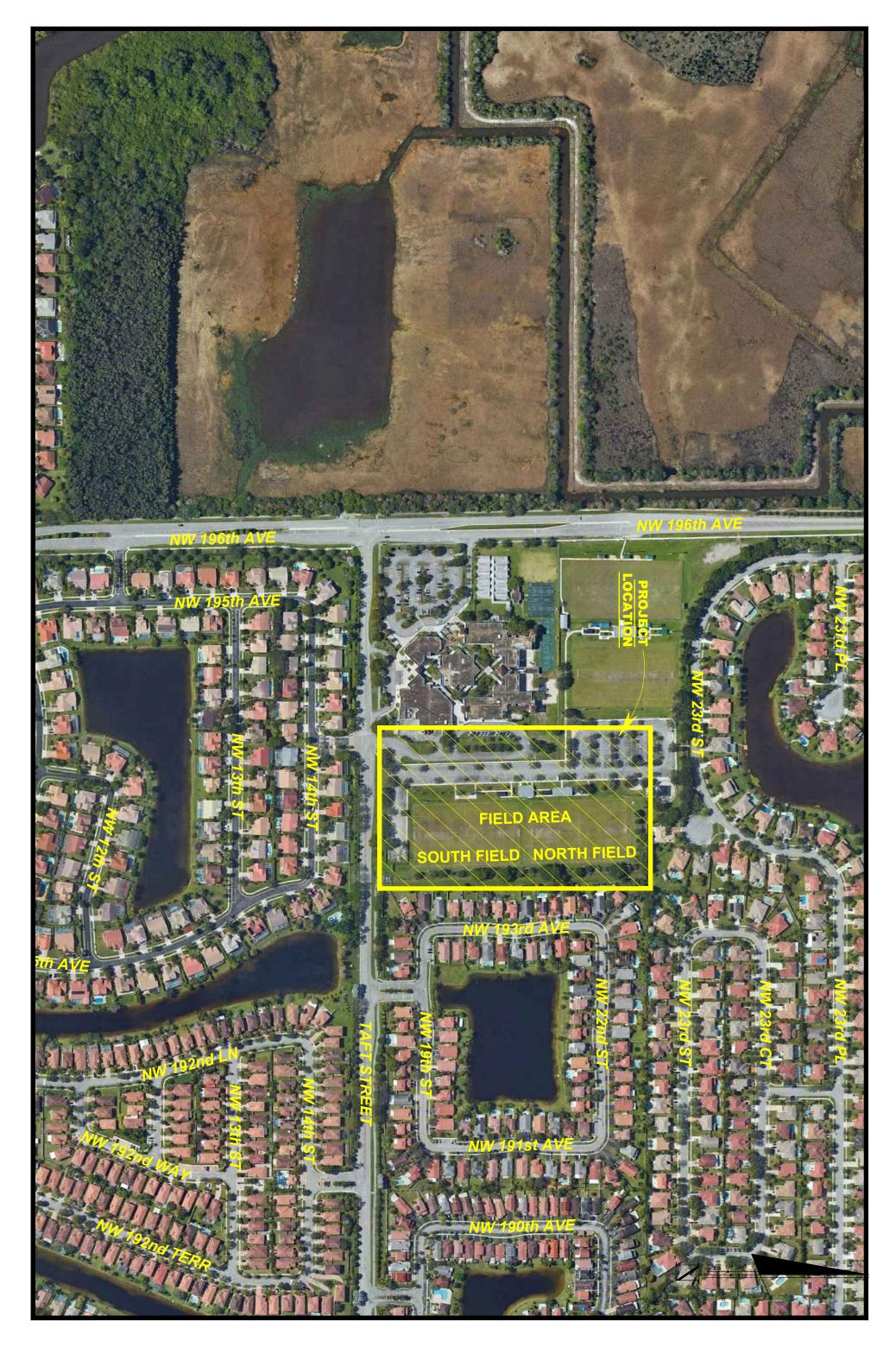
Base Pricing:

Item	Location	Total Cost
#		
1)	Chapel Trail Park Soccer Field Modifications Project	Price to be Submitted Via BidSync



CITY OF PI 19351 PEMBROKE PINES EL TRAILS PARK TAFT STREET

SOCCER FIELDS AREA 1 MODIFICATIONS PEMBROKE PINES FL 33029



OCATION MAP

GENERAL PROJECT SCOPE OF WORK:

H FIELD 210W' X 325'L) WITHIN DESIGNATED 'FIELD AREA 1' TO PROVIDE TWO (2) SOCCER FIELDS EACH 210'W X 300'L AND ONE (1) SMALLER SOCCER LONG AXIS OF THE LARGER FIELDS. A SUBSTANTIAL PORTION OF THE SMALLER SOCCER FIELD WILL BE CONSTRUCTED WITHIN AN EXISTING SWALE E FILLING OF THE SWALE AND REGRADING OF THE NORTH AND SOUTH ENDS OF THE TWO (2) EXISTING SOCCER FIELDS TO ACCOMMODATE THE LARGER SOCCER FIELDS AND THE SIDES OF THE SMALLER SOCCER FIELD. (REFER TO THE 'GRADING PLAN' OF ADDITIONAL INFORMATION AND NOTES AREA 1'.)

CH OF THE THREE (3) FIELDS AND INSTALLATION OF CORNER FLAGS AND STAKE-ALL WHISHER MARKERS WITH INTEGRATED PLASTIC STAKE FOR THE DELIGIOUS AND PLACED/INSTALLED BY THE CITY PARKS DEPARTMENT. (REFER TO THE 'FIELDS LAYOUT AND MARKINGS PLAN' AND 'DETAILS AND GENERAL IF THREE (3) PROPOSED SOCCER FIELDS.)

CONTRACTOR SHALL COMPLETE A REQUI CONDITIONS/CONSTRAINTS. AS PART OF TLIGHTING SYSTEM AND FIELD UNDERDRAIN A REQUIRED SITE/FIELD REVIEW, TART OF THE SITE/FIELD REVIEW, TERDRAIN SYSTEM IMPROVEMENTS,) SITE/FIELD REVIEW WITH THE CITY PARKS DEPAR'S SITE/FIELD REVIEW, THE CITY PARK DEPARTMENT ST. STEM IMPROVEMENTS, DISCUSS CONSTRUCTION ACCEST. TMENT STAFF AS PART OF THE BIDDING PROCESS BASED UPON A CITY ESTABLISHED DATE AND TIME TO REVIEW THE GENERAL SITE/FIELD AFF WILL PROVIDE INFORMATION ON THE EXISTING UNDERGROUND IRRIGATION SYSTEM (IRRIGATION HEAD LOCATIONS WILL BE FLAGGED), FIELD SS AND POTENTIAL CONSTRUCTION 'STAGING/MATERIALS STORAGE AREAS' AND ANSWER PROJECT RELATED CONSTRUCTION QUESTIONS. OF ANY IRRIGATION SYSTEM 'HEADS' AND/OR MODIFICATIONS TO THE IRRIGATION SYSTEM PIPING AS MAY BE REQUIRED IN ASSOCIATION WITH THE STEM 'HEADS' AND/OR MODIFICATION TO THE IRRIGATION SYSTEM PIPING WILL BE COMPLETED BY THE CITY PARKS DEPARTMENT WORK FORCES.

C-3 C-2 MAP OF BOUNDARY AND TOPOGRAPHIC SURVEY COVER SHEET SOCCER FIELDS LAYOUT AND MARKINGS PLAN **DETAILS AND GENERAL NOTES** GRADING PLAN <u>N</u> DATE CITY ВЧ **DRAWING INDEX** QF SNOIS PEMBROKE CIVIL DESCRIPTION **PINES**

ENVIRONMENTAL SERVICES DIVISION PUBLIC SERVICES DEPARTMENT

8300 SOUTH PALM DRIVE PEMBROKE PINES, FL 33025 (954) 518-9040

PEMBROKE **PINES** COMMISSION

THOMAS GOOD JAY SCHWARTZ ANGELO CASTILLO FRANK C. ORTIS **MAYOR** COMMISSIONER COMMISSIONER VICE MAYOR

PROJECT	
MANAGER:	

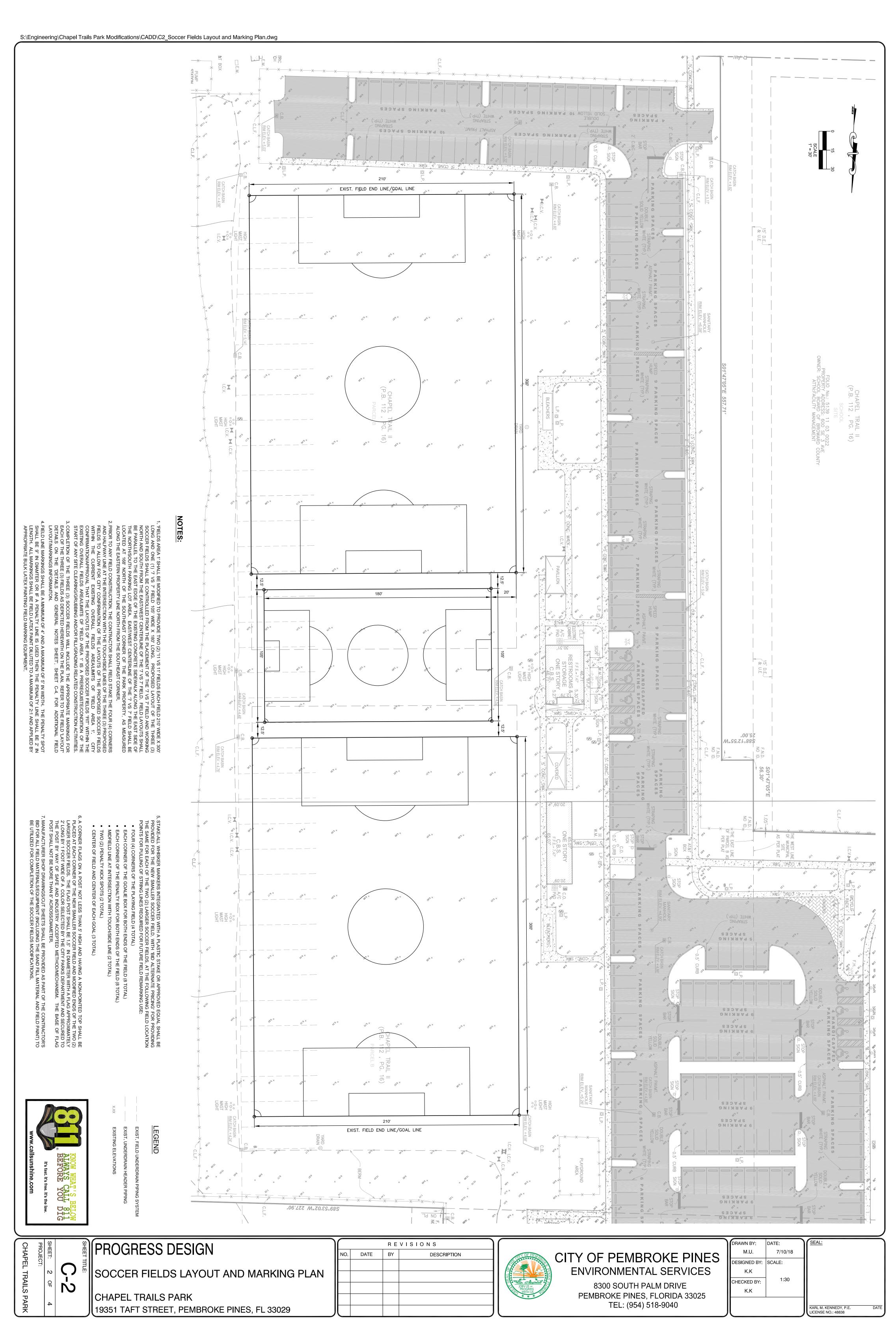
COMMISSIONER

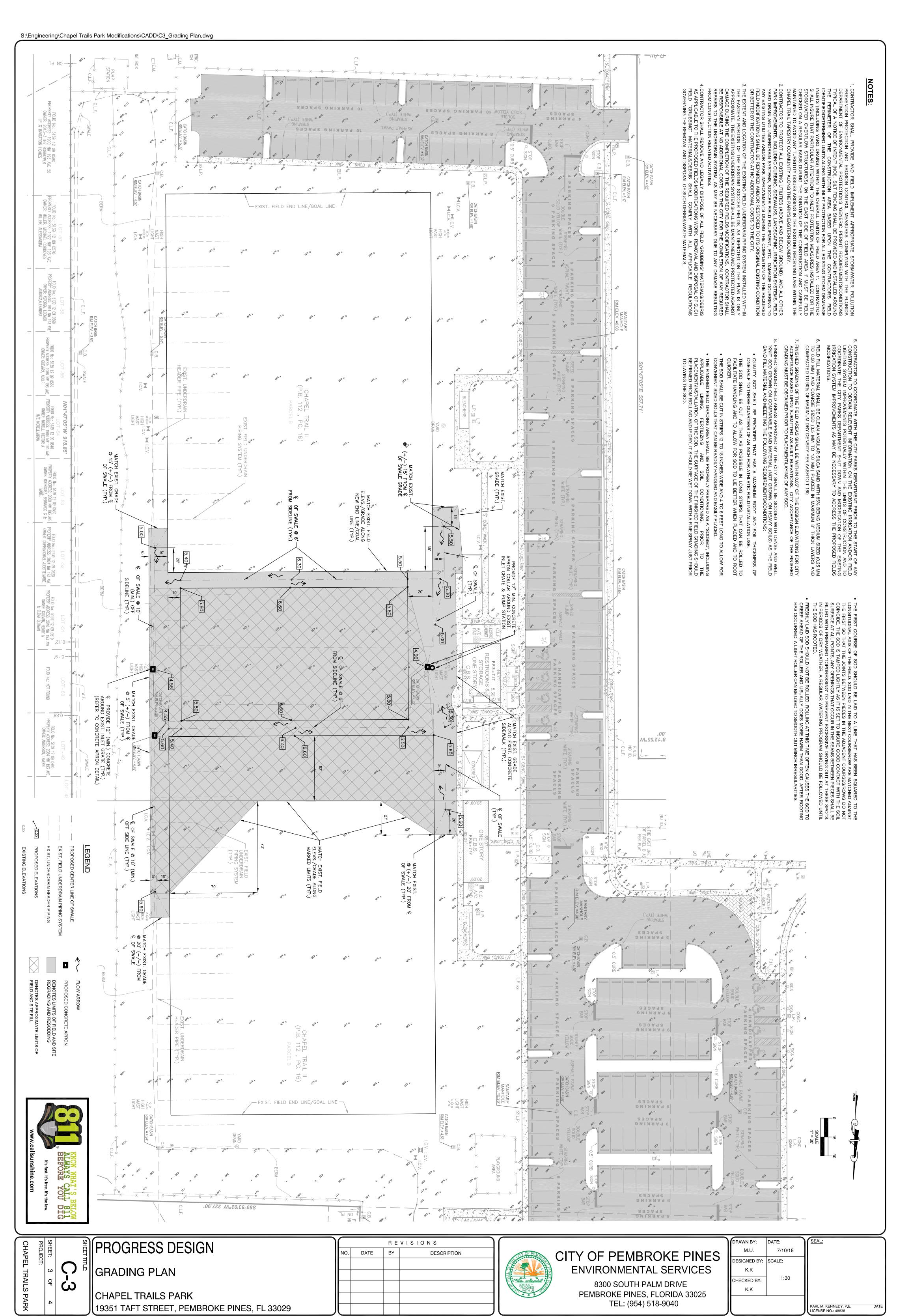
DATE: JULY 2018

CAD FILE: COVER SHEET

PROJECT TITLE: CHAPEL TRAILS PARK

DESIGN PROGRESS

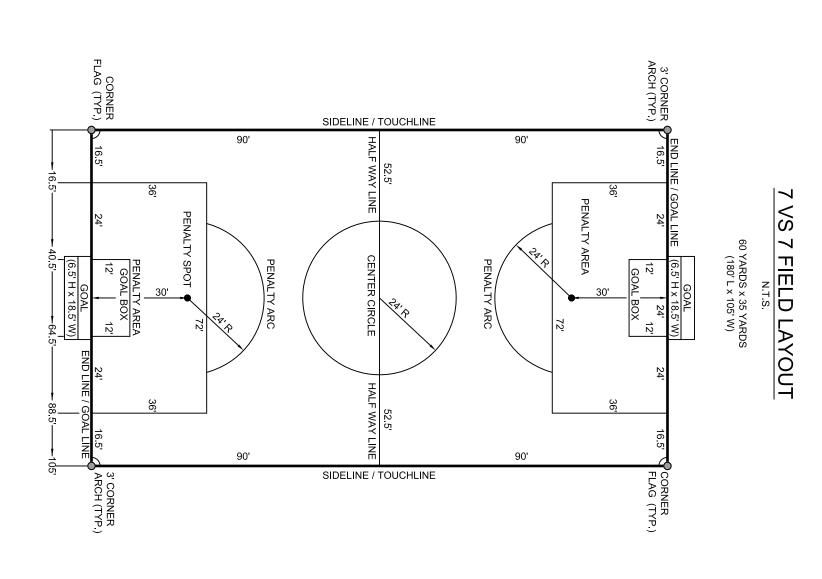




CONCRETE APRON DETAIL N.T.S.

THE FINISHED FIELD GRADING AREA SHALL BE PROPERLY PREPARED AS A "SODBED", INCLUDING APPLICABLE LIMING, FERTILIZING AND SOIL CONDITIONING, PRIOR TO THE PLACEMENT/INSTALLATION OF THE SOD. THE SURFACE OF THE FINISHED FIELD GRADING SHOULD BE FIRMED BY ROLLING AND IF DRY, IT SHOULD BE WET DOWN WITH A FINE SPRAY JUST PRIOR TO LAYING THE SOD. BE CUT IN STRIPS 12 TO 18 INCHES WIDE AND 4 TO 6 FEET LONG TO ALLOW FOR ZED ROLLS THAT CAN BE READILY HANDLED AND EASILY PLACED.

SIDELINE / TOUCHLINE 150' SIDELINE / TOUCHLINE





				
CHAPEL TRAILS PA	PROJECT:	SHEET:		SHEET TITLE:
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PROGRESS DESIGN

DETAILS & GENERAL NOTES

CHAPEL TRAILS PARK 19351 TAFT STREET, PEMBROKE PINES, FL 33029

I	NO.	DATE	BY	DESCRIPTION	
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Ziona,					

REVISIONS



TEL: (954) 518-9040

DRAWN BY:	DATE:	1
M.U.	7/10/18	
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		KARL M. KENNEDY, P.E. LICENSE NO.: 48838	DA
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