



***REQUEST FOR QUALIFICATIONS
FOR***

***DESIGN/BUILD AND RELATED SERVICES – OR SUITES 2 AND 3 OVERHEAD LIGHT AND
EQUIPMENT BOOM REPLACEMENT AT
LAKESIDE MEDICAL CENTER IN BELLE GLADE, FLORIDA***

RFQ 20-ORLB-TF

June 8, 2020

***HEALTH CARE DISTRICT OF PALM BEACH COUNTY
1515 NORTH FLAGLER DRIVE, SUITE 101
WEST PALM BEACH, FL 33401***

PART 1 GENERAL INFORMATION

1-1 Purpose of Request for Proposals

The Health Care District of Palm Beach County, Florida (hereinafter the District), is requesting proposals from qualified architectural and engineering firms to provide design, permitting and construction administration services for the replacement of overhead Surgical light and equipment boom in operatory suites 2 and 3 at Lakeside Medical Center. The anticipated initial scope of services is replacement of the existing overhead light and boom system with new equipment as was installed in OR 1. The project is located at Lakeside Medical Center at 39200 Hooker Highway in Belle Glade, FL 33430.

The District is a political subdivision of the State of Florida which was established as an independent taxing district by special law approved by Palm Beach County voters (Palm Beach County Health Care Act, 1988).

The District was founded in 1988 to ensure access to a comprehensive health care system and the delivery of quality services for the residents of Palm Beach County. The District accomplishes its mission through various programs and services, including an integrated Trauma System, School Nurse program, Skilled Nursing Facility, and Lakeside Medical Center, its hospital located in rural, western Palm Beach County. The District also offers health coverage to eligible uninsured Palm Beach County residents as well as operates eight Federally Qualified Health Centers to provide primary and preventive medical and dental services for medically needy patients. Additional information about the District is available on its website, www.hcdpbc.org.

1-2 Qualifications Submission and Opening

Proposals must be received before or until 2:00 p.m. local time on the date listed in the Qualification Timetable (Section 1-6), at which time proposals will be opened.

Proposals received after the deadline will not be considered. The District will **not** consider proposals that are not in a sealed envelope or that are submitted via facsimile or e-mail transmission. To be considered, proposals shall include one (1) unbound original proposal (clearly marked as such), and two (2) copies of the original PDF format provided on separate CDs, (copies must be identical to the original proposal, including any supplemental information), which are each clearly marked with the RFQ number and title, as well as the Respondent's name and address.

Send completed proposals to the District at the following address:

Health Care District of Palm Beach County
Attention: Purchasing Department
1515 North Flagler Drive, Suite 101
West Palm Beach, FL 33401

The District cautions Respondents to ensure actual delivery and receipt of mailed or hand-delivered proposals to the District Purchasing Department, at the address above, **prior** to the response deadline. **The District will in no way be responsible for delays caused by any occurrence.** Telephone confirmation of timely receipt of qualifications may be made by calling (561) 804-5918 before proposal opening time. PROPOSALS DELIVERED AFTER THE ESTABLISHED DEADLINE WILL NOT BE CONSIDERED FOR AWARD.

1-3 Inquiries and Lobbying Restrictions

Respondents are expected to carefully examine all documents included in this RFQ and shall make a written request to the District for interpretation or correction of any ambiguity, inconsistency, or error herein. The District will respond to Requests for Interpretation (RFI) by posting an Addendum on its website. Only a written interpretation or correction by Addendum shall be binding. **Respondents are cautioned against relying upon any interpretation or correction given by any other method.**

Respondents must submit all RFI related to this RFQ no later than the date listed in the Proposal Timetable (Section 1-6). The District will not respond to any RFI received after this date.

All RFI concerning the RFQ process and/or the subject of this RFQ should include the RFQ# and title in the subject line and must be made in writing to:

Robert Forchin
Manager, Accounting and Purchasing
Health Care District of Palm Beach County
1515 North Flagler Drive, Suite 101
West Palm Beach, FL 33401
purchasing@hcdpbc.org

Lobbying Prohibition:

Lobbying District staff, Lakeside Medical Center staff, E.J. Healey Center staff, Primary Care Clinics staff, District Board Members, Hospital Board Members, Primary Care Clinics Board Members, and/or other District board and committee members (hereafter "District Representatives") in regard to this RFQ is strictly prohibited and shall be grounds for immediate elimination from the selection process. This lobbying prohibition shall apply to all potential and actual Respondents to this RFQ and any person who is employed, contracted with or receives, or anticipates receiving, any consideration directly or indirectly from an actual Respondent to this RFQ. The lobbying prohibition shall be in effect from the date of issuance of this RFQ until a final decision is made by the District to award this RFQ or otherwise end the competitive solicitation.

The term "lobbying" as used herein means any oral or written communication to the District Representative which attempts to influence the selection process, a recommendation and/or a decision related to this RFQ and/or attempts to obtain the goodwill of any District Representative in regards to this RFQ or any proposal.

By submitting a proposal in response to this RFQ, the Respondent certifies that it and all of its affiliates and agents have not lobbied or attempted to lobby any District Representatives.

1-4 Proposals Withdrawal

Respondents may withdraw their qualifications by notifying the District, in writing, at any time prior to the proposal response time deadline. Respondents may withdraw their proposals in person or through an authorized representative. Respondents and authorized representatives must disclose their identity and provide receipt for the qualification. Qualifications, once opened, become the property of the District and will not be returned to the Respondents.

1-5 Proposal Disclosure

All Proposals received shall be subject to public disclosure consistent with Florida's Public Record Act, Chapter 119, Florida Statutes and specifically section 119.070(1)(b), Florida Statutes, regarding competitive solicitations. If a Respondent believes its qualification (or any portion thereof) is exempt from public disclosure beyond the limited exemption set forth in section 119.071(1)(b), Florida Statutes, the Respondents must invoke, in writing, the exemption(s) to disclosure provided by law in their proposal RFQ by providing the specific statutory authority for claimed exemption(s), identifying the data or other materials to be exempted, and stating the reasons why such exemption from public disclosure is necessary. Failure to do so may result in the Respondent waiving an applicable exemption (if any).

The District has the right to use any or all information/material submitted in response to this RFQ. Disqualification of a Respondent does not eliminate this right.

The successful Respondent shall be awarded a contract for 5 years from the date of contract, with no renewal options. The standard District contract will be utilized. However, the District, in its sole discretion, reserves the right to negotiate terms and conditions with the successful Respondent.

1-6 Qualification Timetable

The District and Respondents shall adhere to the following schedule in all actions concerning this RFQ:

Event	Date
District issues RFQ	June 8, 2020
Optional Pre-Proposal Site Visit/Meeting	June 17, 2020
Final Date to Submit Written Inquiries (Respondents)	June 26, 2020
Final Date to Issue Addendum (District)	June 29, 2020
Proposals Due Before or Until 2:00 PM Local Time	July 6, 2020
Evaluation Team Meeting	July 10, 2020
Presentation/Interviews (Optional)	TBD
Estimated date of award	July 2020

1-7 Pre-Qualifications Site Visit /Meeting

In order for Respondents to get additional information about the scope of services initially sought, a pre-bid site visit will be held as follows:

Date / Time: June 17th, 2020 at 10AM-Meet in Lobby
Place: Lakeside Medical Center
Contact: Thomas Farrell PE

1-8 Delays

The District may delay or modify scheduled event dates (Section 1-6) if it is to the advantage of the District to do so. The District will notify Respondents of all changes in scheduled due dates by posting an Addendum on the District website (www.hcdpbc.org).

1-9 Addenda

If revisions or clarifications to the RFQ become necessary, the District will post a written Addendum on the District's website. All addenda issued by the District will include a receipt form, which must be signed and included with any proposals submitted to the District. In the event that multiple Addenda are issued, a separate receipt for each Addendum must be included with the proposal at the time it is submitted to the District. **It is the responsibility of Respondents to closely monitor postings on the District's website (www.hcdpbc.org).**

The District will not issue Addenda less than five (5) days prior to the scheduled deadline date and time for receiving proposals, unless said date is to be postponed.

1-10 Oral Presentations and/or Interviews

At its sole discretion, the District may invite all or a short-listed Respondents to conduct oral presentations or interviews. Presentations or interviews provide an opportunity for Respondents to clarify their proposals for the District. The District will schedule any such presentations or interviews.

1-11 Acceptance or Rejections of Proposals

Basis for Acceptance

An evaluation team comprised of District staff and other relevant members as determined by the District will evaluate the proposals to prepare a recommendation to the District Board of Commissioners ("District Board") for award. The District, in its sole discretion, reserves the right to waive all technicalities or irregularities, to reject any or all proposals, including any portion thereof, to award to a single Respondent or to divide the award between Respondents, and to reject all qualifications and/or re-solicit in whole or in part. The District further reserves the right, in its sole discretion, to award a contract to the Respondent (or Respondents) whose qualification best serves the interests of the District consistent with the scoring criteria.

When a proposal appears to contain an obvious error or otherwise where an error is suspected, the circumstances may be investigated by the District and then be considered and acted upon. Any action taken shall not prejudice the rights of the public or other Respondents. Where qualifications are submitted substantially in accordance with the RFQ but are not entirely clear as to intent or to some particular fact or where there are other ambiguities, clarification may be sought and accepted provided that, in doing so, there is no substantial change to the qualification. The purpose of seeking clarification is to clarify existing information, not to allow additional information to be added.

The District reserves the right to recommend an award to one or multiple Respondents related to this RFQ, if it is deemed to be in the best interest of the District to do so and consistent with the scoring criteria.

Basis for Rejection

In soliciting qualifications, any and all qualifications received may be rejected in whole or in part. Basis for rejections shall include, but not be limited to, the following:

- The qualification being deemed unsatisfactory as to quantity, quality, delivery, price or services offered.
- The qualification not complying with conditions of the RFQ or with the intent of the proposed contract.
- Lack of competitiveness by reason of collusion or knowledge that reasonably available competition was not received.
- Error in specifications or indication that revision would be to the District's advantage.
- Cancellation or changes in the intended project or other determination that the proposed requirement is no longer needed.
- Limitation or lack of available funds.
- Circumstances which prevent determination of the lowest responsible and responsive or most advantageous offer.
- Any determination that rejection would be to the best interest of the District.

1-12 Development Costs

Neither the District nor its representatives shall be liable for any expenses incurred in connection with the preparation, submission, or presentation of a response to this RFQ. All costs and expenses, including reasonable attorney's fees, incurred by any Respondent in preparing and responding to this RFQ are the sole responsibility of the Respondent including without limitation any and all costs and fees related to a protest.

1-13 Sworn Statement on Public Entity Crimes

The Respondent shall be required, pursuant to section 287.133, Florida Statutes, to execute the attached "Sworn Statement on Public Entity Crimes" (**Exhibit "A"**) upon submission of its proposal. By executing this sworn statement, the Respondent is affirmatively stating that neither it nor an affiliate (as defined by the statute) has been convicted of a public entity crime within the last thirty-six (36) months and that it is not barred from entering into a contract with the District. The Respondent further acknowledges that any misstatement or lack of compliance with the statute shall result in

the contract being null and void and/or subject to immediate termination by the District. In the event of such termination, the District shall not incur any liability for any services or materials furnished by the Respondent.

1-14 Code of Ethics

This RFQ is subject to the State of Florida Code of Ethics for Public Officers and Employees (Part III, Chapter 112, Florida Statutes). Accordingly, there are prohibitions and limitations on the employment of District officials and employees and contractual relationships providing a benefit to the same. If any Respondent violates or is a party to violation of the Code of Ethics with respect to this RFQ, such Respondent may be disqualified from selection; a resulting contract may be terminated; and, may be further disqualified from bidding on any future work, goods, or services for the District. Respondents are highly encouraged to review the Code of Ethics in order to ensure compliance with the same.

1-15 Conflicts of Interest

The Respondent shall be required to complete the attached "Conflicts Disclosure Form" (**Exhibit "B"**) upon submission of its proposal. Respondents must disclose in their proposal the name of any officer, director, or agent who is an elected official, appointed official or an employee of the District. Further, Respondents must disclose the name of any elected official, appointed official or employee of the District, who owns directly or indirectly, any interest in the Respondent's firm or any of its branches. Respondents must complete this form even if they have no conflicts to disclose.

1-16 Non-Collusion

By submitting and signing a proposal, the Respondent certifies that its proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting an offer for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud. No premiums, rebates, or gratuities are permitted, either with, prior to, or after any delivery of material or provision of services. Any violation of this provision may result in disqualification from selection; contract cancellation; and/or, return of materials, or discontinuation of services and possible removal from the District's Vendor/Bid List(s).

1-17 Subcontracting

Respondents submitting qualifications may subcontract portions of the engagement to subcontractors. If this is to be done, that fact, and the name of the proposed subcontractor(s) must be clearly identified in the qualification. However, following award of a contract, no additional subcontracting or changes in subcontractors will be allowed without express prior written consent of the District.

1-18 Posting of RFQ Award

The award recommendation will be posted on the District's website (www.hcdpbc.org) for a period of no less than five (5) business days. Information regarding award

recommendations will not be given over the telephone. It is the Respondent's sole responsibility to ascertain the time of posting of the award recommendation.

1-19 Right to Protest

The District's purchasing policy #201410-PP provides: Any bidder who is aggrieved in connection with the solicitation or pending award of a contract may protest to the District's Chief Financial Officer (CFO). The protest must be submitted within five (5) calendar days after posting of the award recommendation on the District's website. The protest must be in writing and must identify the protestor and the solicitation and include a factual summary of the basis of the protest. Such protest is considered filed when the CFO receives it.

Failure to file a written protest to the District's Chief Financial Officer within the time prescribed constitutes a waiver of proceedings.

1-20 HRSA Disclaimer

This project is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under grant number *H80CS25684 for Health Center Cluster* in the award amount of \$6,916,013. *Seventy-nine percent of the total project is* financed with nongovernmental sources. This information or content and conclusions are those of the author and should not be construed as the official position or policy of, nor should any endorsements be inferred by HRSA, HHS or the U.S. Government. The C. L. Brumback Primary Care Clinics were granted Federal Tort Claims Act (FTCA) deeming status effective January 1, 2017.

PART 2
PROJECT DESCRIPTION AND SCOPE OF REQUIRED SERVICES

2-1 Background

The Health Care District of Palm Beach County, Florida (District), is requesting qualifications from qualified firms for design/build and other related services for the replacement of the overhead OR equipment boom and light in OR suites 2 and 3 at Lakeside Medical Center. The anticipated initial scope of services is for design, filing and installation of new Skytron equipment booms to match the newly installed boom in OR1. The project is located at Lakeside Medical Center at 39200 Hooker Highway in Belle Glade, FL 33430.

2-2 Scope of Services:

The consultant shall provide to Health Care District design professional services for each project assigned under the continuing contract. The anticipated work may include, but is not limited to:

- Planning Services – site, utility, infrastructure, facility planning studies and analysis, programming, master planning, and preliminary architectural and engineering design.
- Investigative Services – survey and geotechnical analysis.
- Design Services – providing professional engineering and/or architectural consultation and advice and furnishing customary civil, structural, mechanical, electrical, and plumbing engineering and/or architectural services, surveying, geotechnical services, and permitting and regulatory services incidental thereto, as well as any specialty sub-contractor services necessary to complete the required scope of work.
- Permitting Services – securing all permits necessary to construct the project and design support for site plan approval.
- Construction Administration Services - review of submittals, construction observation and inspections, and site visits.

2-3 Insurance

Prior to execution of the resulting contract derived from this RFQ, the awarded Respondent shall obtain and maintain in force at all times during the term of the resulting contract insurance coverage as required herein. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Certificates shall clearly indicate that the firm has obtained insurance of the type, amount, and classification as required for strict compliance with this provision and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the District. Compliance with the foregoing requirements shall not relieve the selected Respondent of its liability and obligations under the resulting contract.

A. The selected firm shall maintain during the term of the contract, standard Professional Liability Insurance in the minimum amount of \$1,000,000.00 per occurrence.

B. The selected firm shall maintain, during the life of the contract, commercial general liability, including public and contractual liability insurance in the amount of \$1,000,000.00 per occurrence (\$2,000,000.00 aggregate) to protect the firm from claims for damages for bodily and personal injury, including wrongful death, as well as from claims of property damages which may arise from any operations under the contract, whether such operations be by the firm or by anyone directly or indirectly employed by or contracting with the firm.

C. The selected firm shall carry Workers' Compensation Insurance and Employer's Liability Insurance for all employees as required by Florida Statutes.

D. The selected firm shall maintain comprehensive automobile liability insurance in the minimum amount of \$1,000,000 combined single limit for bodily injury and property damages liability to protect from claims for damages for bodily and personal injury, including death, as well as from claims for property damage, which may arise from the ownership, use, or maintenance of owned and non-owned automobiles, including rented automobiles whether such operations be by the firm or by anyone directly or indirectly employed by the firm.

All insurance, other than Professional Liability and Workers' Compensation, to be maintained by the selected Respondent shall specifically include the District as an "Additional Insured".

PART 3 PROPOSAL REQUIREMENTS

Mandatory Requirements

A prospective Respondent who does not meet all of the mandatory requirements is not considered a responsible Respondent and, in the District's sole discretion, may be deemed ineligible to submit a proposal for consideration. Respondents must

- Have no conflicts of interest prohibited by applicable law with the District, its Board of Commissioners or Committees, nor with regard to any other work performed by the Respondent for the District.
- Adhere to the instructions in this RFQ for preparation and submittal of a qualification.
- Complete all documents listed in Section 3-1.
- Be registered to conduct business in the State of Florida.
- Must have a written quality assurance program with established inspection, test and documentation procedures

CONTENTS OF PROPOSAL

3-1 Mandatory Forms/Attachments

- Exhibit "A" Sworn Statement on Public Entities Crimes
- Exhibit "B" Conflicts Disclosure Form
- Exhibit "C" Equipment and Installation Services Information
- Verification of business registration with Florida Department of State, Division of Corporations (Sunbiz)
- Addenda Receipt Forms, if applicable (see Section 1-9)

3-2 Other Contents of Proposal

1. Letter of Interest
2. A team organizational chart clearly indicating each sub-contractor, their role in the work, and key personnel of the consultant (and sub-contractors, if applicable) assigned to the work. Provide a resume for each of the key personnel also identifying work/projects of a similar nature in which the staff member has been involved and their role.
3. GSA 330 Standard Form, Part I and II for each member of the team.
4. Five (5) verifiable references for work of a similar nature completed in the last ten (10) years.
5. Copies of S/M/WBE certificates for firms that are certified as S/M/WBEs
6. Other information that may be appropriate

PART 4 EVALUATION PROCEDURES

4-1 Evaluation Team

An evaluation team composed of District staff shall evaluate, rank and recommend an award to District Boards.

4-2 Review of Proposals

The evaluation team, at a public meeting, will use a consensus approach during the review process to rank proposals and may conduct interviews or receive presentations from the Respondents. The evaluation team will recommend a ranking of the Respondents to the Finance Committee and/or the District Board. The District Board may approve, reject or revise the evaluation team's recommendation consistent with the scoring criteria and may direct District staff to commence negotiations with the Respondent selected for award. If District staff is not successful in negotiations with the selected Respondent, the District reserves the right for the District to terminate negotiations with the selected Respondent and proceed to the next selected Respondent and so forth until District staff successful negotiates a contract with a Respondent. During negotiations, the District reserves the right to request additions and/or deletions to the selected Respondent's proposal so long as such additions and/or deletions do not substantively or substantially change the selection of the Respondent based on the scoring criteria.

4-3 Ownership of Proposals

The District shall retain all proposals submitted and reserves the right to use any idea in a proposal regardless of whether or not that proposal is selected. Further, this RFQ and all representations in the proposal of the successful Respondent shall be incorporated by reference into the resulting contract. An order of precedence for all contract documents will be negotiated by the District and the successful Respondent.

4-4 Evaluation Criteria

Each criteria will be scored and when the scores awarded for all criteria are totaled, the scores will be tabulated and added to achieve the total points awarded to each firm. Using the total points awarded to each firm, each firm will be ranked with the highest point total ranked 1, the next highest point total ranked 2, etc. The ranking of each firm will be tabulated from each committee member and combined with other committee members to determine the total score for the firm.

Proposals that are determined to be responsive to this RFP, will be evaluated by the County's selection committees based on the following criteria:

CRITERIA	POINT VALUE	
	FINAL SELECTION	SHORT-LIST
<p>1. Ability, knowledge of design criteria and past performance of firm and the designated project team to satisfy the requirements of the project.</p> <p>Areas of Consideration in the Evaluation: Professional qualifications of proposed project team to perform subject work; Demonstrated knowledge of design criteria for similar projects; Demonstrated past performance of the firm and project team in completing similar projects.</p>	35	50
<p>2. Approach to the project, understanding of the project and quality of the presentation/written response, including meeting time requirements.</p> <p>Areas of consideration in the evaluation: Demonstrated understanding of the project and District's goals and objectives; Demonstrated innovation in project approach; Demonstrated ideas for cost-effectiveness; Quality and clarity of presentation/written response to the public announcement; Demonstrated ability to meet schedule requirements.</p>	35	25
<p>3. Evidence of adequate personnel to perform (Emphasis will be placed on firm's identification of individuals to provide services and their availability for the same)</p>	25	20
<p>4. State Certified MBE (2 points for state certified MBE primes and/or sub-contractors)</p>	2	2
<p>5. Location of the firm's offices where work will be accomplished.</p>	3	3

4-5 Oral Presentation

At its sole discretion, the District may require Respondents to make oral presentations before the evaluation team and/or the District Board.

4-6 Selection Process

The selection process described may be subject to change as needed to accommodate District needs or requirements. Any change in the schedule, the scoring criteria or other substantive matter will require the District to issue an addendum in accordance with this RFQ.

4-7 Right to Reject Proposals

The District reserves the right to reject any and all qualifications including, but not limited to when (1) such rejection is consistent with this RFQ and in the best interest of the District; or (2) if the proposal contains any irregularities; provided, however, that the District reserves the right to waive any minor irregularities and to accept the most responsive and responsible qualification as determined by the District consistent with the

scoring criteria. The District also reserves the right to cancel this RFQ at any time and/or to solicit and re-advertise for other proposals or utilize another authorized purchasing process consistent with the District's purchasing policy.