

REQUEST FOR PROPOSAL
001-2025
CITY HALL FEASIBILITY ANALYSIS

City of Lake City
205 N. Marion Ave.
Lake City, FL 32055

RELEASE DATE: October 18, 2024

DEADLINE FOR QUESTIONS: November 1, 2024

PROPOSAL SUBMISSION DEADLINE: November 15, 2024, 2:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://procurement.opengov.com/portal/lcfla>

City of Lake City
REQUEST FOR PROPOSAL
City Hall Feasibility Analysis

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A - City Hall Feasibility Study FY2025

1. The City of Lake City Florida

1.1. Request for Proposal

001-2025

City Hall Feasibility Analysis

The City of Lake City, Florida (City) will receive sealed proposals via the City's e-Procurement Portal, OpenGov, until 2:00 pm, local time, on Friday, November 15, 2024. Proposals delivered by any other means will not be considered by the Procurement Department. Any proposals received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time will be resolved against the Proposer.

At the time of the proposal opening, only the names of the respondents will be read aloud.

Request for additional information or clarifications shall be submitted in writing via the OpenGov Question/Answer Tab via the City's e-Procurement portal, on or before, Friday, November 1, 2024 by 4:00 pm. All questions submitted and answers provided shall be electronically distributed via email to proposers following this solicitation on the City's e-Procurement Portal.

It will be the sole responsibility of the Proposer to contact the Procurement Department prior to submitting a response to determine if any addenda have been issued, to obtain such addenda, and to acknowledge addenda must be accessed through OpenGov.

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and city holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Department or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

The City of Lake City reserves the right to reject any or all proposals, to waive any informalities or irregularities in any proposals received, to re-advertise for proposals, or take any similar actions that may be deemed to be in the best interest of the City.

CITY OF LAKE CITY, FLORIDA

Don Rosenthal
City Manager

2. Introduction

2.1. Summary

In accordance with the Consultant's Competitive Negotiation Act (Florida Statutes 287.055), the City of Lake City, Florida ("City") is seeking proposals to establish a contract with a qualified firm for a City Hall Feasibility Analysis for the City of Lake City. The purpose of this solicitation is to procure the best value for the City of Lake City in accordance with the specifications and documents herein.

2.2. Background

The City of Lake City is approximately 12.4 square miles in size and serves a population of approximately 12,500. It is an urban city located in Columbia County, Florida, a rural community.

The legislative branch of the City is composed of an elected five-member City Council, consisting of the Mayor and four council members. The Council is governed by the City Charter and state and local laws and regulations.

The City of Lake City, operating under a City Council-City Manager form of government, offers a diverse range of municipal services. These include general government administration, law enforcement and fire protection, community redevelopment, stormwater management, sanitation and solid waste, as well as the construction and maintenance of infrastructure, recreational, and other cultural facilities. The City also operates a municipal airport.

2.3. Contact Information

Brenda Karr

Procurement Director

205 North Marion Avenue

Lake City, FL 32055

Email: karrb@lcfla.com

Phone: [\(386\) 758-5407](tel:(386)758-5407)

Department:

Procurement

2.4. Timeline

The following projected timetable should be used as a working guide for planning purposes only. The City reserves the right to adjust this timetable as required during the course of the RFP process.

Note: Dates are subject to change. TBD = to be determined. NLT = no later than.

Issue RFP Notice	October 18, 2024
Last Date for Receipt of Written Questions	November 1, 2024, 4:00pm

Question Response Deadline	November 8, 2024, 4:00pm
Proposal Due Date	November 15, 2024, 2:00pm

3. Instruction to Proposers

3.1. Proposal Response

The City of Lake City, Florida (City) will receive sealed proposals via the City's e-Procurement Portal, OpenGov, until 2:00 pm, local time, on Friday, November 15, 2024. Proposals delivered by any other means will not be considered by the Procurement Department. Any proposals received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time will be resolved against the Proposer.

3.2. Questions

All questions related to this RFP shall be submitted in writing via the OpenGov Question/Answer Tab via the City's e-Procurement portal, on or before, Friday, November 1, 2024 by 4:00 pm. All questions submitted and answers provided shall be electronically distributed via email to proposers following this solicitation on the City's e-Procurement Portal. Please include section referenced for each question in order to ensure that questions asked are responded to correctly.

3.3. Method of Source Selection

Each proposal will be reviewed to determine if the proposal is responsive to the RFP. Proposals deemed to be non-responsive will be rejected without being evaluated. A responsive proposal is one which has been signed and submitted by the specified Proposal deadline, and has provided the information required to be submitted with the Proposal. While poor formatting, poor documentation and/or incomplete or unclear information may not be cause to reject a proposal without evaluation, such substandard submissions may adversely impact the evaluation of a Proposal. Respondents who fail to comply with the required and/or desired elements of this RFP do so at their own risk.

The Evaluation Committee shall review all proposals for compliance with the specifications and select a vendor(s) for recommendation.

The City may, as it deems necessary, conduct discussions with responsible proposers determined to be in contention for being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to solicitation requirements. Contingent upon successful ranking of proposals and negotiation of contracts, nothing shall preclude the City from selecting a single, qualified firm to provide both services.

3.4. Pre-Proposal Conference

A pre-proposal conference is not applicable for this solicitation.

3.5. Proposal Due Date

Sealed Proposals must be received via the City's e-Procurement Portal, OpenGov , no later than 2:00 pm, Local Time, Friday, November 15, 2024. Proposals received after this date and time will not be considered.

3.6. [Public Opening](#)

There is no public opening of the proposals. Only the names of the respondents will be publicly read aloud.

3.7. [Public Record](#)

Pursuant to Chapter 119, Florida Statutes, proposals received in response to this Request for Proposal are exempt from disclosure under the provisions of the Public Records Law until such time as an award decision has been made known or within thirty (30) days after the Proposal opening, whichever is earlier.

4. Scope of Work

4.1. Scope of Work

The City of Lake City seeks proposals from qualified and experienced firms licensed to practice in Florida, with demonstrated skills and experience in providing a Feasibility Analysis.

4.2. Important Instructions for Electronic Submittal

The City is accepting electronic bid submissions. Bidders shall create a FREE account by signing up through our e-Procurement Portal at <https://procurement.opengov.com/portal/lcfla>. Once you have completed account registration, browse back to this page, click on "Submit Response", and follow the instructions to submit the electronic bid.

4.3. Scope of Services

The Scope of Services include a full spectrum for a City Hall Feasibility Analysis to support the City's mission. The Scope of services may include but is not limited to:

1. Space needs analysis for a consolidated facility for but not limited to Administration, Council, Customer Service, Growth Management, Human Resources, Information Technology, Procurement, and Finance departments.
2. Evaluate potential location sites.
3. Prepare a cost/budget analysis based on square footage cost. With a minimum of 20,000 SF to cover future growth.
4. Prepare a rendering of projected building with parking spaces.
5. Prepare a conceptual design.
6. Present a power point at the council meeting to show project scope.
7. Permitting design for state and federal agencies, including but not limited to SRWMD, DEP, FDOT and State Health Department;
8. Aquatic environmental engineering, construction, regulatory permitting, ecosystem restoration, regional sand management, environmental impact studies, environmental support services, and other related engineering services.
9. Roadway design, such as engineering services and design of arterial, collector, and local roadways including all ancillary components normally required: such as streetscapes, sidewalks. Design of bridges and minor bridges, drainage and culverts associated with roadways, ability to inspect and provide roadway assessment reports, traffic concerns, street rehabilitation, reconstruction, and resurfacing;
10. Public works inspections, parking lots, parking spaces and capital improvement plans, feasibility and engineering studies.

4.4. [Contract](#)

The selected firm(s) or individual(s) will enter into a basic contract with the City and will provide services needed.

The proposals must include the following:

Cover Letter (2 pages maximum).

There is no page limit to proposal.

All pages shall be single sided.

The name, address and telephone number of one (1) individual who will serve as the Project / Program Manager to whom all future correspondence and/or communications will be directed.

Firm background, including past experience on feasibility analysis.

Statement of relevant qualification and experience of the firm and staff, including resumes of the Project / Program Manager and key staff members; current workload and record of similar professional accomplishments. References from at least five (3) projects.

4.5. [Evaluation and Selection Process](#)

Representatives from the City of Lake City will review the proposals. In reviewing the proposals, the selection criteria will include (but not limited to) the following:

1. Project Team (Identify the project principal, the project manager, and key staff. Describe briefly how the team's qualifications and experience relate to specific project.)

- Qualifications and relevant individual experience.
- Unique knowledge of key team members relating to the project.
- Key staff involvement in project management and on-site presence.
- Time commitment of key staff.
- Qualifications and relevant subconsultant experience.

2. Firm Capabilities

- Are the lines of authority and coordination clearly identified?
- Are essential management functions identified?
- Are the functions effectively integrated?
- Current and projected work load

- Note: Organization charts or graphs may be included to show your capacity.

3. Prior Experience (Use this portion of your submittal to describe relevant experiences with project types described in this RFP document and various services to be provided)

- Experience of the key staff and firm with projects of similar scope and complexity.
- Demonstrated success on past projects of similar scope and complexity.
- Note: Include the name, telephone number, and email of the project manager for every project listed.

4. References

- 5 references- 10 points
- 3 references- 5 points
- Less than 3 references- 0 points

5. Project Approach

- Budget methodology/cost control. Establish and maintain estimates of probable cost within department's established budget. Control consultant contract costs.
- Schedule maintenance methodology. Manage the required work to meet the established schedule.
- Quality control methodology. Insure City Policies and Procedures are followed. Insure the project is designed for durability and maintainability.

6. Work Location

- Proximity of firm's office as it may affect coordination with the City's project and potential locations.
- Firm's familiarity with the project area.
- Knowledge of the local labor and material markets.

7. Cost

- City Hall Feasibility Analysis Lump Sump Cost

The City of Lake City reserves the following rights:

- To select a vendor based solely on the quality of the proposal (Statement of Qualifications).

- To prepare a short-list of qualified vendors and to interview these vendors, as deemed necessary to select the one that best meets the needs of the City.

- To re-advertise or terminate this request at any time.

- To reject any and all proposals, to waive any information of irregularities in the proposal process, and to make and award the contract in the best interest of the City.

The City of Lake City is not responsible for any costs incurred in the preparation and submission of Proposals by interested companies.

5. Format and Content

5.1. Preparation

Prepare your Proposal in a clear and concise manner. Ensure that the content of your Proposal submittal is complete. Special attention should be given to the specific information, instructions and requirements of the Request for Proposal document to ensure responsiveness. Proposals that are incomplete or lack key information may be rejected.

5.2. Incurred Expenses

The City is not responsible for any expenses which Proposers may incur in preparing or submitting proposals including presentations and any other expenses called for in this Request for Proposal.

5.3. Proprietary Information

- A. In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State and Federal Law, all Proposers should be aware the Request for Proposal and the responses thereto are in the public domain. Proposers are requested to identify specifically any information contained in their Proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.
A generic notation that information is "confidential" is not sufficient. Failure to provide the Procurement department with a detailed explanation and justification including statutory cites and specific reference to your Proposal detailing what provisions, if any, you believe are exempt from disclosure, may result in your entire Proposal being subject to disclosure in accordance with Chapter 119 of the Florida Statutes
- B. All Proposals received from Proposers in response to this Request for Proposal will become the property of the City of Lake City and will not be returned to the Proposers. In the event of Contract award, all documentation produced as part of the Contract will become the exclusive property of the City.

5.4. Requirements

- A. Proposals will be evaluated based on the information provided in the response. All documents should be 8 1/2 x 11 format.
- B. A cover letter, not to exceed three (2) additional pages, may also be included in the proposal. Qualification documents that exceed this length will be considered non responsive and will not be evaluated.
- C. During this process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal. Proposals must include a Table of Contents which provides clear identification of the material by section.

5.5. [Delivery of Proposals](#)

Proposals shall be submitted via the City's e-Procurement Portal. All Proposals submitted must be received in the Procurement Department by the time specified in this solicitation. It is the sole responsibility of the Proposer to ensure that Proposals are received by the due date and time. The City shall not be responsible for delays caused by any occurrence. Proposals received following the Proposal Due Date will not be considered.

5.6. [Evaluation Criteria](#)

An Evaluation Committee will be established to review all responsive Proposals. Proposers submitting Proposals deemed to be reasonably acceptable to be selected will be evaluated using the evaluation criteria set forth herein. The information that will be considered and relative scoring for each criterion is identified in the "[Evaluation Criteria](#)" section of the solicitation.

The scoring mechanism will be used by individual Evaluation Committee members to rank firms. Ranks from all Evaluation Committee members will then be summed for each Proposer in order to establish the overall rank order.

5.7. [Proposal Evaluation Committee and Evaluation Process](#)

A. Evaluation Committee

An Evaluation Committee (hereinafter referred to as "the Committee") consisting of at least three (3) members will be established to review, discuss, and evaluate all responsive Proposals submitted in response to this Request for Proposals (RFP). The Committee shall conduct a preliminary evaluation of all Proposals on the basis of the information provided and evaluation criteria as set forth in this Request for Proposal.

B. Presentations

The Committee reserves the right to require oral presentations from any or all responsive and responsible Proposers who submit Proposals determined to be reasonably acceptable of being selected for award. Discussions may be conducted for the purpose of clarification and to assure full understanding of, and responsiveness to, the solicitation requirements. The City will not be liable for any costs incurred by the Proposer in connection with such interviews, presentations, or negotiations (i.e., travel, accommodations, etc.).

C. Award without Presentations

The City may evaluate and award a Contract based on responses to this Request for Proposal without discussions or oral presentations. Therefore, each response to this RFP should contain the Proposer's best terms and conditions for consideration.

D. Ranking

The Committee will evaluate and rank the Proposers as set forth in the preceding section

entitled "Evaluation Criteria" and submit the proposed rank order to the Director of Procurement.

E. Authority to Award

Contracts negotiated as a result of this RFP will be presented to City Council for final award.

F. Reserved Rights

1. The City, at its sole and absolute discretion, reserves the right to reject any and all, or parts of any and all proposals, to re-advertise this solicitation, postpone or cancel, at any time, this solicitation process, or to waive minor irregularities and informalities in this RFP or in the proposals received as a result of this RFP.
2. The City does not guarantee the award of any Contract as a result of this solicitation process.

6. Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p>Project Team</p> <ul style="list-style-type: none"> • Qualifications and relevant individual experience. • Unique knowledge of key team members relating to the project. • Key staff involvement in project management and on-site presence. • Time commitment of key staff. • Qualifications and relevant sub-consultant experience. 	Points Based	20 <i>(20% of Total)</i>
2.	<p>Firm Capabilities</p> <ul style="list-style-type: none"> • Are the lines of authority and coordination clearly identified? • Are essential management functions identified? • Are the functions effectively integrated? • Current and projected work load . 	Points Based	20 <i>(20% of Total)</i>
3.	<p>Prior Experience</p> <ul style="list-style-type: none"> • Experience of the key staff and firm with projects of similar scope and complexity. • Demonstrated success on past projects of similar scope and complexity. 	Points Based	20 <i>(20% of Total)</i>

4.	<p>References</p> <p>Will be based on references submitted as part of RFP, but can include clients not submitted.</p> <ul style="list-style-type: none"> • 5 references -10 points • 3 references -5 points • Less than 3 references- 0 points 	Points Based	<p>10 <i>(10% of Total)</i></p>
5.	<p>Project Approach</p> <ul style="list-style-type: none"> • Budget methodology/cost control. • Quality control methodology. • Schedule maintenance methodology. 	Points Based	<p>10 <i>(10% of Total)</i></p>
6.	<p>Work Location</p> <ul style="list-style-type: none"> • Proximity of firm's office as it may affect coordination with the City's projects and potential locations. • Firm's familiarity with the project area. • Knowledge of the local labor and material markets. 	Points Based	<p>10 <i>(10% of Total)</i></p>
7.	<p>Cost</p> <ul style="list-style-type: none"> • City Hall Feasibility Analysis Lump Sump Cost 	Points Based	<p>10 <i>(10% of Total)</i></p>

7. Pricing Proposal

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	City Hall Feasibility Study	1	Lump Sum		
TOTAL					

8. Terms and Conditions

8.1. [CDBG Guidelines](#)

Procurement and contracting for all services shall conform to CDBG guidelines as well as the state and federal regulation including 2 CFR, Part 200. All records shall be maintained in accordance with state and federal CDBG requirements.

8.2. [Contract Award](#)

An award, if made, will be made to the best overall proposer(s) whose proposal is most advantageous to the City, taking into consideration the evaluation factors set forth in this RFP.

8.3. [Questions Regarding the Solicitation or Proposal Process](#)

To ensure fair consideration for all Proposers, the City prohibits communication to or with any officer, elected official (including the Mayor and City Council), department, division, office or employee of the City, and any Evaluation Committee members during the solicitation process from the date of issuance of the RFP through award, except as provided below.

All communications relating to this RFP between Proposer (or anyone on Proposer's behalf) and the City must be made through the Procurement Department. Any communications in violation of this provision may be grounds for disqualifying the offending Proposer from consideration for award of the Proposal and/or any future Proposal.

Any questions relative to interpretation of the solicitation or the Proposal process shall be submitted via the City's e-Procurement Portal. Questions must be received by the Procurement Department on or before the cut-off date for questions as specified in the Proposal Schedule. Questions received after the cut-off date as specified in the Proposal Schedule will not be considered.

Any interpretation made to prospective Proposers will be answered through the City's e-Procurement Portal or expressed in the form of an addendum to the solicitation which, if issued, will be conveyed in writing to all persons on record as following this RFP, no later than five (5) days prior to the date set for receipt of Proposals. Oral answers will not be authoritative.

It will be the responsibility of the Proposer to acknowledge and confirm receipt of all addenda in the City's e-Procurement Portal.

8.4. [Additional Information](#)

The City reserves the right to request that the Proposer provide additional information it deems necessary to evaluate, clarify, or substantiate any area contained in each submitted Proposal and to more fully meet the needs of the City.

8.5. [Addendum to Request for Proposals](#)

If it becomes necessary to revise or amend any part of this Request for Proposal before the Proposal due date, the Procurement Department will furnish the revision by written Addendum.

8.6. Execution of Contract

Unless such time is extended by the City, the successful Proposer shall, within ten (10) calendar days after Notice of Award is issued by the City of Lake City, Procurement Department, sign and enter into a Contract with the City, and shall simultaneously provide any required bonds, indemnities and insurance certificates.

Failure to comply with the established deadline for submittal of required documents may be grounds for cancellation of the award.

8.7. Proposer's Guarantee

By submitting a Proposal, a Proposer warrants that no one was paid a fee, commission, gift, or other consideration contingent upon receipt of an award for the services and/or supplies specified herein.

8.8. Indemnification

The Respondent agrees to indemnify and hold the City harmless for any and all claims, liability, losses and causes of action which may arise out of its fulfillment of the contract awarded pursuant to this RFP. It agrees to pay all claims and losses, including related court costs and reasonable attorneys' fees, and shall defend all suits filed due to the negligent acts, error or omissions or Respondent employees and/or agents In the event the completion of a project awarded pursuant to this RFP(to include the work of others) is delayed or suspended as a result of the Respondent's failure to purchase or maintain the required insurance, the Respondent shall indemnify the City from any and all increased expenses resulting from such delay.

8.9. Insurance Requirements

The Proposer will be required to furnish evidence of the following insurance coverage by a licensed Florida Company.

- A. Without limiting Proposer's indemnification, it is agreed that the successful Proposer will purchase at their expense and maintain in force at all times during the performance of services under this agreement the following insurance. Where specific limits are shown, it is understood that they must be the minimum acceptable limits. If successful Proposer's policy contains higher limits, the City of Lake City will be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the City naming the City of Lake City as additional insured. These certificates must provide a ten (10) calendar day notice to the City in the event of cancellation, non-renewal or a material change in the policy.
 1. Professional liability insurance to provide coverage of not less than one million dollars (\$1,000,000).

2. Workers' compensation insurance to apply for all employees of the contractor, sub-contractors and the contractor's architect and/or engineer meeting the "Workers' Compensation Law" of the State of Florida and all applicable federal laws.
 3. Commercial General Liability insurance to provide coverage of not less than one million dollars (\$1,000,000) combined single limit per occurrence and annual aggregates where generally applicable and must include premises-operations, independent contractors, products/completed operations, broad form property damage, blanket contractual and personal injury endorsements.
 4. Comprehensive Automobile Liability Insurance covering all owned, hired and non- owned vehicles with coverage limits not less than one hundred thousand dollars (\$100,000) per person, three hundred thousand dollars (\$300,000) per occurrence and one hundred thousand dollars (\$100,000) property damage.
- B. The official title of the owner is "City of Lake City". This official title will be used in all insurance documentation.

8.10. Proof of Insurance

The Proposer will furnish to the Procurement Department Certificates of Insurance or endorsements evidencing the insurance coverage specified above within seven (7) days after notification of an award. The required Certificates of Insurance or endorsements will not only name the types of policies continued, but will also refer specifically to this contract and will state that such insurance is as required by this contract. If the initial insurance expires before the completion of the work, renewal Certificates of Insurance will be furnished thirty (30) days before the date of their expiration. Notice of cancellation and/or restriction Policy(s) must be endorsed to give the City thirty (30) days' notice of cancellation and / or restriction.

9. Vendor Questionnaire

9.1. Proposal Requirements*

Did you read through and confirm that you met all of the proposal requirements including in the sections:

- Yes
 No

*Response required

9.2. Statement of Qualification Document*

Please upload your COMPLETE Statement of Qualifications

*Response required

9.3. Documents Requiring Notorization*

Please download the below documents, complete and have notarized. An online notarization option will be provided for you when responding.

- [Public Entity Crimes Statem...](#)
- [Drug Free Workplace Certifi...](#)
- [Non-Collusion Affidavit.pdf](#)
- [Conflict of Interest Statem...](#)

*Response required

9.4. Disputes Disclosure Form*

Answer the following by selecting which, if any, pertain to your organization. . If you answer "YES", please explain in the Disputes Disclosure Explanation question. If you answer None of the Above, please type "N/A" in the Disputes Disclosure Explanation question.

Select all that apply

- Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
- Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
- Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
- None of the Above

*Response required

9.5. [E-Verify Affirmation Statement](#)

Please download the below documents, complete, and upload.

- [E-VERIFY AFFIRMATION STATEM...](#)

9.6. [Human Trafficking Affidavit*](#)

Please download the below documents, complete, and upload.

- [Human Trafficking.docx](#)

*Response required