

**ADVERTISEMENT FOR BIDS  
MIAMI-DADE COUNTY, FLORIDA  
INTERNAL SERVICES DEPARTMENT (ISD)**

Sealed bids for furnishing all labor, materials and equipment for the following project will be received in the Office of the Clerk of the Board of County Commissioners, Stephen P. Clark Center, 111 NW First Street, 17th Floor, Suite 17-202, Miami, FL **up to 2:00 p.m., local time, on Wednesday, July 27, 2016.** All bids received prior to the stipulated time will then be transferred to the 18th Floor of the Stephen P. Clark Center, where envelopes will be publicly opened and prices read aloud shortly after 2:00 PM, local time.

**PROJECT NAME:**                   **RENOVATION OF THE CULMER/OVERTOWN  
NEIGHBORHOOD SERVICE CENTER**

**ISD PROJECT NUMBER:**    A05-GSA-03 GOB ESP

**ISD CONTRACT NUMBER:** Z000120

**LOCATION:**                        1600 NW 3<sup>rd</sup> Avenue, Miami, FL 33136

**DESCRIPTION:**                The scope of work includes providing construction services to renovate the existing 38,493-square-foot Culmer/Overtown Neighborhood Service Center, which is comprised of three buildings. Services include, but are not limited to, modernizing the interior of the three buildings located on the site, improving exterior lighting, handicap accessibility for the buildings, and necessary upgrades to meet current building code requirements.

Prospective bidders are advised that: (1) the plans included in, and released as part of, the bid documents are currently undergoing the required permitting process. A fully permitted set of plans will be made available to prospective contractors who purchased the bid documents through the County's Internal Services Department, prior to the bid due date; (2) the County reserves the right to directly purchase materials, equipment, supplies and other items for this project, which are included in the Contractor's Base Bid and/or the Contract, substantially in accordance with the Contract Documents and (3) the recommendation for contract award will be conditioned upon the submittal of any and all documents required by the County as part of the bid evaluation process, including but not limited to, the schedule of values and project schedule.

**BASE ESTIMATE:**               **\$4,716,568 (\*)**

(\*) This Base Estimate does not include contingency and/or dedicated allowance accounts. This estimate includes 0.25% to account for fees related to the Office of the Inspector General, pursuant to Section 2-1076 of the Code of Miami-Dade County.

**RESPONSIBILITY REQUIREMENTS:** It is preferred that the selected General Contractor can demonstrate experience as the prime contractor responsible for the renovation of one (1) building structure of size and complexity comparable to the subject project. In addition, the Contractor must be a LEED®AP or have a LEED®AP Consultant on staff during the entire construction phase, who can demonstrate experience as the primary LEED Coordinator in the renovation of at least one (1) completed, LEED-certified facility, or one (1) facility under renovation, which is registered with the United States Green Building Council (USGBC) to pursue LEED Certification.

**BID DOCUMENTS AVAILABILITY:** Commencing on **Tuesday, June 28, 2016, at 10:00 a.m.**, digital copies of the Bid Documents will be available for purchase from the Miami-Dade County Internal Services Department, 111 NW First Street, 24<sup>th</sup> Floor, Suite 2420, Miami, FL 33128, (305) 375-5273, upon payment of a non-refundable fee of fifty dollars (\$50.00). Payment shall be in the form of a company check, cashier's check, or money order payable to the Board of County Commissioners of Miami-Dade County, Florida. Cash or personal checks will not be accepted. Please contact Fernando V. Ponassi, MA Arch., LEED@AP, Contracting Officer, via e-mail at [FernanP@miamidade.gov](mailto:FernanP@miamidade.gov) for more details.

**PRE-BID CONFERENCE:** A Pre-Bid Conference has been scheduled for **Tuesday, July 5, 2016, at 3:00 p.m.** The meeting will be held at the Stephen P. Clark Center, 111 NW First Street, 10<sup>th</sup> Floor, CITT Conference Room, Miami, FL 33128, to discuss the general requirements of this project; a site visit may be scheduled upon request. While attendance is not mandatory, bidders are encouraged to attend this pre-bid meeting.

**REQUESTS FOR INFORMATION (RFI):** Bidders may submit a Request for Information (RFI) whenever they believe that the specifications or drawings are unclear or present a conflict. All requests must be submitted in writing to Mr. Fernando V. Ponassi, MA Arch., LEED@AP, Contracting Officer, via e-mail at [FernanP@miamidade.gov](mailto:FernanP@miamidade.gov), in a manner that clearly identifies the drawing and/or specification Section where clarification or interpretation is being requested; the County may respond in writing. The deadline for submission of RFIs is **Friday, July 15, 2016 by 5:00 p.m.**

**CONTRACTOR'S CERTIFICATION:** Prospective Contractors are required to be certified by Miami-Dade County in one of the following categories: General Building, General Engineering, or other certified categories as applicable to Chapter 10 of the Code of Miami-Dade County and/or State of Florida General Contractor's License, or as required to successfully completing the work under contract.

**CONTRACT MEASURES:** In accordance with County Ordinance Nos. 97-52, 97-158, and 03-1, and Implementing Order Nos. 3-22 and 3-44, a Small Business Enterprise-Construction (SBE-Cons) subcontractor goal of 30.10%, a Small Business Enterprise-Goods and Services (SBE-GS) subcontractor goal of 2.00%, and a Community Workforce Program (CWP) goal of 10.00% have been established for this project. Compliance with these Ordinances and Administrative Orders is required for all contractors submitting a bid for this project; see "Participation Provisions" which are bound herein, and are made part of the Specifications and Contract Documents.

**BIDS SUBMITTAL:** The contractor will submit one (1) sealed envelope containing the following documents:

- 1) Schedule of Intent Affidavit (SOIA) SBD Form 400;
- 2) Bid Proposal Form, Section 00300, duly signed, sealed, and notarized;
- 3) Prime-Contractor Responsibility Requirements Form, Section 00310;
- 4) Bid Bond Form, Section 00410 (or other form of bid bond as prescribed in the bid documents);
- 5) Vendor Affirmation Affidavit, Section 00480;
- 6) Collusion Affidavit, Section 00481;
- 7) Construction Contract Form, Section 00500; and
- 8) Listing of Subcontractors/Suppliers Form, Section 00466F (listing only firms with readily identifiable scope of work)

The sealed envelope or container must bear on the outside the Bidder's name, complete address, the title and number of the project for which the bid is submitted, and the date of bid opening. Submission of bids is due at the time and date stated in the advertisement. Bids will not be opened or considered if received after the first bid envelope or container has been opened. The SOIA for the apparent three

lowest bidders will be reviewed shortly after bid due date; Bidders may be given forty-eight (48) hours to rectify any correctable errors if an SOIA is defective (see included participations Provisions).

**BID BOND/PAYMENT AND PERFORMANCE BOND:** **The Bid must be accompanied by a certified check or acceptable bid bond in an amount not less than five percent (5%) of the Base Bid proffered.** The Bid Bond will guarantee that the Bidder, if awarded the contract, will enter into a written contract with the Board of County Commissioners of Miami-Dade County, Florida, within the time stipulated after receiving a formal Notice of Recommendation for Award. At that time, the successful Bidder shall give a Payment and Performance Bond satisfactory to the County, as provided in the terms and conditions of the Contract Documents. Bidders are advised that, if submitting a bid bond through a surety, the Bid Bond Form, Section 00410 provided within these bid documents, shall be the only acceptable document.

**WITHDRAWAL OF BIDS:** Bidders may not withdraw their bids for a period of up to one hundred and eighty (180) calendar days after the bid due date.

**CONE OF SILENCE:** Pursuant to Section 2-11.1(t) of the Miami-Dade County Code, as amended, and County Administrative Order 3-27, a "cone of silence" is imposed upon each RFP, RFQ or Bid after its advertisement and terminates at the time the County Manager issues a written recommendation to the Board on County Commissioners. The Cone of Silence prohibits any communication regarding RFPs, RFQs or bids between, among others:

- a. Potential vendors, service providers, lobbyists or consultants and the County's professional staff including, but not limited to, the County Manager and the County Manager's staff, the Mayor, County Commissioners or their respective staffs;
- b. The Mayor, County Commissioners or their respective staffs and the County's professional staff including, but not limited to, the County Manager the County Manager's staff;
- c. Potential vendors, service providers, bidders, lobbyists or consultants, any member of the County's professional staff, the Mayor, County Commissioners or their respective staffs and any member of the respective Selection Committee.

The provisions do not apply to, among other communications:

- a. Oral communications with the staff of the Vendor Information Center, the responsible Procurement Agent or Contracting Officer, provided the communication is limited strictly to matters of process or procedure already contained in the solicitation document;
- b. Oral communications at the proposal or pre-bid conferences, oral presentations before selection committees, contract negotiation during any duly noticed public meeting, public presentations made to the Board of County Commissioners during any duly noticed public meeting or Board of County Commissioners unless specifically prohibited by the applicable RFP, RFQ or bid documents.

Proposers or Bidders must file a copy of any written communications with the Clerk of the Board, which shall be made available to any person upon request. The County may respond in writing and file a copy with the Clerk of the Board, which shall be made available to any person upon request. Written communications may be in the form of e-mail, with a copy to the Clerk of the Board at [clerkbcc@miamidade.gov](mailto:clerkbcc@miamidade.gov).

In addition to any penalties provided by law, a violation of the Cone of Silence by any proposer or bidder shall render any RFP award, RFQ award or bid award null and void. Any person having personal knowledge of the violation of these provisions must report such violation to the State Attorney's Office and/or may file a complaint with the Commission on Ethics. Proposers or Bidders should refer to Section

2-11.1(t) of the Miami-Dade County Code for further clarification. This language is only a summary of the key provisions of the Cone of Silence. Please review Miami-Dade County Administrative Order 3-27 for a complete and thorough description of the Cone of Silence.

ACCOUNTS RECEIVABLE ADJUSTMENTS: In accordance with Miami-Dade County Implementing Order 3-9, Accounts Receivable Adjustments, if money is owed by the Contractor to the County, whether under this Contract or for any other purpose, the County reserves the right to retain such amount from payment due by County to the Contractor under this Contract. Such retained amount shall be applied to the amount owed by the Contractor to the County. The Contractor shall have no further claim to such retained amounts which shall be deemed full accord and satisfaction of the amount due by the County to the Contractor for the applicable payment due herein.

OTHER APPLICABLE LEGISLATION: Legislation applicable to this Contract includes but is not limited to Ordinance No. 91-142, Family Leave Ordinance; Ordinance No. 92-15, Drug-Free Workplace; Ordinance No. 93-129, Contractor Debarment Ordinance; Ordinances Nos. 94-166 and 96-26 on Local Preference applicability; Ordinance Nos. 97-35 and 97-104 Fair Subcontracting Practices; Resolution No. R-702-98 (repeals and supersedes Resolution Nos. R-1206-97 and R-366-97) Welfare to Work Initiative; Ordinance No. 98-30, County Contractors Employment and Procurement Practices; Administrative Order 3-11, Art in Public Places Program Implementation; and Implementing Order 8-8, Sustainable Buildings Program, as referenced for these Contract Documents. It is the responsibility of the Bidders to inform themselves as to any and all legislation applicable to this Contract. In order to request a copy of any ordinance, resolution and/or administrative order cited in this Bid Solicitation, the Bidder must contact the Clerk of the Board at (305) 375-5126

The County reserves the right to waive any informality in, or to reject any or all bids. Bids from any person, firm or corporation in default upon any agreement with the County will be rejected.

**CARLOS A. GIMENEZ  
MAYOR**

**HARVEY RUVIN, CLERK  
BOARD OF COUNTY COMMISSIONERS**

**END OF SECTION 00020**