

**Instructions for Replying to a
Request for Proposal (RFP) for
Palm Beach County (PBC)
Engineering and Public Works Department**

These instructions apply to projects being acquired under the Consultants Competitive Negotiation Act (CCNA) for the PBC Engineering Department.

***** NEW ITEMS *****

1. The **Equal Business Opportunity (EBO) Program** (*Palm Beach County Code Section 2-80.20 to 2-80.40*) has replaced the Small Business (SBE) ordinance. Requirements under the EBO program will be set for each project by the Goal Setting Committee. These requirements are called Affirmative Procurement Initiatives (APIs) and some can be mandatory. Please review each solicitation to determine which APIs are applicable for that project.
2. **EBO Waivers** – if a firm finds it is impossible to meet the API for a project despite good faith efforts, the firm may apply for a waiver with the EBO office at least seven business days prior to the proposal due date (PPM# CW-O-043 Sec. 11a). <http://discover.pbcgov.org/oebo/Pages/Compliance-Programs.aspx>
3. Proposer must **register in the County’s Vendor Self Service (VSS) system** in order to submit a proposal. Registration must be completed by the solicitation deadline for the proposal to be considered responsive. Firms can register at:
<https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>
4. **No modifications to teams** will be allowed after the solicitation deadline has passed.
5. Unsuccessful firms may request a **debriefing meeting** after the award recommendation has been posted.
6. **No private meetings** will be held with individual consultants wishing to propose on a project. Consultants may discuss the project with the County at the **pre-proposal meeting**. Questions after the meeting may be submitted in writing to ENG-RoadwayBids@pbcgov.org and will be answered via a posting to the VSS site listed above.
7. Please review all solicitation documents carefully to ensure familiarity with all new procedures and requirements.

PBC Engineering and Public Works Dept. CCNA Proposal Submittal Instructions

Furnish a proposal package with one bound original with original signature, and electronic copy (PDF format) which includes the following documentation:

Minimum font of 11 and minimum margins of 0.75” requested along with sufficient spacing within letter.

1) Letter of Interest (LOI)

- a. The LOI shall be 4 pages, maximum (single-sided).
- b. Include Project name and number from RFP advertisement.
- c. The last paragraph of the Prime consultant’s LOI must show a tabular summary (see below) of the information that is provided on the prime and sub-consultant forms. The table must be signed to confirm the accuracy of the attached information. All information for the table shall be derived from the signed “Questionnaires”, which must accompany the LOI.

| Prime/Sub-Consultant | C/SBE, C/MBE Type or C | Service Provided (Category #) | Participation (For This Project) | Fee Considered Total \$ |
|---|------------------------------|----------------------------------|-------------------------------------|----------------------------|
| Prime, Inc. (>50%) | C/XX(P) | Define | % | \$\$\$\$\$\$\$\$ |
| Sub-Consultant #1 | C/SBE | Define | % | \$\$\$\$\$\$\$\$ |
| Sub-Consultant #2 | C/XX(S) | Define | % | \$\$\$\$\$\$\$\$ |
| TOTAL PARTICIPATION FOR THE TEAM | | | 100% | \$\$\$\$\$\$\$\$ |
| <u>Signature Required</u> , confirming that the above information matches the information on attached forms: | | | | |
| _____ | | | _____ | |
| Print | | | Sign | |

- i. Prime/Sub-Consultant Name
- ii. Type of Certification
 1. C/SBE = Certified PBC CCNA and PBC Small Business Enterprise (SBE)
 2. C/MWBE = Certified PBC CCNA and Minority Business Enterprise (M/WBE)
 3. C = Certified PBC CCNA (only)
 4. (P) = M/WBE certification is through Palm Beach County EBO Office.
 5. (S) = M/WBE certification is from the State of Florida
 - a. Any firm or individual, as prime or sub-consultant, desiring to provide professional architectural, engineering, landscape architectural, or surveying and mapping services to PBC must be CCNA certified with Engineering/Public Works prior to the closing date of the RFP.
 6. N/A = Non-Certified firm
- iii. Service Provided (Category #)
- iv. Participation (for this project) – The percent participation must match the percent participation in section “C.1” of the Prime or Sub-Consultant Questionnaire. Also, the total participation of the team must equal 100%.
- v. Fee Considered Total – The fees paid by PBC to the firm in the last four years. The Fee Considered Total \$ reflects the total prior work awarded to the firm by the firm with PBC, and is derived from the total in Section E of the Questionnaires. For your convenience this information can be found online (see websites listed at the end of this document). DO NOT LEAVE BLANK OR SAY TBD.
- vi. Signature

2) Prime Consultant Questionnaire and Sub-Consultant Questionnaire

- a. Firm Contact information
 - i. Name
 - ii. Location of Office
 - iii. Contact Person, Title, E-mail Address, Telephone and Fax Number (Please note: the contact information shown on the “Prime Consultant Qualification Questionnaire” will be utilized for all notifications regarding the RFP.)
- b. Type of SBE or M/WBE certification
 - i. Check the box that corresponds to the certification held. Note that M/WBE certifications can be held with both Palm Beach County and the State.
- c. Project Participation
 - i. Total Project Participation – Percentage of work the firm, as part of the team, will be contributing to the project. This information must match the information in the Letter of Interest Summary Table.
- d. Dollar Volume Award -Fees Considered
 - i. List all the fees paid by PBC to the firm in the last four years. For your convenience this information can be found online (see websites listed at the end of this document).
- e. Firm’s Information
 - i. Consultant Name
 - ii. Signature of representative
 - iii. Title of representative and date

3) Additional Submittal Components

- a. GSA Standard Form 330 for each member of the team
- b. Copy of PBC S/M/WBE or State M/WBE Certificates for firms who are certified in these programs.
- c. EBO Schedules 1 and 2
- d. Commercial Non-discrimination Certification
- e. Conflict of Interest Disclosure Form
- f. Prime Firm’s SBE Past Participation Statement (Optional)
- g. Any additional project specific requirements as listed in the RFP Advertisement

4) Check prior to submitting

- a. Consider readability when preparing four page letter. Fonts and margins that are too small make reviewing the proposal difficult.
- b. Team participation adds up to 100%
- c. All requested categories are listed on summary chart at end of letter
- d. Team members are CCNA certified for categories of work they propose to perform
- e. No unrequested services are listed on the summary chart at end of letter
- f. Project manager is specified and FL PE if signed and sealed plans are required

5) **Submit**

- a. One original bound proposal
- b. One electronic version (PDF format) of the proposal. This version should be created in such a way that the text is able to be recognized and searched. A CD or thumbdrive are both acceptable means of providing this version.

Important!

Successful firms will be required to achieve the SBE and M/WBE percentages proposed during the selection process when negotiating the scope and fee.

Notes:

- Proposal Packages must be received no later than the time/date specified in the advertisement, or they will not be considered.
- If a shipping service is used to deliver a proposal package, it is the responsibility of the Prime Consultant to ensure that it reaches the Roadway Production Offices.
- The completeness and accuracy of information submitted is the responsibility of the prime consultant.
- Word and PDF format versions of the RFP submittal forms are available online (see websites at end of instructions).
- Sub-Consultants providing services that were not requested in the Notice will be disregarded (for the unrequested services only)
- Teams must provide all services requested in the RFP by a PBC CCNA certified firm or their team will be considered “incomplete”.

Contact Information

If additional assistance is needed in completing the forms, please contact:

JaeAnn Dean
(561) 684-4154
JDean@pbcgov.org

Holly Knight
(561) 684-4122
HKnight@pbcgov.org

Websites

Palm Beach County (PBC) Homepage

<http://discover.pbcgov.org/Pages/default.aspx>

PBC Engineering – Roadway Production Homepage

<http://discover.pbcgov.org/engineering/roadwayproduction/Pages/default.aspx>

PBC Engineering – CCNA Solicitations Information

Includes fees considered, list of CCNA certified firms, and CCNA Selection Policy and Procedure Manual (CW-O-048)

<http://discover.pbcgov.org/engineering/roadwayproduction/Pages/Roadway-Publications.aspx>

PBC Engineering – Roadway Production - CCNA/Contracts Section

<http://discover.pbcgov.org/engineering/roadwayproduction/Pages/CCNA.aspx>

PBC Office of Equal Business Opportunity – Compliance Program & Forms

<http://discover.pbcgov.org/oebo/Pages/Compliance-Programs.aspx>

PBC Equal Business Opportunity Policy and Procedure Manual (CW-O-043)

<http://discover.pbcgov.org/oebo/PDF/Publications/CW-O-043.pdf#search=CW%2DO%2D043>

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