

**LEE COUNTY BOARD OF COUNTY COMMISSIONERS
DIVISION OF PROCUREMENT MANAGEMENT**

Advertise Date: 2/12/2016

Request for Proposal-Competitive Negotiation (CN)

Solicitation No.: CN-160170/LD

Solicitation Name: Professional Services: North Fort Myers & Bonita Springs Libraries

Open Date/Time: 3/15/2016 Time: 2:30 PM

Location: Lee County Procurement Mgmt
1825 Hendry St, 3rd Floor
Ft Myers FL 33901

Procurement Contact: Lori DeLoach Title Procurement Analyst

Phone: (239) 533-5450 Email: LDeLoachl@leegov.com

Requesting Dept. Facilities Construction & Management

Pre-Solicitation Meeting:	
Type:	<u>No meeting scheduled at this time</u>
Date/Time:	<u>n/a</u>
Location:	<u>n/a</u>

GENERAL CONDITIONS

Sealed Responses will be received by the DIVISION OF PROCUREMENT MANAGEMENT, until the time and date specified on the cover sheet of this “Notice of Competitive Negotiation”.

Any question regarding this solicitation should be directed to the Procurement Division Contact listed on the cover page of this solicitation, or by calling the Division of Procurement Management at (239) 533-5450.

1. SUBMISSION OF LETTERS OF INTEREST (LOI):

1.1. All Letters of Interest must be submitted in compliance with the Response Procedure set forth below via email:

1.1.1. Letters of Interest must be submitted either by delivery to the Procurement Management Office (six (6) hard copies & one (1) electronic).

OR as a single email attachment (in unzipped Adobe PDF format) sent to ContractsInBox@leegov.com

1.1.2. Submission Format:

1.1.2.1. Response to Criteria not to exceed ten (10) single sided pages, including “required form(s)” returned with LOI/proposal.

1.1.2.2. Required Forms: each “required form” will be considered as one (1) page in regard to page count, even in instances where multiple pages must be utilized.

1.1.2.3. LOI should be compiled in order of LOI sections listed below.

1.1.3. Should not contain links to other Web pages

1.2 Letters of Interest must, at a minimum include the following information:

Letter of Interest Information (please prepare in order of Letter of Interest (LOI) sections noted below)		Scoring Information	
LOI Section(s)		Evaluation Category	Points (CCNA)
1	Project CN Number and Name		
2	Proposer’s Company information 2.1. Name and Address 2.2. Contact Person, Phone, Fax and email address 2.3. How many years has proposer been in business under present name? 2.4. Under what other former names has your organization operated? 2.5. Proposed responsible office 2.5.1. Location 2.5.2. How many full times employees assigned to this location		
3	Qualification of Company 3.1. Include consultant and/or proposed sub-consultants for advertised work 3.2. Will work be shared amongst employees working out of different locations? If so, please provide the allocation of personnel and related work they are to perform. 3.3. Information requested in “Project Criteria Section”	1	30
4	Personnel 4.1. Proposed key personnel/project team and their roles (do not include resumes)	2	30
5	Reference Responses (to be returned by vendor’s reference respondents)	3	5
6	Proposal Requirements: 6.1. Project Understanding 6.2. Approach 6.3. Ideas to improve scope of project	4	35
7	Required Forms		

- 1.3. **CLARIFICATIONS/ADDENDUM(S):** Each proposer/vendor shall examine the solicitation documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the solicitation shall be made in writing, submitted and received at least **eight (8) calendar days prior to the date when proposals/bids are due**. Responses will be done in the form of an Addendum posted on www.leegov.com/procurement. It is the proposer's/vendor's responsibility to check the website for information. No notifications will be sent by Lee County Procurement Management.
- 1.4. **RESPONSES RECEIVED LATE:** The delivery of Letter of Interest to Lee County Procurement Management prior to or on the time and date as stated is solely and strictly the responsibility of the Consultant. Lee County Procurement Management shall not be responsible for delays caused by the e-mail system(s), United States Postal Service, Overnight Express Mail Services, or for delays caused by any other occurrence. Late Letters of Interest may be returned to the Consultant with the notation: "This Letter of Interest was received after the specified deadline time."
- 1.5. **COUNTY RESERVES THE RIGHT:** The County reserves the right to exercise its discretion to waive minor informalities in any response; to reject any or all responses with or without cause; and/or to accept the response that in its judgment will be in the best interest of the Lee County.
- 1.6. **EXECUTION OF SOLICITATION:** All responses shall contain the signature of an authorized representative of the vendor in the space provided on the anti-collusion page. All responses shall be typed or printed in ink. The bidder may not use erasable ink. All corrections made to the response shall be initialed.
- 1.7. **ADDITIONS/REVISIONS/DELETIONS:** Additions, revisions, or deletions to the general conditions, specifications that change the intent of the solicitation will cause the solicitation to be non-responsive and the response will not be considered. The Procurement Director shall be the sole judge as to whether or not any addition, revision, or deletion changes the intent of the solicitation.
2. **ACCEPTANCE:** It is understood and agreed that all documents, including detail reports, plans, original tracings, specifications, and all data prepared or obtained by the successful proposer in connection with its services hereunder, including all documents bearing the professional seal of the successful proposer hereunder, shall be delivered to and become the property of Lee County prior to final payment to the successful proposer at the termination of the agreement. This includes any electronic versions, such as CAD or other computer aided drafting programs.
3. **RULES, REGULATIONS, LAWS, ORDINANCES & LICENSES:** The awarded vendor shall observe and obey all laws, ordinances, rules, and regulations, of the federal, state, and local government, which may be applicable to the supply of this product or service. The awarded vendor has attested to compliance with the applicable immigration laws of the United States in the attached affidavit. Violations of the immigration laws of the United States shall be grounds for unilateral termination of the awarded agreement.
 - 3.3. **Local Business Tax:** Vendor shall submit within ten (10) calendar days after request.
 - 3.4. **Specialty License(s):** Vendor shall possess, at the time of the opening of the proposal, all necessary permits and/or licenses required for the sale of this product and/or service and upon the request of the County will provide copies of licenses and/or permits within ten (10) calendar days after request.
 - 3.5. **Vendor Preference:** (Note: not applicable for CN Projects by State Statute) The geographic preference established in the Local Vendor Preference ordinance is applicable to all Lee County procurement activities unless otherwise specifically noted in the solicitation package. Provided, however, the Local Vendor Preference ordinance is not applicable to procurement activity or solicitations involving Federal Transit Administration grant funds.
 - 3.6. **Business Registration:** Florida Statutes Section 607.1501 (1) states: A foreign corporation may not transact business in this state until it obtains a certificate of authority from the Department of State (will be verified via www.sunbiz.org).

4. **LEE COUNTY PAYMENT PROCEDURES:** All vendors are requested to mail an original invoice to:

Lee County Finance Department
Post Office Box 2238
Fort Myers, FL 33902-2238

- 4.1. All invoices will be paid as directed by the Lee County payment procedure unless otherwise differently stated in the detailed specification portion of this project.
 - 4.2. Lee County will not be liable for requests for payment deriving from aid, assistance, or help by any individual, vendor, proposer, or bidder for the preparation of these specifications.
 - 4.3. Lee County is generally a tax-exempt entity subject to the provisions of the 1987 legislation regarding sales tax on services. Lee County will pay those taxes for which it is obligated, or it will provide a Certificate of Exemption furnished by the Department of Revenue. All contractors or proposers should include in their submission all sales or use taxes; which they will pay when making purchases of material or subcontractor's services.
5. **PUBLIC ENTITY CRIME:** Any person or affiliate as defined by statute who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or a contract to provide any goods or services to the County; may not submit a bid on a contract with the County for the construction or repair of a public building or a public work; may not submit bids or leases of real property to the County; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with the County, and may not transact business with the County in excess of \$25,000.00 for a period of 36 months from the date of being placed on the convicted vendor list.
6. **MISCELLANEOUS:** If a conflict exists between the General Conditions and the detailed specifications, then the detailed specifications shall prevail.
7. **WAIVER OF CLAIMS:** Once this contract expires, or final payment has been requested and made, the awarded contractor shall have no more than 30 days to present or file any claims against the County concerning this contract. After that period, the County will consider the Contractor to have waived any right to claims against the County concerning this agreement.
8. **AUTHORITY TO PIGGYBACK:** It is hereby made a precondition of any proposal and a part of these specifications that the submission of any proposal in response to this request constitutes a proposal made under the same conditions, for the same price, and for the same effective period as this proposal, to any other governmental entity.
9. **COOPERATIVE PURCHASING:** The Lee County Board of County Commissioners participates in cooperative purchasing agreements; it is hereby made a part of this proposal that the submission of any proposal in response to this request constitutes a proposal made under the same conditions, for the same contract price, to the other governmental entities.
10. **COUNTY RESERVES THE RIGHT:**
- 10.1. **Any Single Large Project:** The County, in its sole discretion, reserves the right to separately solicit any project that is outside the scope of this solicitation, whether through size, complexity, or dollar value.
 - 10.2. **Disadvantaged Business Enterprises (DBEs):** The County encourages the use of Disadvantaged Business Enterprise vendor(s) if the prices are determined to be in the best interest of the County, to assist the County in the fulfillment of any of the County's grant commitments to federal or state agencies.
 - 10.3. **Anti-Discrimination:** The vendor for itself, its successors in interest, and assignees, as part of the consideration there of covenant and agree that:
 - 10.3.1 In the furnishing of services to the County hereunder, no person on the grounds of race, religion, color, age, sex, national origin, handicap, or marital status shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.
 - 10.3.2 The vendor will not discriminate against any employee or applicant for employment because of race, religion, color, age, sex, national origin, handicap, or marital status. The vendor will make affirmative efforts to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion, color, age, sex, national origin, handicap, or marital status. Such action shall include, but not be limited to, acts of employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

- 10.3.3 Vendor agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this anti-discrimination clause.
- 10.3.4 Vendor will provide all information and reports required by relevant regulations and/or applicable directives. In addition, the vendor shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the County to be pertinent to ascertain compliance. The vendor shall maintain and make available relevant data showing the extent to which members of minority groups are beneficiaries under these contracts.
- 10.3.5 Where any information required of the vendor is in the exclusive possession of another who fails or refuses to furnish this information, the vendor shall so certify to the County its effort made toward obtaining said information. The vendor shall remain obligated under this paragraph until the expiration of three (3) years after the termination of this contract.
- 10.3.6 In the event of breach of any of the above anti-discrimination covenants, the County shall have the right to impose sanctions as it may determine to be appropriate, including withholding payment to the vendor or canceling, terminating, or suspending this contract, in whole or in part.
- 10.3.7 Additionally, the vendor may be declared ineligible for further County contracts by rule, regulation, or order of the Board of County Commissioners of Lee County, or as otherwise provided by law.
- 10.3.8 The vendor will send to each union, or representative of workers with which the vendor has a collective bargaining agreement or other contract of understanding, a notice informing the labor union of worker's representative of the vendor's commitments under this assurance, and shall post copies of the notice in conspicuous places available to the employees and the applicants for employment.
- 10.3.9 The vendor will include the provisions of this section in every subcontract under this contract to ensure its provisions will be binding upon each subcontractor. The vendor will take such actions with respect to any subcontractor, as the contracting agency may direct, as a means of enforcing such provisions, including sanctions for non-compliance.

11. DRUG FREE WORKPLACE: Whenever two or more proposals, which are equal with respect to price, quality and service, are received for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall comply with the requirements of Florida Statutes 287.087.

12. AUDITABLE RECORDS: The awarded vendor shall maintain auditable records concerning the procurement adequate to account for all receipts and expenditures, and to document compliance with the specifications. These records shall be kept in accordance with generally accepted accounting methods, and Lee County reserves the right to determine the record-keeping method required in the event of non-conformity. These records shall be maintained for two years after completion of the project and shall be readily available to County personnel with reasonable notice, and to other persons in accordance with the Florida Public Disclosure Statutes.

13. REQUIRED SUBMITTALS: Any submittals requested should be returned with the solicitation response. This information may be accepted after opening, but no later than ten (10) calendar days after request.

14. TERMINATION: Any agreement as a result of this solicitation may be terminated by either party giving thirty (30) calendar days advance written notice. The County reserves the right to accept or not accept a termination notice submitted by the vendor, and no such termination notice submitted by the vendor shall become effective unless and until the vendor is notified in writing by the County of its acceptance.

14.1. The Procurement Management Director may immediately terminate any agreement as a result of this solicitation for emergency purposes, as defined by the Lee County Purchasing and Payment Procedure Manual.

14.2. Any vendor who has voluntarily withdrawn from a solicitation without the County's mutual consent during the contract period shall be barred from further County procurement for a period of 180 days. The vendor may apply to the Board of Lee County Commissioners for waiver of this debarment. Such application for waiver of debarment must be coordinated with and processed by Procurement Management.

15. CONFIDENTIALITY: Vendors should be aware that all submittals (including financial statements) provided with a solicitation are subject to public disclosure and will **not** be afforded confidentiality.

- 16. ANTI-LOBBYING CLAUSE:** All firms are hereby placed on formal notice that neither the County Commissioners nor candidates for County Commission, nor any employees from the Lee County Government, Lee County staff members, nor any members of the Qualification/Evaluation Review Committee are to be lobbied, either individually or collectively, concerning this project. Firms and their agents who intend to submit qualifications, or have submitted qualifications for this project are hereby placed on *formal notice* that they are **not** to contact County personnel for such purposes as holding meetings of introduction, meals, or meetings relating to the selection process outside of those specifically scheduled by the County for negotiations. Any such lobbying activities may cause immediate disqualification for this project.
- 17. INSURANCE (AS APPLICABLE):** Insurance shall be provided, per the attached insurance guide. Upon request, an insurance certificate complying with the attached guide may be required prior to award.
- 18. CONFLICT OF INTEREST:** All firms are hereby placed on formal notice that per Section 3 of Lee County Ordinance No. 92-22.
- 18.1. The County is prohibited from soliciting a professional services firm to perform project design and/or construction services if the firm has or had been retained to perform the project feasibility or study analysis.
And
- 18.2. A professional services firm who has performed or participated in the project feasibility planning, study analysis, development of a program for future implementation or drafting of solicitation documents directly related to this County project, as the primary contractor/consultant or a prominent member of the team, cannot be selected or retained as the primary contractor/consultant or a named member of the contracting/consulting team, to perform project design, engineering, or construction services for subsequent phases or scopes of work for this project. Pursuant to Section 287.057(17), Florida Statutes, the firm will be deemed to have a prohibited conflict of interest that creates an unfair competitive advantage.
- 18.3. Should your response be found in violation of the above stated provisions, the County will consider this previous involvement in the project to be a conflict of interest, which will be cause for immediate disqualification of the submittal from consideration for this project.
- 19. PROTEST RIGHTS:** As a bidder/proposer in the formal solicitation process you have a right to protest an intended decision posted by the County as part of the solicitation process. "Decisions" are posted on the Lee County Procurement website and include notices of award, notices reflecting an interim decision by an evaluation committee to short list the submittals, and recommendations of the committee to the Board for award of a contract. Vendors are responsible to check for information regarding the solicitation on this website. The process and procedure applicable to pursuing a bid/proposal protest are found in the Lee County Procurement Code/Manual posted on the Lee County website. In order to preserve your right to protest, you must file a written Notice of Intent to File a Protest with the Lee County Procurement Management Director by close of business (5:00 pm) on the 3rd working day after the decision affecting your rights is posted on the Lee County website. The notice must clearly state the basis and reasons for the protest. The written Notice of Intent to File a Protest must be physically received by the Procurement Management Division within the required time frame; no additional time is granted for mailing. To secure your right to protest, you will also be required to post a Protest Bond and file a written Formal Protest document within ten (10) calendar days after the date the Notice of Intent to File a Protest is received by Procurement Management.
- FAILURE TO FOLLOW THE BID/PROPOSAL PROTEST PROCEDURE REQUIREMENTS ESTABLISHED BY THE LEE COUNTY, FLORIDA, BOARD OF COUNTY COMMISSIONERS, AS SET FORTH IN THE PROCUREMENT CODE/MANUAL, CONSTITUTES A WAIVER OF YOUR RIGHT TO PROTEST AND TO PURSUE ANY RESULTING CLAIMS.
- 20. CONTRACTOR/SUB-CONTRACTOR RELATIONSHIP:** The prime contractor on a project may not also be listed as a sub-contractor to another firm submitting a proposal for the same solicitation. Should this occur, all responses from the involved/named firms will be considered non-compliant and rejected for award. Sub-contractors may be listed on multiple proposals for the same solicitation.

- 21. MINORITY BUSINESS ENTERPRISE (MBE):** Each proposer shall undertake to achieve a goal to place a portion of the total amount proposed, as per the goals established in Section 287.9451(4)(n), Florida Statutes, with one or more MBE, including suppliers of materials, goods as well as services. **The proposers shall document and include with their proposal documents the full name and address of the MBEs, along with a description of the services, supplies, materials or goods and the allocation of the cost of the same as it relates to each MBE utilized.** Changes from those MBEs submitted with the proposal will be subject to the approval of the county. All MBEs shall be certified as a Minority Business Enterprise by the State of Florida, Department of Management Services, Office of Supplier Diversity pursuant to Section 287.0943, Florida Statutes, or by state wide and inter-local agreement certification, as provided for by Section 287.0943(1), Florida Statutes.
- 22. SELECTION PROCEDURE:** The selection of the Consultant will be made in accordance with Lee County Procurement Policy and Section 287.055, Florida Statutes. Some or all of the responding firms may be requested to provide telephone interviews, or written or oral technical proposals (or both), for the ranking process. After ranking of the consultants by the Board of County Commissioners, the contract fee will be negotiated in accordance with Section 287.055, Florida Statutes.
- NOTE:** Proposed short-list and final selection meeting dates are posted on the Procurement Management web page at www.leegov.com/procurement.
- 23. MAJOR BREAKDOWNS/NATURAL DISASTERS:** Lee County requires that the awarded vendor provide the name of a contact person and phone number which will afford Lee County access 24 hours per day, 365 days per year, of this product or service in the event of major breakdowns or natural disasters. Lee County reserves the right to purchase the product or service listed in this quotation elsewhere in an emergency situation.
- 24. SCRUTINIZED COMPANIES:** Section 287.135, Florida Statutes, prohibits agencies from contracting with companies, for goods or services over \$1,000,000, that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Both lists are created pursuant to Section 215.473, Florida Statutes. At the time a company submits a bid or proposal for a contract or before the company enters into or renews a contract with an agency or governmental entity for goods or services of \$1,000,000 or more, the company must certify that the company is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.
- 25. DESIGNATED CONTACT:** The awarded vendor shall appoint a person or persons to act as a primary contact for all County departments. This person or back-up shall be readily available during normal work hours, by phone or in person, and shall be knowledgeable of the terms and procedures involved.
- 26. AFFIDAVIT CERTIFICATION IMMIGRATION LAWS:** The attached document, Affidavit Certification Immigration Laws, is required and should be submitted with your solicitation package. It must be signed and notarized. Failure to include this affidavit with your response will delay the consideration and review of your submission and could result in your response being disqualified.
- 27. AGREEMENTS/CONTRACTS:** The awarded vendor will be required to execute an Agreement/Contract as a condition of award. A sample of this document may be viewed on-line at <http://sp.leegov.com/procurement/forms>.
- 28. PROJECT GUIDELINES:** The County has established the following Guidelines, Criteria, Goals, Objectives, Constraints, Schedule, Budget and/or Requirements, which shall serve as a guide to the CONSULTANT in performing the professional services and work to be provided pursuant to this Agreement:
- 28.1. Any governmental entity may utilize the provisions of this contract for their specific needs.
 - 28.2. No amount of work is guaranteed upon the execution of a Professional Services Agreement.
 - 28.3. Hourly rates and all other negotiated expenses will remain in effect throughout the duration of the contract period.
 - 28.4. This contract does not entitle any firm to exclusive rights to County contracts. The County reserves the right to perform any and all available required work in-house or by any other means it so desires.
 - 28.5. In reference to vehicle travel, mileage is considered incidental to the work and not an extra expense. Also, man-hours spent in travel time to and from work or the job site(s), are not compensable.
 - 28.6. County reserves the right to add or delete, at any time, any or all tasks or services associated with this agreement.
 - 28.7. Cost Proposal Worksheet: to be used when performing work for Lee County.

Notice:

All firms are hereby placed on formal notice that neither the County Commissioners, nor any employees from the Lee County Government, nor any members of the Qualifications Review Committee, are to be lobbied either individually or collectively concerning this project. Firms and their agents who intend to, or have, submitted qualifications for this project are hereby placed on formal notice that they are not to contact members of the County Commission, nor staff members, outside of regular Board of County Commissioner Meetings for such purposes as holding meetings of introduction, meetings relating to the selection process outside of those specifically scheduled by the County for negotiations, dinners, lunches, or any other actions that may be interpreted as attempting to influence the outcome of the selection process may result in an immediate disqualification of such firm by the County from further consideration for this project.

End of Section

Scoring Criteria

Category	Category Title	Category Description	Points (CCNA)
1	Qualifications of Company	Includes company qualification and company information. Company Introduction and Executive Summary.	30
2	Personnel	Personnel qualifications.	30
3	Services/References	Services (past projects) and references that support your comments on the products or services you provide. Past customers related experience with your company.	5
4	Proposal Requirements	Details on how you plan to provide your products or services based on the specifications or scope of work provided in this solicitation or proposal request.	35
			100

RFP Submission Schedule

Submission Description	Date(s)	Time
Advertise Request for Proposal (RFP)	02/12/2016	N/A
Pre-Proposal Meeting	N/A	N/A
Proposal Question Deadline	Eight (8) Calendar days prior to opening	Prior to 5:00 PM
Submission Deadline	03/15/2016	Prior to 2:30 PM
First Committee Meeting Short List discussion	03/31/2016 **	1:30 PM *
Notify Shortlist Selection via e-mail	04/01/2016	TBD
Final Scoring/Selection Meeting	04/07/2016	1:30 PM *
Commission Meeting	TBD	

Additional notes on Submission Schedule:

* Evaluation meetings will be held at the Lee County Procurement Management Office, 1825 Hendry Street, 3rd Floor, Fort Myers, FL 33901

** Notice: Short listed vendors will need to be prepared to provide a presentation at the final scoring/selection meeting. Each presentation should not exceed 30 minutes. There may also be a question and answer period. Each short listed vendor will be notified of a specific time for their individual presentation.

Note: According to Section 286.0113, Florida Statutes, presentation meetings, held within 30 days of the opening, are considered closed meeting(s). The evaluation portion, before and after, are open to the public.

LEE COUNTY, FLORIDA
Scope of Professional Services for:
CN-160170/LD North Fort Myers & Bonita Springs Libraries

29. DEFINITIONS:

- 29.1. Similar Project: Shall mean project's design, size and scope consist of one of the following types of projects - Library, Government Service related facility, Health Clinic, or School.
- 29.2. Consultant/Contractor (Sub-Consultant/Sub-Contractor): A person or company that possesses unique qualifications to allow them to perform specialized services. The term Consultant and Contractor shall be inter-changeable.

30. SCOPE: Lee County Board of County Commissioners is seeking professional consultant services for the below referenced projects. This scope of services entails providing architectural programming, architectural design, multi-disciplinary engineering design and construction contract administration services for the:

- 30.1. New North Fort Myers Library (NFML) Lee County Public Library, to be located south of and contiguous to the existing library site. A project conceptual site plan is herewith attached. The NFML is to include approximately 25,000 square feet of floor area arranged in a single-storey configuration.
- 30.2. New Bonita Springs Library (BSL) Lee County Public Library, to be located within the City of Bonita Springs. A project conceptual site plan is herewith attached. The BSL is to include approximately 25,000 square feet of floor area arranged in a multi-story configuration.

31. PROJECT CRITERIA: (LOI Section 3, Evaluation Category 1)

- 31.1. **DIVISION OF SPACE:** The areas will be divided between library collections, staff offices, and support spaces. The facility may also include exterior area for the public such as plazas and reading courtyards. Related site improvements may include a covered patron drop off drive, a vehicular drive for item returns, staff and public parking areas, hardscape improvements, landscape improvements, storm water drainage improvements, and utility infrastructure improvements.
- 31.2. **GREEN BUILDING:** If requested by Lee County, and in accordance with Section 255.2575 (2), Florida Statute, it is anticipated that the project may be designed to meet a nationally recognized, high-performance, green building rating system as approved by the State of Florida Department of Management Services. The County's intention is to build with LEED standards in mind. The selected firm may be called upon to administer, quantify, and document the compliance of the design with such rating system. Please provide experience in regard to LEED Certification.
- 31.3. **QUALIFICATION(S):** the following criteria shall be met by the Architect/Engineer and/or Sub-Consultants. A minimum of five (5) similar completed projects within the past fifteen (15) years (qualifications may also be broken down as follows):
 - 31.3.1. Firm: (LOI Section 3, Evaluation Category 1)
 - 31.3.1.1. Prime Consultant Firm: Minimum of 3 (provide 5 if no sub-consultant is utilized) completed projects similar in design and scope.
 - 31.3.1.2. Sub-Consultant Firm: Minimum of 2 completed projects similar in design and scope.
 - 31.3.2. Key Project Team/Key Personnel (including sub-consultants): (LOI Section 4, Evaluation Category 2) shall each have a minimum of 3 completed projects of similar size and scope. Provide these qualifications for the following professionals:
 - 31.3.2.1. Architect of Record
 - 31.3.2.2. Structural Engineer
 - 31.3.2.3. Mechanical Engineer
 - 31.3.2.4. Electrical Engineer
 - 31.3.2.5. Plumbing Engineer

31.4. TECHNICAL APPROACH SCHEDULES AND COST CONTROLS (LOI Section 6, Evaluation Category 4)

31.4.1. Technical Approach:

- 31.4.1.1. Describe the Consultant's Technical Approach and understanding of this project.
- 31.4.1.2. Describe how the Consultants plans to perform the services required in a project scope.
- 31.4.1.3. Describe specialized problem solving required in any phase of a project to include, but limited to, schedule, budget, etc.
- 31.4.1.4. Demonstrate the Consultant's understanding of the project scope, describe what you intend to do.
- 31.4.1.5. Describe the quality control procedures that will be used to assure the accuracy and adequacy of the work that you and your consultants propose to perform.
- 31.4.1.6. Provide/describe experience for each particular project the consultant has worked on that is similar in nature of the work request.
- 31.4.1.7. Cost Control.
- 31.4.1.8. Maintaining Schedule.
- 31.4.1.9. Project Communication. Describe your firm's method of maintaining open lines of communication with all parties involved.

31.4.2. This category of the proposal evaluation criteria has two components. The Consultants shall:

- 31.4.2.1. Component One (1) should be subdivided as follows:
 - 31.4.2.1.1. Cost Control of the Design Process.
 - 31.4.2.1.2. Describe how you will control expenditures for this project within your organization for work hours, other direct costs, and all other costs associated with the basic services fee that you will negotiate with the County.
 - 31.4.2.1.3. Describe how schedule will be controlled, to include tracking of work and delivery of submittals.
- 31.4.2.2. Component Two (2) Cost Control of the Construction:
 - 31.4.2.2.1. Describe how often you make estimates of probable costs to construct the project as design progresses and compare these to the budget for the project.
 - 31.4.2.2.2. Describe what corrective actions you can take if it appears that the budget will be exceeded or that the project scope can be achieved at a much lower cost than what was discussed during negotiations.

31.4.3. Project Team and Firm Work load:

- 31.4.3.1. Describe how your firm will handle its anticipated work load and meet Lee County's contractual obligation for this project.
- 31.4.3.2. At what percentage of capacity is the firms current and anticipated work load during this project?
- 31.4.3.3. Assign personnel with the ability to make final decisions on the firm's behalf; who will be available at all times for consultation in regard to the project.

32. PHASE 1 DEVELOPMENT: (LOI Section 6, Evaluation Category 4.) During the first phase the selected firm will work with Lee County staff to evaluate the site, identify the project objectives, and to develop a detailed design program. This design program will describe all characteristics of the facility including, but not limited to:

- 32.1. The types and quantities of collection materials.
- 32.2. The requirements for collection display and storage.

- 32.3. The size, type, functional relationships, and vertical/horizontal arrangement of building spaces.
 - 32.4. The requirements for staff and public area furnishings and finishes.
 - 32.5. A quantitative determination of sustainable design and energy performance objectives.
 - 32.6. The requirements for lighting systems.
 - 32.7. The requirements for mechanical equipment and systems.
 - 32.8. The requirements for telecommunication and other information technology systems.
 - 32.9. A comprehensive evaluation of existing County-provided telecommunications infrastructure.
 - 32.10. The objective description of proposed building automation system(s).
 - 32.11. A comprehensive evaluation of all available utility infrastructures.
 - 32.12. A comprehensive evaluation of all regulatory and jurisdictional requirements which may affect the project and its development process.
 - 32.13. The development of a comprehensive project schedule.
 - 32.14. During this first phase of work the selected firm may be called upon to participate in meetings with the public and local government officials to solicit their input and project objectives. Additionally, the selected firm will work with a County selected construction manager to assure the project design goals may be achieved within the project budget.
- 33. PHASE 2 DESIGN: (LOI Section 6, Evaluation Category 4.)** The second phase of the work will consist of developing design documents in conformance with the approved design program and other information gathered during the first phase. During this second phase, the selected firm will develop design documents to include:
- 33.1. Alternative space studies.
 - 33.2. Collection distribution options.
 - 33.3. The evaluation of and recommendations for proposed library equipment including automated materials handling systems.
 - 33.4. The schematic design of all proposed buildings and site improvements.
 - 33.5. The recommendations for all staff and public area furnishings and finishes.
 - 33.6. The recommendations for and selection of lighting types and lighting systems.
 - 33.7. The recommendations for and schematic design of all mechanical equipment and systems.
 - 33.8. The schematic design of all building automation systems.
 - 33.9. The recommendations for and schematic design of all telecommunications and other information technology systems.
 - 33.10. The recommendations for and schematic design of all improvements to existing utility infrastructure.
 - 33.11. The preliminary development of a comprehensive interior design package including all furnishings, signage, and finish material selections.
 - 33.12. During the second phase of work the selected consultant will apply, obtain, and manage all required applications from all regulatory agencies that have jurisdiction over these sites.
 - 33.13. The selected firm will also cooperate with the selected construction manager to adjust the design as necessary to assure the project may be achieved within the available construction budget.
- 34. PHASE 3 SOLICITATION: (LOI Section 6, Evaluation Category 4.)** The third phase of work will consist of working with the Construction Manager at Risk (CMR) and County to develop the final plans and specifications necessary for use in construction of these projects. These construction documents will cover all architecture, interior design, library equipment, structure, civil, plumbing, mechanical, electrical, fire protection, building security, book security, telecommunications wiring, and other systems. This phase will also include submission of any remaining applications for regulatory agencies approvals.

35. PHASE 4 CONSTRUCTION MANAGEMENT: (LOI Section 6, Evaluation Category 4.) The fourth phase of the work will consist of assisting Lee County in administration of the construction management contract during construction of these projects.

36. PROJECT SCHEDULE:

36.1. A preliminary project schedule is given in the following. This schedule may be adjusted as the project program is developed.

<u>Event</u>	<u>Approximate Timeline</u>
Design and Permitting	9 months
Construction	15 months
Anticipated Opening to the Public	Fall, 2018

37. ADDITIONAL CONSULTANT REQUIREMENTS: (LOI Section 6, Evaluation Category 4)

37.1. The Consultant shall be responsible for the professional quality, technical accuracy and the coordination of all designs, drawings, specifications and other services furnished by the Consultant. The Consultant shall also, without additional compensation, correct or revise any errors or deficiencies in its designs, drawings, specifications, and other services that may surface throughout the project to include the construction phase.

37.1.1. All original designs, drawings, specifications, and services rendered by the Consultant and paid for by the County shall be the property of the County to use in any manner it may deem appropriate.

37.1.2. Drawings and specifications reproduced by the County for permitting purposes shall be signed and sealed by the Consultant as a basic service.

37.1.3. Upon completion of the project the Consultant shall furnish to the County a complete record set of as-built (record) drawings. The County shall be the owner of said documents; however, the Consultant may retain copies thereof. In the event the County uses any designs, drawings, or plans prepared by the Consultant for any purposes other than the project, the Consultant shall not be liable for such uses of the designs, drawings or plans.

38. REIMBURSABLE EXPENSES: (if applicable)

38.1. Reimbursable expenses are to be included in the basic services and include expenses incurred by the Consultant and the Consultant's employees and Consultants in the interest of the project.

38.1.1. Expense of reproductions, postal and handling of drawings, specifications, and other documents. It is anticipated that the County will reproduce the drawings and specifications at their own cost.

38.1.2. If authorized in writing in advance by the County, expenses of overtime work requiring higher than regular rates.

38.1.3. Expense of models and mock-ups requested by the County in the negotiation of the contract will be included in the basic service fee and will not be a reimbursable.

38.1.4. The Consultant may employ mechanical, electrical, plumbing, and fire protection engineering; interior design services; program and design consulting services; which professionals shall be deemed sub-consultants to the Consultant and not in privy with the County. The cost of employing these Consultants shall be included in the fee for basic services. If requested by the County to address special needs, the Consultant shall provide a listing of specialty tradespersons required to complete the requested Scope of Services.

- 38.1.5. The Consultant shall be solely responsible for the services rendered by the Sub-consultants, and all warranties, indemnifications, and hold harmless provisions of this agreement shall apply to the same extent to the services of such Sub-consultants, as if performed by the Consultant hereunder, it being the intent that the Consultant perform and be responsible for all of the services rendered hereunder.
- 38.1.6. The Consultant shall submit monthly statements for his services in proportion to the work performed within each phase of services on the basis set forth herein.
- 38.1.7. Payment of work will be done commensurate with the work being completed regardless of title. Example: CAD work pays at CAD operator level.

39. LOCAL VENDOR PARTICIPATION: It is Lee County's desire to maximize the use of local consultants and sub-consultants.

40. PROJECT TEAM: Project team member(s) or changes thereof must be approved in writing by the County.

End of section.

Major Insurance Requirements

Minimum Insurance Requirements: *Risk Management in no way represents that the insurance required is sufficient or adequate to protect the vendors' interest or liabilities. The following are the required minimums the vendor must maintain throughout the duration of this contract. The County reserves the right to request additional documentation regarding insurance provided*

- a. **Commercial General Liability** - Coverage shall apply to premises and/or operations, products and completed operations, independent contractors, contractual liability exposures with minimum limits of:

\$1,000,000 per occurrence
\$2,000,000 general aggregate
\$1,000,000 products and completed operations
\$1,000,000 personal and advertising injury

- b. **Business Auto Liability** - The following Automobile Liability will be required and coverage shall apply to all owned, hired and non-owned vehicles use with minimum limits of:

\$1,000,000 combined single limit (CSL)

- c. **Workers' Compensation** - Statutory benefits as defined by FS 440 encompassing all operations contemplated by this contract or agreement to apply to all owners, officers, and employees regardless of the number of employees. Workers Compensation exemptions may be accepted with written proof of the State of Florida's approval of such exemption. Employers' liability will have minimum limits of:

\$500,000 per accident
\$500,000 disease limit
\$500,000 disease – policy limit

- d. **Errors and Omissions** - Coverage shall include professional liability insurance, to cover claims arising out of negligent acts, errors or omissions of professional advice or other professional services.

\$1,000,000 combined single limit (CSL) of BI and PD

**The required minimum limit of liability shown in a; b; c; may be provided in the form of "Excess Insurance" or "Commercial Umbrella Policies." In which case, a "Following Form Endorsement" will be required on the "Excess Insurance Policy" or "Commercial Umbrella Policy."*

Verification of Coverage:

1. Coverage shall be in place prior to the commencement of any work and throughout the duration of the contract. A certificate of insurance will be provided to the Risk Manager for review and approval. The certificate shall provide for the following:

- a. **The certificate holder shall read as follows:**

**Lee County Board of County Commissioners
P.O. Box 398
Fort Myers, Florida 33902**

- b. ***“Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials” will be named as an "Additional Insured" on the General Liability policy, including Products and Completed Operations coverage.***

Special Requirements:

1. An appropriate "Indemnification" clause shall be made a provision of the contract.
2. It is the responsibility of the general contractor to insure that all subcontractors comply with all insurance requirements.

a) Special Conditions:

These are conditions that are in relation to this solicitation only and have not been included in the County standard Terms and Conditions or the Scope of Work.

None at this time.

Forms

REQUIRED FORMS

These forms are required and should be submitted with all proposals. If it is determined that forms in this selection are not applicable to your company or solicitation they should be marked “N/A or Not Applicable” across the form in large letters and returned with your submission package.

Form # Title/Description

1 *Solicitation Response Form (LOI Section 7)*

The corporate or mailing address must match the company information as it is listed on the Florida Department of state Division of Corporations. Attach a copy of the certification from <http://www.sunbiz.org> . All signatures must be by an authorized company representative

2 *Affidavit Certification Immigration Laws (LOI Section 7)*

Form is acknowledgment that the proposer is in compliance in regard to Immigration Laws. *Reference*

3 *Survey (LOI Section 5, Evaluation Category 3--to be returned by respondents)*

Provide this form to a minimum of three references. The reference respondents will need to return this forms to the buyer listed on the form. This form will not be turned in with the proposal package

1. In the “Subject” block enter the name of the project the Proposer completed for that reference respondent
2. “Section 2” enter the name of the Proposer
3. The reference respondent should complete “Section 3” and return directly to Lee County Procurement Management. Reference survey should not be returned by the Proposer.
4. A minimum of 3 reference responses must be returned. Responses are due:
Non-CCNA solicitations: Only the awarded proposer(s) will be required to provide reference responses. Responses are due no later than 7 calendar days after the Notice of Award or Notice of Intent.
CCNA and other evaluated proposals: All proposers are required to provide reference responses no later than 7 calendar days after the opening or two days prior to the first evaluation meeting, whichever is sooner.
Failure to obtain reference surveys may make your company non-responsive.
5. “Section 4” is for the reference to print and sign name.

4 *Negligence or Breach of Contract Disclosure Form (LOI Section 7)*

The form may be used to disclose any litigation that your company may be a part of involving negligence or breach of contract over the past ten years. You may need to duplicate this form to list all history. This should include at a minimum, litigation for similar projects completed in the State of Florida. Under part 6 of the form the final action needs to include in whose favor the litigation was settled and was a monetary amount awarded. Please do not write N/A on this form. If you have no litigation, enter “None” in section 3 of the form. If the proposer has more than 10 lawsuits, you may narrow them to litigation of the company or subsidiary submitting the solicitation response. See the form for further instruction and what to do if you have no litigation history in the past ten years. You may also submit the information in a table format if you have a large number of litigations to list. Simply put “See Attached Listing” in the block number 3.

5 *Affidavit Principal Place of Business (LOI Section 7)*

Certifies proposer’s location information. Local Vendor Preference and Location Point values are excluded when prohibited by grant or funding source. (In such cases form will be informational only.)

6 *Sub-Contractor List (LOI Section 7)*

To be completed and returned when sub-contractors are to be utilized and are known at the time of the submission.

7 *Proposal Label (Required form)*

Self explanatory. Please affix to the outside of the sealed submission documents.

Proposer Checklist (not a required form)

Self explanatory.

Form#1 – Solicitation Response Form



LEE COUNTY PROCUREMENT MANAGEMENT
SOLICITATION RESPONSE FORM

Date Submitted _____ Deadline Date: 3/15/2016

SOLICITATION IDENTIFICATION: CN-160170/LD

SOLICITATION NAME: Professional Services: North Fort Myers & Bonita Springs Libraries

COMPANY NAME: _____

NAME & TITLE: (TYPED OR PRINTED) _____

BUSINESS ADDRESS: (PHYSICAL) _____

CORPORATE OR MAILING ADDRESS: _____

[] SAME AS PHYSICAL

ADDRESS MUST MATCH SUNBIZ.ORG

E-MAIL ADDRESS: _____

PHONE NUMBER: _____ FAX NUMBER: _____

NOTE REQUIREMENT: IT IS THE SOLE RESPONSIBILITY OF THE VENDOR TO CHECK LEE COUNTY PROCUREMENT MANAGEMENT WEB SITE FOR ANY ADDENDA ISSUED FOR THIS PROJECT. THE COUNTY WILL POST ADDENDA TO THIS WEB PAGE, BUT WILL NOT NOTIFY.

In submitting this proposal, Proposer makes all representations required by the instructions to Proposer and further warrants and represents that: Proposer has examined copies of all the solicitation documents and of the following addenda:

No. _____ Dated: _____ No. _____ Dated: _____
No. _____ Dated: _____ No. _____ Dated: _____

Collusion Statement: Lee County, Fort Myers, Florida

The undersigned, as Proposer, hereby declares that no person or other persons other than the undersigned are interested in this solicitation as Principal, and that this solicitation is submitted without collusion with others; and that we have carefully read and examined the specifications or scope of work, and with full knowledge of all conditions under which the services herein is contemplated must be furnished, hereby propose and agree to furnish this service according to the requirements set out in the specifications or scope of work for said service for the prices as listed on the county provided price sheet or (CCNA) agree to negotiate prices in good faith if a contract is awarded.

Tax Payer Identification Number _____

(1) Employer Identification Number -OR- (2) Social Security Number:

** Lee County collects your social security number for tax reporting purposes only

Please submit a copy of your registration certificate establishing your firm as authorized to conduct business in the State of Florida, as provided by the Florida Department of State, Division of Corporations. Please refer to website:

www.sunbiz.org

ALL PROPOSALS MUST BE SIGNED, SEALED (IF APPLICABLE) AND EXECUTED BY A CORPORATE AUTHORITY

Where Proposer is a Corporation, add:

Company Name: (Name printed or typed)

Authorized Proposer: (Name printed or typed)

(Seal)

Authorized Signature and Proposer Title

Attest: (Secretary name printed or typed)

Secretary Signature:



AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

SOLICITATION NO.: **CN-160170/LD**

SOLICITATION NAME: **Professional Services: North Fort Myers & Bonita Springs Libraries**

LEE COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT (“INA”).

LEE COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. **SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY LEE COUNTY.**

PROPOSER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: _____

Signature Title Date

STATE OF _____
COUNTY OF _____

The foregoing instrument was signed and acknowledged before me this _____ day of _____
20____, by _____ who has produced
(Print or Type Name)
_____ as identification.
(Type of Identification and Number)

Notary Public Signature

Printed Name of Notary Public

Notary Commission Number/Expiration

The signee of this Affidavit guarantee, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made. **LEE COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**



Lee County Procurement Management
REFERENCE SURVEY

[CN-160170/LD Professional Services: North Fort Myers & Bonita Springs](#)

Section 1

FROM:		BUYER: Lori DeLoach
COMPANY:		DATE: March 1, 2016
PHONE #:		TOTAL # PAGES: 1
FAX #:		PHONE #: 239-533-5450 FAX #: 239-485-5460
EMAIL:		BUYER EMAIL: LDeLoach@LeeGov.com

SUBJECT: Reference for work completed regarding (Proposer project name):

You as an individual or Your company has been given as a reference on a project identified above.
 Description of Lee County Project: This scope of services entails providing architectural programming, architectural design, multi-disciplinary engineering design and construction contract administration services for the North Fort Myers and Bonita Springs Libraries.

Section 2 **Proposer name** (reference is being provided for): _____

Section 3	"YES" OR "NO"
1. Was the scope of work performed similar in nature?	
2. Did this company have the proper resources and personnel by which to get the job done?	
3. Were any problems encountered with the company's work performance?	
4. Were any change orders or contract amendments issued, other than owner initiated?	
5. Was the job completed on time?	
6. Was the job completed within budget?	
7. On a scale of one to ten, ten being best, how would you rate the overall work performance, considering professionalism; final product; personnel; resources. Rate from 1 to 10. (10 being highest)	
8. If the opportunity were to present itself, would you rehire this company?	
9. Please provide any additional comments pertinent to this company and the work performed for you:	

Section 4 PLEASE COMPLETE AND RETURN TO THE ATTENTION OF: **Lori DeLoach**
 Email LDeLoach@Leegov.com FAX # 239-485-5460

Reference Name (Print Name) _____ Please submit non-Lee County employees as references

Reference Signature _____



**ALLEGED NEGLIGENCE OR BREACH
OF CONTRACT DISCLOSURE FORM**

Please fill in the form below. Provide a sheet for each incident that has occurred over the past 10 years. Please complete in chronological order with the most recent incident on starting on page 1. Please do not modify this form or submit your own variation.

1.	Your Company Name			
2.	Type of Incident	Place an "X" in the appropriate block.	Alleged Negligence	Breach of Contract
3.	Date of Incident			
4.	Who Took Action Against Your Company? (Include name, City, and State)			
5.	What was the initial circumstance for this action?			
6.	What was the final outcome of this action? (who prevailed)			

Make as many copies of this sheet as necessary in order to provide a 10 year history of the requested information. Provide this sheet to your primary partners listed in your proposal. If there is no action pending or action taken in the last 10 years, write 'NONE' on the line 3 of this page and return it with the company name completed.

Page Number: of

Update the page number to reflect the current page and the total number of pages. If you must use a separate sheet to continue an explanation please reference the page and item number on the separate sheet. Example: Page 3, Item 5.

Alternate Reporting: If you have more than 10 lawsuits, report the most recent 10 lawsuits. This may be done on a spreadsheet. Please include the name of the information requested above. (Do not include litigation with your company as the plaintiff). Final outcome should include whether a monetary settlement was made. The amount may remain anonymous. In the blocks above enter, "See Enclosed Spreadsheet" if you use this alternate method.



AFFIDAVIT PRINCIPAL PLACE OF BUSINESS

Local Vendor Preference (Non-CCNA)
(Lee County Ordinance No. 08-26)
Location Identification (CCNA)

Instructions: Please complete all information that is applicable to your firm

Company Name: _____

Printed name of authorized signer _____

Title _____

⇒
Authorized Signature _____

Date _____

The signee of this Affidavit guarantee, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made. **LEE COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

Notary:
State of _____
County of _____

The foregoing instrument was signed and acknowledged before me this _____ day of _____

20 _____ by _____ who has produced

_____ as identification (or personally known)
Type of ID and number

⇒
Notary Public Signature _____

Notary Commission Number and expiration _____

- 1. **Principal place of business is located within the boundaries of:**
 - _____ Lee County
 - _____ Collier County
 - _____ Non-Local

Local Business Tax License # _____

2. Address of Principal Place of Business: _____

3. Number of years at this location _____

4. Have you provided goods or services to Lee County on a regular basis within the past 3 consecutive years
_____ Yes* _____ No *If yes, attach contractual history for past 3 consecutive years

Cut along the outer border and affix this label to your sealed solicitation envelope to identify it as a “Sealed Proposal”.

PROPOSAL DOCUMENTS • DO NOT OPEN	
SOLICITATION No.:	CN-160170/LD
SOLICITATION TITLE:	Professional Services: N. Ft. Myers & Bonita Springs Libraries
DATE DUE:	03/15/2016
TIME DUE:	Prior to: 2:30 PM
SUBMITTED BY:	_____
	<small>(Name of Company)</small>
e-mail address	Telephone
DELIVER TO:	Lee County Procurement Management 1825 Hendry Street 3 rd Floor Fort Myers FL 33901
<i>Note: proposals received after the time and date above will not be accepted.</i>	



PLEASE PRINT CLEARLY

Proposer Check List

LEE COUNTY PROCUREMENT MANAGEMENT -
PROPOSER CHECK LIST

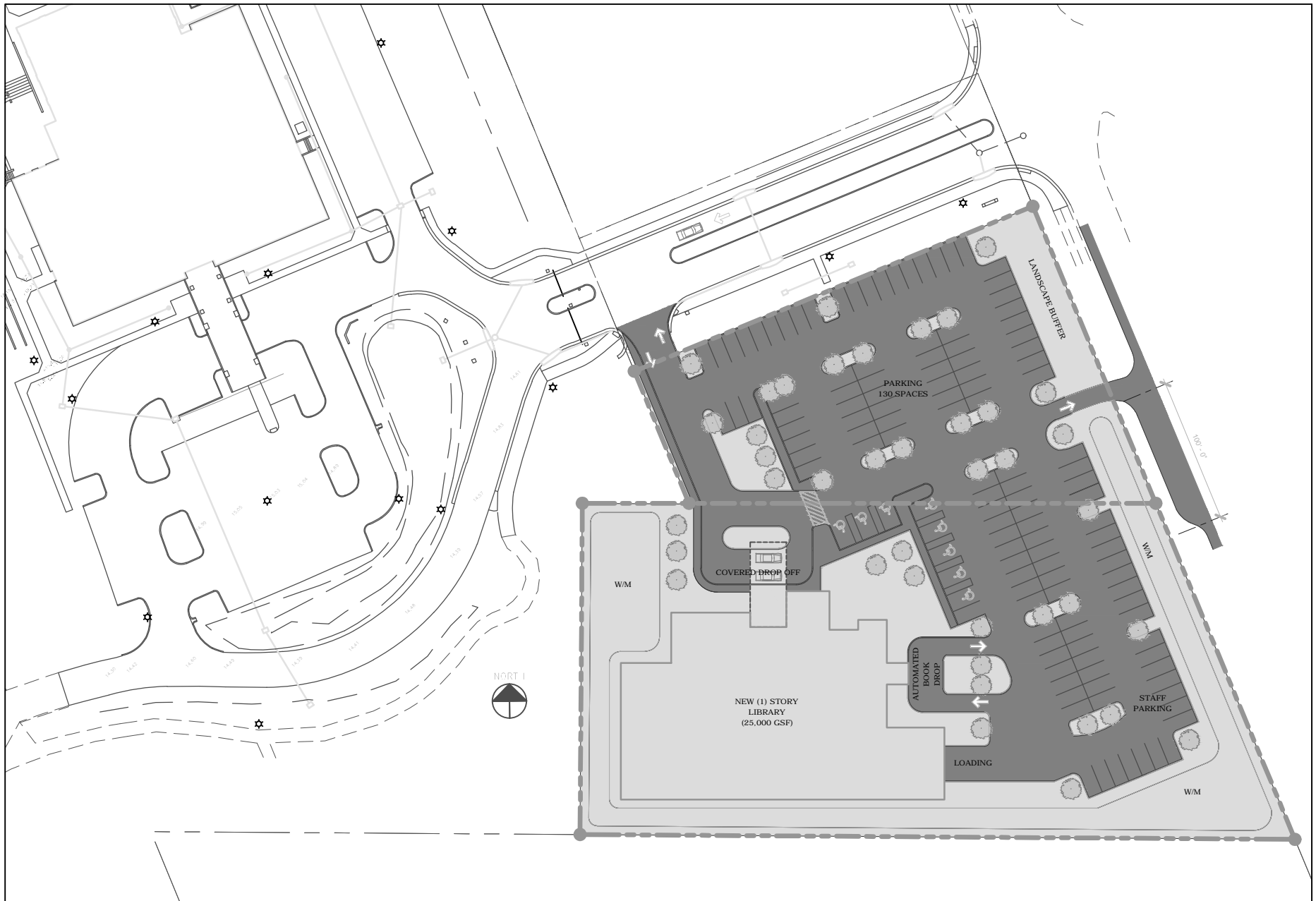
IMPORTANT: Please check off each of the following items as the necessary action is completed:

1	The Solicitation has been signed and with corporate seal (if applicable).
2	Letters of Interest must be submitted either by delivery to the Procurement Management Office OR as a single email attachment (in unzipped Adobe PDF format) sent to ContractsInBox@leegov.com If submitting via hard copy the original must be a manually signed original. Include additional copies, if specified, in the Solicitation documents. (6 hard copies for CN & 1 electronic)
3	All addendums issued, if any, have been acknowledged in the space provided.
4	Licenses (if applicable) have been inserted.
5	Erasures or other changes made to the Solicitation document have been initialed by the person signing the Solicitation.
6	Required Form: Provided a copy of corporate registration from www.sunbiz.org
7	Required Form 1: Solicitation form completed
8	Required Form 2: Affidavit Certification Immigration Laws, Signed and Notarized
9	Required Form 3: Reference Surveys have been sent to reference respondents
10	Required Form 4: Negligence or Breach of Contract disclosure, completed or marked None
11	Required Form 5: Affidavit Principal Place of Business
12	Required Form 6: Sub-contractor List, complete is sub-contractors will be utilized
13	Form 7: Solicitation Label, completed and affixed to proposal documents, if hard copy is provided The mailing envelope MUST be sealed and marked with: Solicitation Number Opening Date and/or Receiving Date
14	The mailing envelope has been addressed to: ADDRESS Lee County Procurement Mgmt. 1825 Hendry St 3 rd Floor Ft. Myers, FL 33901
15	The Solicitation will be mailed or delivered in time to be received no later than the specified <u>opening date and time.</u> (If solicitation is not received prior to deadline it cannot be considered or accepted.)
16	All modifications have been acknowledged in the space provided

****This form is not required to be returned with your solicitation, but used as a tool when responding to the solicitation.**



**CONCEPTUAL SITE PLAN
BONITA SPRINGS REGIONAL LIBRARY**



CONCEPTUAL SITE PLAN
 NORTH FORT MYERS LIBRARY