

**REQUEST FOR QUALIFICATIONS
FOR
DESIGN BUILD
4TH FLOOR ADDITION – PHASE 2
PORT OF PALM BEACH DISTRICT
RIVIERA BEACH, FLORIDA**

1. Sealed Qualifications for **4TH Floor Addition – Phase 2** at the Port of Palm Beach will be received by the Owner, PORT OF PALM BEACH DISTRICT (“Port”), until **2:00 p.m.**, local time **November 29, 2007**, at One East 11th Street, Engineering Department, 4th Floor, Riviera Beach, Florida 33404 (“Port Offices”). Qualifications received after this time will be returned unopened. The list of submitters will be read aloud shortly thereafter.
2. This project (“Project”) is a Design Build project under Florida Statutes Section 287.055(9) (c) as applicable to political subdivisions selecting a firm based upon the competitive proposal process as adopted by the Port of Palm Beach District. The Project consists generally of a Design Build delivery for the interior build-out of a portion of the 4th floor of the Port of Palm Beach’s Maritime Office Complex. Interior build-out will be for the offices, HVAC distribution, plumbing, electrical distribution, communications wiring and the connection of Systems Furniture with power.
3. Project Manuals, which shall include but not be limited to Design Build Criteria prepared by the Design Build Criteria Professional selected by the Port defining the scope of the work for the Project, the Request for Qualifications, Instructions to Submitters and Instructions to Bidders, will be available on **November 6, 2007**, at 10:00 a.m. at Port Offices, for \$35.00.
4. The selection process will include short listing by Design Build Evaluation Committee based upon a submission of Qualifications in response to the Instructions to Submitters. Short listing shall be to not less than three firms; provided, however, that where less than three firms submit Qualifications, all firms shall be deemed short listed, and the process shall proceed with such lesser number as though such firms had been short listed. The Qualifications will be scored using a weighting method as set forth in the Instructions to Submitters. Short listing will occur at a public meeting at 10:00 a.m. on **December 6, 2007**, at Port Offices. If a pre-Bid meeting is scheduled, all short listed firms will be notified and required to attend. Short listed firms will submit their Bids by 2:00 PM on **January 8, 2008, twenty (20)** business day thereafter, at which time they will be opened and read aloud. Bids received after this time will be returned unopened. Bids will include a Technical Design Proposal and a Price Proposal, and other matter as set forth in the Instructions to Bidders, including the Bid Security as set forth in Paragraph 5, below. Bids will be scored using a weighting method as set forth in the Instructions to Submitters. At a public meeting to be subsequently noticed, the Board of Commissioners will select the Bid that best serves the interests of the Port, with the Board reserving the right to reject any and all Bids.

5. Each Bid shall be accompanied by Bid Security in the form of a surety company Bid Bond, cashiers or certified check, drawn upon any State or National Bank in Florida, payable to the Port in an amount not less than five percent (5%) of the amount of the Total Base Bid Amount. Any bid received without Bid Security will be rejected and returned. Bid Security will be returned to all except the successful Bidder within seven (7) days after the Port has awarded the Contract, or if no Contract has been awarded, within ninety (90) days after the date of opening of Bids, or upon demand of Bidder at any time thereafter, so long as it has not been notified of acceptance of its Bid. The Bond executed by the Bidders shall be issued by a Surety Company licensed to do business in the State of Florida. If the Bidder to whom the Contract is awarded does not execute the Contract and furnish the required documentation within ten (10) days of the date of Notice of Award, the Bid Security shall be paid to the Port as liquidated damages. The Bidders agree with the Port that the amount of Bid Security fairly and reasonably represents the amount of damages the Port will suffer due to the failure of the Bidder to fulfill its obligations required herein.
6. Submitters will be permitted to withdraw their Qualifications at any time prior to opening of Qualifications. Bidders will be permitted to withdraw their Bids at any time prior to Bid opening.
7. The successful Bidder shall be required to execute Performance and Payment Bonds in the amount of one hundred percent (100%) of the Contract amount. The bonds are subject to approval by the Port and shall be in the form provided by Florida Statutes Section 255.05.
8. The Port will not award a Contract to any Bidder who cannot prove to the satisfaction of the Port that they have a minimum of five (5) years of experience in the type of construction called for in the Contract Documents and is financially able and organized to successfully carry out the Work covered by the Contract Documents in the required time. Bidder must have a valid Florida general contractor's license and all Florida licensure required for the performance of any architectural or engineering services to be performed in connection with the design and/or inspection aspects of the Project, at time of Bid opening for the Work to be performed, in order for their Bid to be considered. A copy of the Bidder's licenses in the name of the Bidder shown on the Bid Proposal Page, must be submitted with the Bid. Should Bidder's license and certification not be current as referenced in this paragraph, the Bid shall be rejected.
9. Sealed Qualifications and Bids shall be addressed to the Port of Palm Beach District and plainly marked "QUALIFICATIONS FOR 4TH FLOOR OFFICE ADDITION – PHASE 2" or "BID FOR 4TH FLOOR OFFICE ADDITION – PHASE 2", as the case may be, on the outside of the envelope. The submitter's name and address shall also be included on the outside of the envelope.
10. The Bidder agrees that the Bid shall be good, and may not be withdrawn for a period ending the later of **120 calendar days** after Bid Opening, or the execution of the Contract between the successful Bidder and the Port.

END OF REQUEST FOR QUALIFICATIONS