



REQUEST FOR PROPOSALS
In Accordance with FL 287.055 Consultants Competitive Negotiations Act
(CCNA)
COVER SHEET

TAMPA BAY REGIONAL PLANNING COUNCIL
SEAN SULLIVAN, EXECUTIVE DIRECTOR
4000 GATEWAY CENTER BLVD., SUITE 100
PINELLAS PARK, FL 33782

TITLE: MACDILL AFB MILITARY INSTALLATION RESILIENCY REVIEW PROJECT

SUBMITTAL DUE DATE: Monday, October 11th, 2021

CONTRACT AMOUNT: \$350,000

PART I – PROJECT BACKGROUND AND GENERAL INFORMATION FOR RESPONDENTS

1. GENERAL INFORMATION

The Tampa Bay Regional Planning Council (“TBRPC”) is soliciting a Request for Proposals (RFP) from qualified firms to provide Engineering Services for a Military Installation Resiliency (“MIR”) Review for MacDill Air Force Base in Tampa, Florida. **It is anticipated that a time and materials contract will be awarded to the selected Respondent in the estimated amount of \$350,000.**

The mission of the TBRPC is to serve our citizens and member governments by providing a forum to foster communication, coordination, and collaboration in identifying and addressing issues and needs regionally. TBRPC was established as Florida’s first regional planning council in 1962 when representatives from St. Petersburg, Clearwater, and Tampa recognized the need for regional coordination. They believed growth and community issues extend beyond county and municipal boundaries, a concept that still defines the Council’s purpose today. TBRPC is one of ten regional planning councils in Florida.

The region’s six counties, Citrus, Hernando, Hillsborough, Manatee, Pasco and Pinellas are required by law to exercise regional cooperation through membership on the TBRPC. Other municipal members are Bradenton, Clearwater, Dade City, Dunedin, Gulfport, Largo, Madeira Beach, New Port Richey, Oldsmar, Palmetto, Pinellas Park, Plant City, Safety Harbor, Seminole, South Pasadena, St. Pete Beach, St. Petersburg, Tampa, Tarpon Springs, Temple Terrace and Treasure Island. These governments are represented on the Council by elected officials appointed by their local boards. They comprise two thirds of the Council’s membership. The Governor appoints additional members, making up the remaining third of the Council. There are also four ex-officio members representing the Southwest Florida Water Management District, the Florida Department of Transportation and Environmental Protection, and Enterprise Florida.

TBRPC’s specific duties include maintaining Future of the Region: A Strategic Regional Policy Plan for the Tampa Bay Region, environmental management, water quality and emergency preparedness planning, protection and restoration of the Tampa Bay estuary, economic analysis, coastal zone management, housing and infrastructure analysis, hurricane evacuation and recovery planning, development of regional impact review, local government comprehensive plan review, cross acceptance, dispute resolution, and review of transportation plans.

2. PURPOSE OF RFP

The TBRPC is seeking consulting engineering services to review climate vulnerabilities, critical infrastructure, intergovernmental coordination opportunities, community engagement and impacts to military and civilian populations. The TBRPC prioritized action to promote and enhance climate resiliency through the formation of the Tampa Bay Regional Resiliency

Coalition in 2018 to facilitate and promote regional coordination of climate resiliency efforts. The selected consultant will assist the TBRPC in preparing a report concerning Military Installation Resiliency (“MIR”). A preliminary Scope of Services of the MIR Project is attached in Part VI hereof.

Respondents should have an established reputation and documented successful experience in providing Engineering services. The Respondent selected is expected to have appropriately experienced staff and resources to provide comprehensive and reliable services regarding the MIR Project and will be required to demonstrate this via the submittal documents and/or associated interviews, if deemed necessary.

The MIR Project is anticipated to begin in the first quarter of FY 2022 (October 2021) with an anticipated performance period of 18 months. It is anticipated that a time and materials contract will be awarded to the selected Respondent in the estimated amount of \$350,000.

3. GENERAL PREPARATION AND SUBMITTAL REQUIREMENTS

Respondents are expected to read and understand this RFP and associated documents in their entirety. Respondents should be able to perform the tasks outlined in the preliminary Scope of Services fully and in the timeline required. An inquiry period is provided for Respondents to request clarifications. Failure to do so will not relieve a successful Respondent of its obligations to furnish the services necessary to carry out all the requirements and provisions set forth in the contract.

Proposal forms must be signed in the legal name of the company or firm and by an officer or partner having authority to bind the company or firm by his or her signature.

One clearly marked original and three (3) additional hard copies of the proposal, and one digital copy (flash drive), shall be enclosed in a sealed envelope or carton clearly marked “MIR Project RFP Response” and delivered in person, by carrier or messenger, by U.S. Mail “certified”, to the attention of:

TAMPA BAY REGIONAL PLANNING COUNCIL
Cara Woods Serra, Comprehensive Resiliency Planner
4000 Gateway Center Blvd., Suite 100
Pinellas Park, FL 33782

Proposals must be delivered no later than:

Time: 4:00 PM EST
Date: 10/11/2021

If Respondents choose to submit Proposals electronically, TBRPC is not responsible for any technical problems in the electronic transmission and/or delay in receipt due to technical problems. Such electronic transmittal errors will not alter or effect the deadline date and time

for receipt of Proposals. Electronic Proposals should be delivered via email to: cara@tbrpc.org.

Late Proposals will not be considered. No Proposals can be withdrawn after the submission deadline without the written permission of TBRPC. Any inquiries, discrepancies or inconsistencies in the instructions or proposal requirements should be submitted via email to cara@tbrpc.org.

Written inquiries for additional information or clarifications will be accepted in writing at the above email address until **Monday, September 27, 2021**. TBRPC will respond via addendum regarding any discrepancy, omission or inconsistency and provide answers to inquiries. All such responses or changes will be in the form of a written addendum which, if issued, will be published at least five (5) days prior to the submittal due date. The addendum will be posted on TBRPC's web site at <https://www.tbrpc.org/rfp/>. Failure of any firm to receive any such addendum or interpretation shall not relieve said Respondents from any obligation contained therein.

4. **SIGNATURES**

The Proposal Signature page (see Part V Submittal Forms) must be signed by an individual with authority to sign on behalf of the firm. If signature is by an agent, other than an officer of the corporation or firm or a member of a partnership, a notarized power-of-attorney must accompany the Proposal.

5. **COMPLIANCE WITH LAWS, PERMITS**

The successful Respondent shall comply with all local, State, and Federal statutes, regulations, directives and orders as applicable to the services provided and offered to TBRPC.

6. **CONVICTED VENDOR, DISCRIMINATORY VENDOR LISTS, SCRUTINIZED COMPANIES LIST, AND E-VERIFY REQUIREMENT**

Pursuant to Subsections 287.133(2) and (3), Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

Pursuant to Subsection 287.134(2)(a), Florida Statutes, an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply

on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.

Pursuant to Section 287.135, Florida Statutes, a company that has been placed on the Scrutinized Companies with Activities in Sudan List; the Scrutinized Companies with Activities in the Iran Petroleum Energy Section List; or the Scrutinized Companies that Boycott Israel List or a company that engages in a boycott of Israel, is ineligible and may not submit a bid, proposal, or enter into or renew a contract with an agency for goods or services of \$1 million or more. At the time of submission of a proposal for a contract or contract renewal for goods or services of \$1 million or more, the company must certify that it is not on either such List and further that it does not have business operations in Cuba or Syria as required by Section 287.135(5), Florida Statutes.

Pursuant to Section 287.135, Florida Statutes, Respondent acknowledges that TBRPC has the option to terminate any contract for goods or services of \$1 million or more if the awarded company is found to have submitted a false certification as provided under Section 287.235 (5), been placed on the Scrutinized Companies with Activities in the Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or been engaged in business operations in Cuba or Syria

Pursuant to Section 287.135, Florida Statutes, Respondent acknowledges that TBRPC has the option to terminate any contract for goods or services of any amount if the awarded company is found to have or been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

E-Verify: In accordance with Section 448.095 Florida Statutes, the Awardee/Contractor/Consultant agrees to register with and utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired during the term of the award/contract for the services specified in the award/contract. The Awardee/Contractor/Consultant must also include a requirement in subcontracts that the subcontractor must register with and utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the award/contract term. If the Awardee/Contractor/Consultant enters into a contract with a subcontractor, the subcontractor must provide the Awardee/Contractor/Consultant with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. The Awardee/Contractor/Consultant shall maintain a copy of such affidavit for the duration of the award/contract. If TBRPC has a good faith belief that the Awardee/Contractor/Consultant has knowingly violated Section 448.09(1), Florida Statutes, TBRPC shall terminate the Contract with the Awardee/Contractor/Consultant, and the Contractor may not be awarded a contract with TBRPC for at least 1 year after the date on which the award/contract was terminated. The Awardee/Contractor/Consultant is liable for any additional costs incurred by TBRPC as a result of the termination of the award/contract. If TBRPC has a good faith belief that a subcontractor knowingly violated the law, but the Awardee/Contractor/Consultant has otherwise complied with the law, TBRPC shall promptly

notify the Awardee/Contractor/Consultant and order the Awardee/Contractor/Consultant to immediately terminate the award/contract with the subcontractor.

7. NOTIFICATION OF AWARD/RIGHT TO PROTEST

TBRPC will award a contract to the highest-ranking Respondent deemed most qualified to provide the services requested by this RFP. The awarded Consultant must be registered to do business in the State of Florida. Information regarding registration can be found at the Florida Department of State, Division of Corporations website at <http://dos.myflorida.com/sunbiz>. Notification of TBRPC's decision regarding this solicitation will be posted on TBRPC's website.

8. FAILURE TO FILE A PROTEST

Failure to file a protest within the time prescribed in section 120.57(3), Florida statutes, or failure to post a bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida statutes. This includes, but is not limited to, any objection to or protest of this Request for Proposal, Notice of Award, the form and content of the Proposals and/or the actions of TBRPC.

9. ACCEPTANCE AND RIGHT OF REJECTION

Respondent understands that Proposals are to remain open for an acceptance period of 120 (one-hundred twenty) days after the submittal due date for evaluation purposes. TBRPC reserves the right to reject all Proposals.

10. ADDITIONAL INFORMATION REQUIREMENTS

Prior to a recommendation for award, TBRPC will require the highest ranked Respondents to demonstrate qualifications to furnish the specified services. Respondents must be prepared to submit written information requested by TBRPC within five (5) business days of a request. TBRPC may review Respondent's prior experience, references and previous contracts for similar services.

11. TENTATIVE SCHEDULE

Below is the tentative schedule for this solicitation and award process. TBRPC reserves the right to modify this schedule if needed due to operational commitments.

Advertise Request for Proposal	<u>09/13/2021</u>
Inquiries Due	<u>09/27/2021</u>
Addendum Advertised	<u>09/29/2021</u>
Submittals Due to TBRPC	<u>10/11/2021</u>
Scoring of Submittals and Initial Ranking	<u>10/18/2021</u>
Short List	<u>10/20/2021</u>
Oral Presentations (If Applicable)	<u>10/29/2021</u>
Notice of Award Posting	<u>11/02/2021</u>

Award at Council Meeting
Negotiation of Contract

11/08/2021
11/15/2021

PART II – ADDITIONAL CONDITIONS

1. ADDENDA

The TBRPC reserves the right to revise or amend this RFP. Such revisions and amendments, if any, shall be announced by Addenda to this RFP. Copies of such Addenda shall be posted via link on the TBRPC webpage. Proposal due date shall be at least five (5) working days after the last Addenda.

2. MINOR IRREGULARITIES

The TBRPC reserves the right to either (1) waive any minor irregularities or clerical errors which are not material or which do not prejudice other Respondents; or (2) to reject any and all Proposals submitted as non-responsive. Conditional Proposals or those which take exception to any provision of the RFP may be considered non-responsive and may be rejected.

3. PUBLIC RECORDS

Each Respondent, by submitting a Proposal, acknowledges the TBRPC's legal obligation in accordance with Chapter 119 of the Florida Statutes, to respond to all public records requests in a timely manner and expressly waives any right to contest, impede, prevent or delay such disclosure, or to initiate any proceeding that may have the effect of impeding, preventing or delaying such disclosure, unless the Respondent establishes its right to a public records exception. It is the responsibility of the Respondent alone to establish its right to any such exception. Under no circumstances will TBRPC be responsible or liable to a Respondent or any other party as a result of disclosing any such information or materials.

Each Respondent may clearly mark each page of the Proposal that contains trade secrets or other confidential commercial or financial information which the Respondent believes should not be disclosed outside of the agency. Disclosure of requested information will be determined in accordance with Florida laws, rules and regulations. Respondents are informed that TBRPC is subject to the Florida Public Records and Sunshine Laws.

Each Respondent, by submitting a proposal acknowledges and agrees that if awarded a contract as a result of this Proposal the following conditions will be made a part of the contract.

- a. Consultant must keep and maintain all public records required by the TBRPC in order to perform services under this Contract.
- b. Upon request from the TBRPC's custodian of public records, Consultant shall provide the TBRPC with a copy of the requested public records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provide in Chapter 119, Florida Statutes, or as otherwise provided by law.
- c. Consultant shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by

law for the duration of the contract term and following completion of the contract if the Consultant does not transfer the records to the TBRPC.

- d. Upon completion of the contract, Consultant shall transfer, at no cost, to the TBRPC all public records in the possession of the Consultant, or keep and maintain public records required by the TBRPC to perform the service under this contract. If the Consultant keeps and maintains public records upon completion of the contract, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the TBRPC, upon request and in a format that is compatible with the information technology systems of the TBRPC.

4. **OWNER'S RIGHTS:**

The TBRPC reserves the right, in its sole and absolute discretion, to:

- a. Amend, suspend, or terminate this Request;
- b. Revise and modify, at any time prior to the Response due date, factors it will consider in evaluating Responses and to otherwise revise its evaluation methodology;
- c. Extend dates, time periods or deadlines in this Request;
- d. Reject any and all Responses in whole or in part which are non-conforming, non-responsive, or conditional Responses;
- e. Waive minor deficiencies, informalities, irregularities or defects;
- f. Suspend and/or terminate this procurement process at any time;
- g. Reissue the same Request or a different Request for this Project;
- h. Hold meetings and conduct discussions and issue correspondence with one or more of the Respondents to seek an improved understanding and evaluation of the Responses to this Request;
- i. Use assistance of outside advisors (e.g., technical, financial, procurement and legal advisors) in the evaluation process;
- j. Accept Responses that in its judgment will be in the best interest of the TBRPC;
- k. Suspend, discontinue and/or terminate negotiations at any time prior to the actual authorized execution of a contract by all parties;
- l. The TBRPC expressly reserves the right to exercise all rights available to it under this Section and other provisions of applicable Florida law pertaining to this Request without incurring any liability for costs, expenses or damages of any nature whatsoever suffered or incurred by any Respondent, team member or any other person.

5. **DISQUALIFICATION/REJECTION**

Without limiting the foregoing, the TBRPC may disqualify and reject any Respondent (including its sub-consultants, affiliates, partners and parent organizations) that:

- a. Fails to include information in its Response required by this Request;
- b. Engages in conduct prohibited by this Request;
- c. Fails to obtain the TBRPC's consent for any action when required by this Request;
- d. Is involved in pending litigation concerning the TBRPC or its Member Governments;
- e. Submits false or misleading information in its Response;
- f. Has a conflict of interest;
- g. Fails to disclose any information which, if disclosed, would materially adversely affect the TBRPC's evaluation of the Response; or
- h. Otherwise fails to comply with or breaches any material requirement of this Request.

6. **PROPOSAL COSTS AND EXPENSES**

All costs and expenses incurred by a Respondent, or any person working on behalf of a Respondent, in connection with the Request, including the preparation and submission of a Response, providing additional information, attendance at meetings, presentations or interviews, and any other actions taken by a Respondent in response to the Request shall be the sole responsibility of the Respondent. The TBRPC and its agents, officers and directors shall have no responsibility or liability for any costs, damages or expenses incurred by Respondent, team members or any other person as a result of this Request.

7. **NON-COLLUSION**

The Respondent shall declare that the only person(s) or party(s) interested in this Proposal are those named herein, that this Proposal is, in all respects, fair and without fraud, that is made without collusion with any official of TBRPC and that the Proposal is made without any connection or collusion with any person submitting another on the Contract included herein. By submitting a Response to this RFP, Proposer also represents that its Response has been prepared without collusion or fraud and in fair competition with other Proposers, without any restraint on free competition, and acknowledges that the TBRPC is acting in reliance upon that representation.

8. **NONCONFORMING**

A Proposal may be deemed nonconforming which contains omissions, erasures, alterations, or

additions of any kind, or which may be obviously unbalanced, or which in any manner shall fail to conform to the requirements provided for herein.

9. **PREPARATION AND REVIEW**

Proposers are solely responsible for conducting their own independent research and due diligence in the preparation of Proposals and the subsequent delivery of services under the Contract.

PART III – PROCESS AND EVALUATION INFORMATION

1. REQUEST FOR PROPOSAL PROCESS

TBRPC is soliciting Proposals from potentially qualified Respondents. Firms will be selected based on qualifications and project approach in accordance with the Consultants' Competitive Negotiation Act (CCNA), Section 287.055, F.S. Submittals will be scored and ranked according to the Scoring Criteria set forth below. To evaluate the Proposals, both written submittals and, if deemed necessary, oral presentations may be considered by a Selection Committee. TBRPC reserves the right to request additional information and clarification of any information submitted.

2. PROPOSAL EVALUATION PROCESS

Proposals will be evaluated by a TBRPC staff Selection Committee in accordance with the Sunshine Law. The Selection Committee members will score the proposals based on the Scoring Criteria below. Based upon compiled scores, the firms will be ranked, and a short list prepared of the top ranked Respondents. If held, interviews will be noticed and held in accordance with the Sunshine Law and will be used to clarify Proposal elements and/or have discussions. Respondents participating in this phase will be provided interview information. Written submittal and interview presentations may be considered to determine the best overall qualified Respondent to be recommended to the Council for award. A Notice of Intent to Negotiate and Award with the top recommended Respondent will be posted on TBRPC's website. Should TBRPC's representative fail to negotiate, with the firm determined to be the most qualified, a final Scope of Services and compensation arrangement which TBRPC considers to be fair, competitive and reasonable, negotiations with such firm shall be terminated and the authorized TBRPC representative shall then begin negotiations with the second most qualified firm. Such negotiations shall continue as described above until TBRPC has exhausted the order of short-listed firms. Failing an agreement with such firms, TBRPC may select additional firms in order of competency and qualifications as indicated in the Proposal evaluations until an agreement is reached, or TBRPC may modify or cancel the request for services or reissue the RFP. The initial scores of the written submittals to determine ranking will be based upon the categories, points and criteria as noted below.

3. WRITTEN SUBMITTAL SCORING CRITERIA:

Firms are encouraged to assemble complete, collaborative teams to develop and provide a Proposal that addresses all disciplines and all areas of expertise. It is the intent to recommend a list comprised solely of Engineering firms/teams that offer most, if not the entire spectrum of services required by the Scope of Services. For scoring purposes, the Selection Committee will only consider years of experience for staff whose time will be committed to the project.

Evaluation of the Proposals will be based on the following categories and allocation of points:

TOTAL POINTS = 100

A. Demonstrated ability, both qualitative and quantitative, to work with Department of Defense, military installations, federal, state and local government agencies, elected officials and staff, regional planning organizations, utilities, private sector stakeholders and community representatives **(Maximum 20 Points)**

Score	Criteria
0-6	Limited experience (less than 5 years)
9-13	Moderate experience (5-14 years)
16-20	Significant experience (exceeds 15 years)

B. Experience with threat and hazard identification, risk and vulnerability assessment, both qualitative and quantitative **(Maximum 15 points)**

Score	Criteria
0-4	Limited experience (less than 5 years)
7-11	Moderate experience (5-14 years)
12-15	Significant experience (exceeds 15 years)

C. Experience with community engagement, developing public-private partnerships, including with military installations **(Maximum 15 Points)**

Score	Criteria
0-4	Limited experience (less than 5 years)
5-11	Moderate experience (5-14 years)
12-15	Significant experience (exceeds 15 years)

D. Qualification of all key personnel who will be assigned to this Project **(Maximum 15 Points)**

Score	Criteria
0-4	Limited qualifications, experience and expertise of key personnel on the project team
5-11	Moderate qualifications and expertise of key personnel on the project team.
12-15	Significant qualifications and expertise of key personnel on the project team

E. Detailed explanation of how the Respondent will address and accomplish the Scope of Services (Part VI) within the required Project Schedule (Part VII) **(Maximum 30 Points)**

Score	Criteria
0-10	Limited explanation of how the project team will address and accomplish the Scope of Service, and/or lack of detail or unreasonable project schedule.
11-20	Moderate explanation of how the project team will address and accomplish the Scope of Service, and/or some detail and reasonable project schedule.
21-30	Significant explanation of how the project team will address and accomplish the Scope of Service, and detailed, reasonable project schedule.

Certified Minority Business Enterprise (5 points)

Score	Criteria
0	Respondent is not certified.
5	Respondent includes proper MBE Certification current at the time of submittal. MBE is defined by the Florida Statute 288.703. No MBE points for sub-contractors will be awarded.

Certified Minority Business Enterprise - Certification documents are to be submitted with the Proposal. Certification must be current at time of submittal and issued by a nationally recognized agency such as National Minority Supplier Development Council (NMSDC), Women's Business Enterprise Network Council (WBENC) or their respective state office or affiliate. Certificates are also acceptable if issued by the Florida Office of Supplier Diversity (OSD) or one of TBRPC's member governments.

4. **TIE SCORES**

In case of a tie, the highest scores in the highest weighted category shall prevail. Category scores will be compared in descending order until the tie is broken.

PART IV – PROPOSAL SUBMITTAL REQUIREMENTS & FORMAT

1. INSTRUCTIONS TO FIRMS

The Respondent's Proposal must be submitted in accordance with these instructions. Failure to follow these instructions could be cause for rejection of the proposal. Submittals should be tabbed and divided in accordance with the sections outline below for ease of review. Submittals must be in a font no smaller than 11 and adhere to the page limits set forth herein. Proposals may be two-sided and each side of type size 8 1/2" by 11" will equal one page.

PROPOSALS MUST INCLUDE THE FOLLOWING INFORMATION:

Section 1 – Transmittal Letter (limit 2 pages)

- a. Name and address of your firm and the contact individual authorized to execute agreements with the TBRPC.
- b. Briefly describe your firm's history, ownership, organizational structure, location of headquarters and other facilities.
- c. Describe the type of services provided by the firm, types of clients and length of time in the industry. Provide contact information for the project manager. Provide an overview of the firm's service capabilities.
- d. Complete Addenda and Proposal Signature pages and include in this section. (They will not be included in page count.)
- e. Complete E-Verify form and include in this section. (Not included in page count.)

Section 2 – MBE Certification (limit 2 pages)

- a. Attach evidence of Minority Business Enterprise Certification per Scoring Criteria or state/indicate that Respondent has no Certification.

Section 3 – Disclosures and Conflict of Interest: Provide the following statements/clarifications (limit 2 pages)

- a. State that your firm is not currently in violation of any regulatory rules and regulations that may have an impact on the firm's operations.
- b. Describe any past, pending, or threatened litigation, or regulatory action involving engineering services for design and/or construction projects provided by the Respondent or indicate if none are known to exist.
- c. State that the Proposal has been prepared independently without consultation or communication with any other Respondent for the purpose of restricting competition.
- d. Disclose any potential conflict of interest which would adversely affect the Respondent's ability to provide fair, loyal, and competitive services to TBRPC. Such disclosures shall include, but not be limited to, the Respondent's contractual obligations, property interests, or clientele relationship; or the property interests, contractual obligations or relationships of the Respondent's principals, officers, directors, employees, or agents which are directly or indirectly related to TBRPC and its operations.
- e. Identify current and previous (past 5 years) contractual relationships with TBRPC and

any of our member governments.

Section 4 - Organizational Chart & Project Team Availability (limit 2 pages)

- a. Include a chart graphic showing team organization, highlighting account/contract manager, key team member (prime, sub-consultants, sub-contractors, etc.) names (including Project Managers), associated company, primary office location, and identify team member's role, responsibility, or specialty.
- b. In addition, this section should include a description, table, or graphic of the availability of the key Project team members and sub-consultants/specialists.

Section 5 – Lead Project Manager Experience (limit 5 pages)

Briefly identify the following information for the person being listed as a project manager:

- a. Project Manager Name
- b. Title/Position
- c. Firm/Company
- d. Primary Office Location
- e. Education
- f. Licenses, Registrations, Certifications, Professional Affiliations
- g. Years of Relevant Experience
- h. Role & Responsibilities
- i. List examples of representative projects for the last five (5) years.

Section 6 – Key Project Team Members Experience (limit 5 pages)

Identify the following information for the key project team members:

- a. Team Member Name
- b. Title/Position
- c. Firm/Company
- d. Primary Office Location
- e. Education
- f. Licenses, Registrations, Certifications, Professional Affiliations
- g. Years of Relevant Experience
- h. Role & Responsibilities
- i. List examples of representative projects for the last five (5) years.

Section 7 – Additional Firm & Team Member Information and/or Resumes (limited to no more than a total of 20 pages)

Provide any additional supporting information.

Section 8 – Project Scope of Services and Schedule (limit 25 pages)

Provide a detailed explanation and schedule for how the Project Scope of Services will be addressed and accomplished on time and within budget. (See Parts VI and VII)

PART V – RFP SUBMITTAL FORMS

ADDENDA

The PROPOSER acknowledges that he has received Addenda Number(s):

Number	Addendum Title	PROPOSER Initials
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Number	Addendum Title	PROPOSER Initials
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Number	Addendum Title	PROPOSER Initials
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PROPOSER shall insert number and name of each addendum received and agrees that all addenda issued are hereby made a part of the RFP, and the PROPOSER further agrees that its PROPOSAL is submitted after consideration of said addenda.

NOTE: This form is to be completed and included in Section 1 of the Submittal with the cover letter.

SIGNATURE PAGE:

Firm Name

Firm Address

Authorized Signature

Print Name

Phone Number

Email Address

NOTE: This form is to be completed and included in Section 1 of the Submittal with the cover letter.

AUTHORIZED SIGNATURES

Proposer: Complete the applicable Acknowledgement for An Individual Acting in His Own Right, A Partnership, A Corporation, or a Limited Liability Corporation, (LLC) according to your firm type.

FOR AN INDIVIDUAL ACTING IN HIS OWN RIGHT

STATE OF _____
COUNTY OF _____

SWORN TO and subscribed before me by means of physical presence or online notarization,
this _____ day of _____, 20____, by _____
_____, acting in an individual capacity. He/she is personally known to me
OR has produced _____ as identification and did (did not) take an oath.

Notary Public Signature

Print Name

My Commission Expires: _____ (AFFIX NOTARY SEAL)

FOR PARTNERSHIP

STATE OF _____
COUNTY OF _____

SWORN TO and subscribed before me by means of physical presence or online notarization,
this _____ day of _____, 20____, by _____
_____, who is a partner on behalf of _____, a
partnership. He/she is personally known to me **OR** has produced _____ as identification and
did (did not) take an oath.

Notary Public Signature

Print Name

My Commission Expires:

(AFFIX NOTARY SEAL)

FOR A CORPORATION OR A LIMITED LIABILITY CORPORATION

STATE OF _____
COUNTY OF _____

SWORN TO and subscribed before me by means of physical presence or online notarization,
this _____ day of _____, 20____, by _____
_____, who is _____ (Title) of

_____ (Corporation Name) a corporation or limited liability corporation under
the laws of the State of _____, on behalf of the said corporation.. He/she is personally known
to me **OR** has produced _____ as identification and did (did not) take an oath.

Notary Public Signature

Print Name

My Commission Expires:

(AFFIX NOTARY SEAL)

TAMPA BAY REGIONAL PLANNING CONCIL
CONTRACTOR/CONSULTANT/VENDOR
E-VERIFY AFFIDAVIT

STATE OF _____
COUNTY OF _____

BEFORE ME, the undersigned authority, appeared _____, who first being
duly sworn hereby swears or affirms as follows:

1. I make this affidavit on personal knowledge.
2. I am over the age of 18 years and otherwise confident to make this Affidavit.
3. I am the _____ of

(the
“Contractor/Consultant/Vendor”).

4. I am authorized by _____ to make this Affidavit
on behalf of Contractor/Consultant/Vendor.

5. Contractor/Consultant/Vendor acknowledges that Section 448.09, Florida Statutes,
makes it unlawful for any person to knowingly employ, hire, recruit, or refer, for private or public
employment, an alien who is not duly authorized to work in the United States.

6. Contractor/Consultant/Vendor acknowledges that Section 448.095, Florida Statutes,
prohibits public employers, contractors, and subcontractors from entering into a contract unless each
party to the contract registers and uses E-Verify.

7. Contractor/Consultant/Vendor is in compliance with the requirements of Sections
448.09 and 448.095, Florida Statutes.

8. Contractor/Consultant/Vendor understands it shall remain in compliance with the
requirements of Sections 448.09 and 448.095, Florida Statutes, during the term of any contract with
TBRPC.

9. Contractor/Consultant/Vendor's subcontractors are in compliance with the requirements of Sections 448.09 and 448.095, Florida Statutes.

10. Contractor/Consultant/Vendor shall ensure compliance with the requirements of Sections 448.09 and 449.095, Florida Statutes, by any and all of its subcontractors.

11. Neither the Contractor/Consultant/Vendor, nor any subcontractor of Contractor/Consultant/Vendor, has had a contract terminated by a public employer for violating Section 448.095, Florida Statutes, within the year preceding the date of this Affidavit.

12. If the Contractor/Consultant/Vendor, or any subcontractor of Contractor/Consultant/Vendor, has a contract terminated by a public employer for any such violation during the term of any contract with TBRPC, it shall provide immediate notice thereof to TBRPC.

Signature of Affiant
on behalf of Contractor/Vendor

By: _____
As its: _____
Dated: _____

STATE OF _____
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of _____, 20____, by _____, on behalf of _____, who is personally known to me or who has produced _____ as identification.

Print Name: _____
Notary Public of the State of Florida

My Commission Expires:

PART VI –SCOPE OF SERVICES

TBRPC seeks Contractor support for the Project, including the following:

- Subject Matter expertise to conduct research, analysis, strategic guidance, advising, resolution strategies and outreach support.
- Additional technical services to complete planning tasks.
- Support for outreach, meetings, workshops, and other engagement activities with project stakeholders.
- Technical support services for developing maps of locations of resilience risks and impact in the study area that are readable within standard Geographic Information Systems (GIS) software (e.g., ESRI's ArcMap, etc.)

Task 1. Project Management

- 1) The selected consultant will, at a minimum: regularly schedule meetings and coordinate with TBRPC staff, DoD representatives, and the project team; identify and facilitate milestone meetings; and, submit monthly schedule, budget, and project status reports. The selected consultant will prepare a Project Management Plan (PMP) to include, at a minimum, the following elements:
 - a) Scope
 - b) Budget
 - c) Schedule of tasks, meetings, milestones, delivery dates
 - d) Regular (e.g, monthly) meetings and milestones
 - e) Expectations of TBRPC and stakeholder committee input (e.g. documents to be provided, coordination required, etc.)
 - f) Team structure, including subconsultants
 - g) Team member contact information, including names and locations of key staff
 - h) QA/QC plan
- 2) Deliverables
 - a. A project orientation workshop with the selected consultant, TBRPC staff, and DoD representatives to discuss the goals and tasks of the project and to establish working relationships among the installation representatives, TBRPC, and the selected consultant.
 - b. Project Team Meetings (at least 20)
 - c. Progress Reports (monthly and final)
 - d. Financial and other federal reports (4-6)

Task 2. Facilitate Base Community Engagement Process

The contractor shall handle the following as part of this Task:

- 1) The TBRPC will establish a Technical Advisory Committee, tasked with providing technical expertise on risks to critical infrastructure and services, and a Policy Committee, tasked with providing policy recommendations to mitigate risks to critical infrastructure. The contractor

will serve as the lead facilitator of all meetings of the Technical (“TAC”) and Policy Committees to be established by TBRPC and DoD OLDCC.

- 2) Coordinate with TBRPC staff on the development of agendas, meeting logistics (virtual and in-person to the extent possible), development of meeting materials.
- 3) Deliverables:
 - a. Attendance and coordination on Technical Committee Meetings (approximately 9 – 12)
 - b. Attendance and coordination on Policy Committee Meetings (approximately 3 – 4)

Task 3. Coordinate Technical and Policy Priorities Process

Under this Task, the Contractor shall handle the following:

- 1) Facilitate and determine analysis priorities.
- 2) Identify and scope sectors to be analyzed (infrastructure systems, transportation systems, communication systems, water and wastewater, power and other relevant sectors) to assess how climate hazards will impact critical services.
- 3) Identify and maintain resources on previous studies, data, and relevant reports as background information to Project Tasks.
 - a. TBRPC will provide digital copies of the previous studies, models and reports to the technical consultant.
 - b. Confirm preferred data sources and stakeholders for project research
 - c. Identify concerns and limitations for military installation research that will be incorporated in public facing deliverables.
 - d. Presentation on technical materials from research and report tasks.
- 4) Deliverables:
 - a. Priority Sector Analysis. Introductory presentations, straw proposal including selection criteria, draft and final report with final recommendations on sector selections.
 - b. Project Resources Archive.
 - c. Technical presentations
 - d. Draft and final interim white papers, memoranda, and reports.

Task 4. Research and Analysis of Threats and Vulnerabilities

Under this Task, the Contractor shall work with TBRPC staff, DoD installation representatives and other stakeholders to identify key threats and vulnerabilities, and possible priorities for mitigation. This will include handling the following two subtasks: Identify and Map Military Installation Resilience Threats and Prepare Vulnerability Assessments.

- 1) Subtask 4.1 Identify and Map Military Installation Resilience Threats

Under this Task, the Contractor shall handle the following:

- a. Develop Preliminary Outline for Identifying and Mapping Military Installation Resilience Threats and scope the project.
- b. Identify and gather regional climate studies, geospatial, and other relevant data and studies to identify hazards. Gather regional utilities, transportation, infrastructure, and other sector studies, in cooperation with TBRPC and the TAC.

- c. Establish analysis scope and priorities with DoD OLDCC, TBRPC, and the TAC and policy committee.
 - d. Scope the identified hazards, climate projections, and non-climate stressors to be included:
 - (1) Hazards should include current probability, frequency, intensity, and level impact. Hazards should include future probability and projected impact.
 - (2) Climate projections in general should include but are not limited to: sea level rise, increased temperatures, and precipitation predictions.
 - (3) Non-climate stressors may include but are not limited to: land use change, population and demographic change, and economic development patterns.
 - (4) Establish projected climate-risks time period to be evaluated with respect to previous analyses, studies, etc.
 - e. Deliverable content (e.g. key hazards, issues, gap identification, GIS maps, etc.) and format.
- 2) Subtask 4.2 Vulnerability Assessment
- Under this Task, the Contractor shall handle the following:
- a. Scope vulnerability assessment
 - (1) Scope study areas of the vulnerability assessment, GIS deliverables, and finalize geographical areas surrounding the military installation, and relevant sectors (transportation, energy, water, public spaces, buildings, critical services, etc.) hazards, climate projections, spatial data, etc. to be assessed.
 - (2) Determine climate scenarios based on hazards, timeframe, projections, etc.
 - (3) Scope stressors (i.e. lack of wastewater treatment plant, aging infrastructure, transportation access, population growth, few evacuation routes, interoperability, etc.)
 - b. Conduct vulnerability assessment
 - (1) Assess impact (short, medium and long term) on sectors and community. Determine ability to respond during an event.
 - (2) Determine adaptation capability (adaption measures, capital improvement plans human capital, built environment, financial resources, etc.).
 - (3) Conduct site visits. *Note contractor will work with TBRPC, DoD, and installation to determine when site visits will take place and how many (most likely a minimum of four site visits).*
 - (4) Conduct stakeholder workshop(s) to understand vulnerability and impacts.
 - (5) Take notes and summarize findings from workshop(s): See Task 3.
 - (6) Provide quarterly progress reports to TBRPC on project.
 - c. Develop GIS maps
 - d. Map out and identify emergency response capabilities and responsibilities of installation and surrounding communities
 - e. Identify existing and backup leadership responsibilities and capabilities
 - f. Develop implementation site-specific solutions and implementation strategy
 - (1) Assess feasibility of implementing site-specific solutions.

- (2) Work with DoD stakeholders to develop site-specific solutions and identify feasibility (cost analysis, structural and non-structural mitigation measure will be evaluated and compared).
 - (3) Develop recommendations and implementation plan.
 - (4) Identify recommendations and actions for DoD, stakeholders and relevant agencies to address shared responsibilities of climate risks. The Contractor will identify appropriate responsible parties, timelines of impacts, identification of priorities (short, mid-term, and long-term), estimated costs, a monitoring plan, appropriate financing mechanisms to implement the recommendations, and recommendations for an organization structure and process that promotes participants to continue collaboration on resilience issues beyond completion of the project.
 - (5) Conduct site visits where applicable to determine feasibility.
 - (6) Assess feasibility of implementing site-specific solutions.
 - (7) Handle verbal and written review and feedback on progress reports and draft analyses.
 - (8) Draft and provide periodic update to the Project Team and TAC.
- g. Deliverables:
- (1) Threat and Hazard Analysis. Introductory presentation, straw proposal including selection criteria, draft and final report with final recommendations on threats and hazards.
 - (2) Vulnerability Assessments. Introductory presentation, draft and final report with final recommendations.
 - (3) Data and Resources Archive.
 - (4) Technical presentations.
 - (5) Draft and final interim white papers, memoranda, and reports.

Task 5. Stakeholder Workshop(s)

- 1) Under this Task, the Contractor shall handle activities to conduct multiple workshops to facilitate the MIRR planning process.

The Contractor will:

- a) Work with TBRPC staff to define stakeholder workshop(s) goals, objectives, format, and anticipated outcomes.
 - b) Create summary outline with Project Team feedback
 - c) Brainstorm preliminary list of desired experts, work with TBRPC and military installations to develop stakeholder lists
 - d) Assist TBRPC staff to develop and draft final agendas
 - e) Serve as lead workshop facilitator
 - f) Facilitate workshop debriefing with Project Team
 - g) Solicit Project Team and TAC feedback
- 2) Deliverables
 - a. Workshops four (4)
 - b. Workshop agendas, materials

Task 6. Recommendations Memo for Final Report

- 1) The Contractor shall complete deliverables to facilitate the development of a final project report, including all of the activities listed below:
 - a. Complete Final Deliverables: Geospatial Data; High-level summary recommendations memo
- 2) Deliverables:
 - a) Geospatial data
 - b) High level recommendations memo; draft and final
 - c) Presentations (online or in person) of high-level recommendations (up to 6)

PART VII –PROJECT SCHEDULE

TBRPC envisions this Project to take approximately eighteen months from the date of award until final project closeout. The below schedule shows the significant milestones of the Project and includes team meetings for reviewing interim work products.

MONTH ONE:

- Identify Project Coordinator, Stakeholders, and Sub-Committees
- Begin RFQ and hold Initial Project Meeting

MONTHS ONE – FOUR:

- Select Consultants
- Develop work plans
- Sub-Committee meetings – Technical and Policy
- First quarter team meeting

MONTHS FOUR – EIGHT:

- Identify and scope sectors to be analyzed
- Identify and maintain resources on previous studies
- Conduct stakeholder workshops

MONTHS EIGHT – TWELVE:

- Identify and map Military Installation Resilience threats
- Conduct Resiliency Assessment and Vulnerability Assessment
- Conduct Stakeholder Workshops
- Second quarter team meeting

MONTHS TWELVE – SIXTEEN:

- Draft initial summary of recommendations
- Presentation to stakeholders of high-level recommendations

MONTH SEVENTEEN:

- Final team meeting
- Present deliverables and reports at the final team meeting

MONTH EIGHTEEN:

- Draft Final Report
- Accept Final Report