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ADDENDUM #2 – REQUEST FOR BEST AND FINAL OFFERS DESIGN-BUILD SERVICES FOR FIRE STATION #8 REQUEST FOR PROPOSALS (“RFP”) #: ENG/240952

Official copies of all solicitation documents may be obtained via electronic download from the City of Ocala’s e-procurement portal located at: <https://www.bidocala.com>

**** Copies of documents obtained from any other source are not considered official copies. ****

Addendum Publication Date: DECEMBER 16, 2024

Where to Submit Offers: City of Ocala’s E-Procurement Portal:
<https://www.bidocala.com>

Submission Deadline: DECEMBER 20, 2024 at 2:00 p.m. (EST)

Sealed electronic submissions shall be accepted up to the Submission Deadline. Submissions received after the deadline and/or transmitted to the City of Ocala outside of the e-procurement portal shall be rejected. The e-procurement portal’s timestamp shall be conclusive as to the timeliness of filing.

**Buyer Contact/
Direct All Inquiries To:** EILEEN MARQUEZ, SENIOR BUYER
E-Mail: emarquez@ocalafl.gov
Phone: (352) 629-8362

Notice to Proposers: The point of contact for all questions and issues relating to this Solicitation shall be the Buyer Contact identified above.

To ensure that your submission is deemed responsive, you are urged to request clarification or guidance regarding any issues involving this addendum **prior to submitting** your response.

The Best and Final Offer (BAFO) is an additional step in the procurement process designed to achieve better outcomes, in the best interest of the City, and can only be utilized once in a procurement process. Generally, a BAFO is requested where either:


- (a) All proposals submitted fail to sufficiently address the procurement requirements;
- (b) All proposals are in some respect otherwise unclear or deficient; or
- (c) All proposal costs are too high and/or not within the project budget estimate.

The opportunity to submit a BAFO shall only be issued to qualified proposers who have submitted substantially responsive proposals in response to the RFP. **If a best and final offer is not submitted in response to this Addendum, the offeror’s immediate previous offer will be construed as their best and final offer and scored accordingly utilizing the City’s objective formula.**

A. BACKGROUND

Request for Proposals Number: ENG/240952 was originally advertised beginning August 6, 2024, and closed at 2:00 p.m. on September 11, 2024. Three (3) responsive proposals were received.

On October 28, 2024, the City's Selection Committee convened for the publicly noticed Step One evaluation and ranking of proposers based upon qualifications, availability and experience. Proposer ranks and scores were posted on October 29, 2024, and all three proposers were shortlisted and found to be qualified to move on to Step Two of the evaluation process, as follows:

SELECTION COMMITTEE SCORING SHORTLISTED FIRMS			
			
Bid Name: DESIGN-BUILD SERVICES FOR FIRE STATION #8			
ProRFx ID: RFP08062400000206			Buyers: Eileen Marquez
Solicitation No: RFP# ENG/240952			Email: emarquez@ocalafl.org
Proposals: 3			Buyer Phone: 352-629-8362
10/29/2024 - Shortlisted Firms are:			
Dinkins Construction LLC, Oelrich Construction, Inc., D.E. Scorpio Corporation			
Proposer Name	Office Location	Scoring	Ranking
Dinkins Construction LLC	Ocala, FL	95.5	1
Oelrich Construction, Inc.	Jonesville, FL	93.00	2
D.E. Scorpio Corporation	Gainesville, FL	84.75	3
<i>Prepared by: Eileen Marquez</i>			

Envelope 2, containing Tab 3 (Design and Construction Approach and Process) and Tab 4 (Price Proposal) for each shortlisted Proposer, was distributed to Selection Committee members on October 29, 2024. The Price Proposals reflected in all three submittals exceeded the City's advertised Project Budget of \$3.5 Million inclusive of design, construction, furniture, fixtures, and equipment.

On December 5, 2024, Proposers were provided the opportunity to participate in an oral presentation and question and answer session with the City's Selection Committee. The Selection Committee convened for the Step Two evaluation and ranking process at the conclusion of the oral presentation session and issued scores for two of the three evaluation criteria, namely: (1) Proposal Quality (including clarity and understanding of Project and Objectives); and (2) Design and Construction Approach and Process. Pre-calculated objective scoring for the Price Proposal and Feasibility evaluation criterion was reserved pending the clarifying information received in response to this Addendum #2.

B. ADDENDUM PURPOSE

All Price Proposals submitted exceed the City's advertised Project Budget of \$3.5 Million. In an effort to seek clarification with regard to the submitted Price Proposals, the City has elected to proceed with requesting Best and Final Offers. This Addendum #2 to RFP No. ENG/240952 shall be issued only to previously shortlisted qualified Proposers. Except as revised by this Addendum #2 and Addendum #1, published August 27, 2024, the terms and conditions of RFP No. ENG/240952 remain in effect.

This Addendum #2 is effective upon electronic issuance via the City’s E-Procurement Portal, ProRFx. Any best and final offer received after the Submission Deadline or via any method outside of the City’s E-Procurement Portal as specified in this Addendum shall not be considered and the Proposer’s previous offer will be construed as their best and final offer and scored accordingly.

C. INFORMATION REQUIRED FOR BEST AND FINAL OFFER

1. Contents of the Line-Item Price Proposal

- a. As set forth in the original RFP, Price Proposals were required to include line-item costs for design and construction of the Project as described in the Scope of Work, including but not limited to design, plans approval, permitting, construction, certification, close-out, and start-up of the Project.
- b. Estimates were to include true estimated costs for design and construction services required to produce a three bay fire station as described in the RFP.
- c. In addition to all direct costs and expenses, the line-item cost proposal was required to include all other costs and expenses including, but not limited to, such costs as the Proposer's general, administrative and overhead costs; project management and supervisory costs; all fees, charges and taxes; labor, direct and indirect payroll costs; insurance and bond costs; cost of equipment, material, tools and transportation; and operating margin (profit).
- d. Any and all allowances should be itemized in the line-item Price Proposal.
- e. **Proposers are encouraged to review their original submittals and may submit revised line-item Price Proposals to reflect their most competitive pricing.** Revisions may include reductions, clarifications, or modifications in cost.
- f. **A Proposer is not required to revise its previously submitted line-item Price Proposal if they feel their original pricing represents its most competitive pricing.** In this case, the Proposer’s original pricing shall be used as the detailed basis for the BAFO Summary Sheet required by Section C(2) below.

2. Contents of the Best and Final Offer Summary Sheet

- a. To provide additional clarification to the line-item Price Proposals, the City now requests that Proposers complete the Best and Final Offer Price Proposal Summary document attached to this Addendum #2 to clarify and set forth their fixed Price Proposal in a specific format.
- b. Proposer’s Best and Final Offer Price Proposal Summary shall be supported by the line-item Price Proposal and shall include the following:

	SUMMARY TOTAL
A. Design/Pre-Construction Costs	
B. General Conditions Costs (inclusive of allowances for insurance, bonding, and permitting, as well as other indirect costs incurred during the performance of the Work)	
C. Construction Costs (inclusive of labor, materials, and equipment costs as well as other direct costs related to construction Work)	
D. Design-Builder Fee (if not included in General Conditions Costs. If so, insert "\$0" for the Summary Total)	
E. Design-Builder’s Contingency (if not included in General Conditions Costs. If so, insert "\$0" for the Summary Total)	
F. Furniture, Fixtures, and Equipment Allowance	\$244,900
Best and Final Offer for Design-Build of Fire Station #8	A+B+C+D+E+F

The summary values set forth above shall be supported by the pricing set forth in the Proposer’s line-item Price Proposal. The actual Contract Sum will be confirmed at the conclusion of the Design/Pre-Construction Phase and negotiation of the Agreement for Design-Build Services, but will not exceed this BAFO without Owner approval.

- c. **Submission of Best and Final Offers.** Proposers shall submit their response to this Request for Best and Final Offers electronically via the City’s E-Procurement Portal.
- d. **Additional Revisions.** Based on the nature of this Request for Best and Final Offers, amendments to the qualifications and technical aspects of previously submitted proposals (Tab 1, Tab 2 and Tab 3) are not warranted and will not be permitted. The qualifications and technical aspects have already been scored and will not be re-evaluated.
- e. **Oral Presentations.** Additional oral interviews will not be held.

D. EVALUATION AND SCORING FOR PRICE AND FEASIBILITY CRITERIA

Scores for the Project Cost and Feasibility evaluation criterion will be calculated objectively using the formula set forth below and added to the scores assessed by the Selection Committee during the meeting held on December 5, 2024, for: (1) Proposal Quality Including Clarity and Understanding of Project Objectives, and (2) Design and Construction Approach and Process. The Proposer receiving the highest cumulative average will be deemed the highest-ranked Proposer. The Proposer receiving the second highest cumulative average will be deemed the second highest-ranked Proposer, and so forth. Thereafter, the City will issue its Intent to Award and engage in negotiations with the highest ranked Proposer in accordance with RFP Section 4.5(d).

The lowest priced proposal shall receive the maximum points allowable for the Project Cost and Feasibility evaluation criteria (50 points). The lowest price is then divided, individually, by the other prices to determine the applied percentage. The percentage is then multiplied by the maximum points allowed. The weighted score shall be rounded to the nearest whole number.

The following is an example:

Proposer	Price Proposal	Applied Percentage	Maximum Score	Weighted Score
Firm A	\$ 142,500	95%	50	48
Firm B	\$ 140,000	97%	50	49
Firm C	\$ 135,500	100%	50	50
Firm D	\$ 141,250	96%	50	48
Firm E	\$ 138,750	98%	50	49