

# City of North Port



**PUBLIC SERVICES FACILITY PHASE II  
CONSTRUCTION MANAGER AT RISK**

**Request for Proposal No. 2022-36**

## PUBLIC NOTICE/ADVERTISEMENT

Notice is hereby given that the City of North Port will receive sealed proposals from legal entities authorized to do business in Florida for:

### **RFP NO. 2022-36 PUBLIC SERVICES FACILITY PHASE II – CONSTRUCTION MANAGER AT RISK**

It is the intent of the City of North Port to request proposals from experienced and qualified professional to provide Construction Manager (CM) at Risk services for new and existing public works facilities. Services include pre-construction and construction services for the Public Services Facility Phase II and existing public works facilities.

There will not be a Pre-Submittal Conference for this project. Please send any questions to my email address below.

### **SUBMITTAL DUE DATE: *September 14, 2022, NO LATER THAN 2:00 PM***

*We are strongly encouraging the use of Delivery Services and/or couriers such as FedEx or UPS to deliver your sealed solicitations to: Finance Department/Purchasing Division, City of North Port, 4970 City Hall Boulevard, Suite 337, North Port, FL 34286. Proposals received after this date and time will not be opened.*

### **EVALUATION AND RANKING: *October 4, 2022, AT 2:00 PM***

*The Selection Committee shall evaluate and rank the proposals submitted. This meeting is open to the public and will be held at the City of North Port City Hall, 4970 City Hall Boulevard, Suite 244, North Port, Florida, 34287.*

Information regarding this project may be viewed and downloaded from DemandStar's website at [www.demandstar.com](http://www.demandstar.com) or through the link provided on the city web site at [www.cityofnorthport.com](http://www.cityofnorthport.com) (after 8/15/2022, please use [www.northportfl.gov](http://www.northportfl.gov)). Proposal documents are also posted on the City FTP site at <https://www.cityofnorthport.com/filesshare> (after 8/15/2022, please use <https://www.northportfl.gov/filesshare>) (select the Purchasing Folder and scroll to Project RFP 2022-36); however, addendums are only posted on [www.demandstar.com](http://www.demandstar.com). If you have any questions, concerns, or problems accessing the proposal package using the link, please contact Alla V. Skipper, CPPB, Senior Contract Administrator at 941.429.7172. Requests for additional information or clarification must be submitted in writing email to [purchasing@cityofnorthport.com](mailto:purchasing@cityofnorthport.com) (after 8/15/2022, please use [purchasing@northportfl.gov](mailto:purchasing@northportfl.gov)). Responses will be provided to all known submitters in writing through the addenda process. No verbal requests will be honored. Responses will be provided to all known submitters in writing through the addenda process. No verbal requests will be honored. The last day for questions is **SEPTEMBER 6, 2022, at 2:00 PM.**

The City of North Port does not discriminate on the basis of race, color, national origin, sex, age, disability, family or religious status in administration of its programs, activities or services.

### **PUBLISH: AUGUST 12, 2022**

[www.cityofnorthport.com](http://www.cityofnorthport.com)  
[www.demandstar.com](http://www.demandstar.com)

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**STATEMENT OF NON-SUBMITTAL**

If you **do not** intend to submit a proposal on this service, please return this form to the address below immediately.

We the undersigned have declined to submit a proposal on the requested service for: **2022-36: PUBLIC SERVICES FACILITY PHASE II - CONSTRUCTION MANAGER (CM) AT RISK** for the following reason(s):

- Insufficient time to respond to the solicitation.
- We do not offer this service.
- Our schedule would not permit us to perform.
- Unable to meet bond/insurance requirements.
- Specifications or Scope of Service are unclear (explain below).
- OTHER (please specify below).

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Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_

**Note: Statement of Non-Submittal may be faxed to 941.429.7173 or e-mailed to [purchasing@northportfl.gov](mailto:purchasing@northportfl.gov)**

## PART I – GENERAL INSTRUCTIONS

### 1. PURPOSE:

#### A. Intent of RFP:

The City of North Port hereinafter referred to as the “City” desires to contract for Professional Services. It is the intent of the City of North Port, Florida, to request proposals from experienced and qualified proposers to provide construction management (CM) pre-construction and construction services. CM will coordinate with the design team to evaluate the 2008 Space Needs Analysis and assist in the development of the design criteria for Phase II of the Public Services Facility. Services include coordination in the review of the 2008 Space Needs Analysis as the design team ensures its suitability for a projected 30-year growth, assist in the development of design criteria for the Road and Drainage Operations and Maintenance Division, Solid Waste Division, and outdoor repair facility for Fleet Maintenance Division. Coordinate with the design team on the design and permitting for Phase II of the Public Services Facility as well as the evaluation of the uses of the existing public works facilities and prepare budget cost estimates at each phase of design for the construction. CM may be called upon to assist with City Commission presentations and exhibits of the proposed expansion.

#### B. BACKGROUND:

The existing public works facility is operating over capacity and is in need of expansion. A Space Needs Analysis was performed in 2008 and Phase I, primarily consisting of the Fleet Maintenance Facility, was constructed in 2010. Replacement of the existing Road and Drainage Operations Facility and Solid Waste Facility is needed to accommodate growth. Property on the East side of the Creighton Waterway adjacent to the existing Public Works Facility was recently acquired by the City for the Road and Drainage District Operations Facility.

### 2. CONTRACT AWARD/TERM:

The City anticipates entering into one (1) contract with the firm who submits the proposal judged to be most advantageous to the City. The Proposer understands that this RFP does not constitute an agreement or a contract with the Proposer. A proposal is not binding until proposals are reviewed and accepted by the North Port City Commission and both parties execute a contract.

### 3. DEVELOPMENT COSTS:

The City shall not be liable for any expense incurred in connection with preparation of a response to this Request for Proposal. Proposers should prepare a straightforward and concise description of the Proposer’s ability to meet the requirements of the RFP.

### 4. DEFINITIONS:

**AGREEMENT:** The term "Agreement" shall refer to the Agreement that may result from this Request for Proposal.

**CITY:** The term "City" shall refer to The City of North Port, Florida, or its City Commission, or City Manager or his Designee, as applicable.

**CONSULTANT/ENGINEER:** The term “CONSULTANT” OR “ENGINEER” shall refer after award, said Proposer/Firm will be referred to as the consultant/engineer.

**DUE DATE AND TIME:** The term “Due Date and Time” shall refer to the due date and time listed in the Notice of Availability and Timetable of this Solicitation.

**PROPOSAL/REPLY/SUBMITTAL:** The term "Proposal", “Reply” and “Submittal” The complete response of the

Proposer to the RFP, including properly completed forms and supporting documentation.

**PROPOSER:** The terms “Proposer” or “the Firm” or “the Broker of Record” shall refer to anyone submitting a Proposal in response to this Request for Proposal.

**PROPOSAL FORMS:** The term “Proposal Forms” shall mean the forms required to be submitted in accordance with this Request for Proposal.

**REQUEST FOR PROPOSAL:** The terms "Request for Proposal", “RFP”, or “Solicitation” shall mean this Request For Proposal, including all exhibits, attachments and addendums as approved by the City, and amendments or change orders issued by the Procurement Department.

**RESPONSIVE PROPOSAL/REPLY/SUBMITTAL:** Is a reply submitted by a responsive and responsible Respondent which conforms in all material respects to the solicitation.

**RESPONSIBLE RESPONDENT:** A person, company or entity which determined to have the capability in all respects to fully perform the agreement requirements and has the integrity and reliability which will assure good faith performance.

**SPECIFICATIONS:** The term “Specifications” shall mean any technical requirements specified in this Request For Proposal or any addendum or other document issued by the City specifying technical requirements of the Work/Service.

**SUBCONSULTANT/SUBCONTRACTOR:** The term "Subcontractor" and “Sub-consultant” shall refer to any person, firm, entity, or organization, other than the employees of the Successful Proposer, who contract with the Successful Proposer to furnish labor, or labor and materials, in connection with the Work or Services to the City, whether directly or indirectly, on behalf of the Successful Proposer.

After award of contract - Changes to the originally proposed project team (Consultant Key personnel, Sub-consultants, Sub-consultant Key personnel, Principle, etc) shall be submitted to the City in writing. Acceptance of the change shall be the sole discretion of the City. In the event the City does not approve the amended project team, the City has the option to terminate the contract. The City will reimburse the awarded Consultant for the work completed up to the time of termination.

**TIME OF COMPLETION:** Time in which the entire work shall be completed.

**WORK:** The terms "Work", “Scope of Work”, "Services", “Program”, “Project”, or “Engagement” shall refer to all matters and things that will be required to be done by the Successful Proposer in accordance with entirety of the scope of work required by this RFP including all terms and conditions of this Solicitation.

## 5. INQUIRIES:

The City will not respond to oral inquiries. Proposers may submit written inquiries via e-mail regarding this RFP to [Purchasing@northportfl.com](mailto:Purchasing@northportfl.com) (see Public Notice/Advertisement page for e-mail references). The last day for questions is **September 6, 2022, at 2:00 p.m.**

The City will record its responses to inquiries and any supplemental instructions in the form of written addenda. All written addenda will be issued through DemandStar’s website at [www.demandstar.com](http://www.demandstar.com). It shall be the responsibility of the Proposer, prior to submitting their proposal, to contact the Purchasing Office to determine if addenda were issued, acknowledging, and incorporating them into their proposal.

6. **PRE-PROPOSAL MEETING:** There is no pre-proposal meeting for this project.

7. **PROPOSAL SUBMISSION AND WITHDRAWAL**

The City will receive **SEALED** proposals with the following information ***clearly marked on the outside packaging (FedEx, UPS, USPS, etc.): "RFP NO. 2022-36 PUBLIC SERVICES FACILITY PHASE II – CONSTRUCTION MANAGER (CM) AT RISK"*** at the address below:

**City of North Port**  
**Alla V. Skipper, CPPB, Senior Contract Administrator**  
**4970 City Hall Boulevard, Suite 337**  
**North Port, Florida 34286**

Proposals received after the established deadline will not be opened. Proposers may withdraw their proposals by notifying the City in writing at any time prior to the due date. Proposals not so withdrawn shall, upon opening, constitute an irrevocable offer for a period of one hundred and eighty (180) calendar days to provide the City the services set forth in these specifications until one or more of the proposals have been accepted by the City Commissioners. Proposal documents are exempt from public record for a period of thirty days or a Notice of Intent to Award is issued whichever comes sooner per Chapter 119, as amended, of the Florida Statutes.

8. **PRESENTATIONS/DISCUSSIONS:** The Selection Committee may conduct discussions with firms of the Committee's choosing, regarding their qualifications, approach to the project, and ability to furnish the required services. The City will not be liable for any costs incurred by the Respondents in connection with such interviews/presentations (i.e. travel, accommodations, etc.). The discussions/presentations/interviews are closed to the public per Chapter 286, as amended, of the Florida Statutes.

9. **PROPOSAL RESTRICTIONS:**

In order to control the cost of preparation, submittal will be restricted to the requirements as described in Part IV - "Rules and Instructions" for Preparing Proposals contained within this RFP.

- **EXAMINATION OF PROPOSAL DOCUMENTS/SITE:** Prior to proposal submission, Proposers shall carefully examine all provisions of this document, and all other related documents, including all modifications thereof, incorporated in the proposal package, plus fully informing themselves as to all existing conditions and limitations that affect the work to be performed under this contract.
- Discrepancies, omissions, or questions about the intent of the documents should be submitted to the Purchasing Division in written form as a request for interpretation no later than five (5) days prior to Proposal due date (or shall be verbally addressed at the pre-proposal conference, if applicable).
- It shall be the responsibility of the proposer, prior to submitting their response, to either visit [www.demandstar.com](http://www.demandstar.com) to view the solicitation and download all issued addenda or contact the City of North Port Purchasing Division to determine if addenda were issued.
- Examination of Sites: Prior to submitting a proposal, each proposer shall attend the mandatory pre-proposal & site meeting, if required, and examine the all the site and all conditions thereon. All proposals shall be presumed to include all such existing conditions as may affect any work to be done in this agreement. Failure to familiarize himself with such conditions will in no way relieve the successful proposer from the necessity of furnishing any materials or performing any work that may be required to complete the work in accordance with the Specifications. **(There is no pre-proposal meeting).**

## 10. CONFLICTS WITHIN SOLICITATION

Where there appears to be a conflict between the any of the provisions in this solicitation or any addendum issued, the order of precedence shall be: the last addendum issued, Proposal Forms, Scope of Service, Plans, Permits, reports and then the General Terms and Conditions. It is incumbent upon the Proposer to identify such conflicts to the designated purchasing representative prior to the proposal response date.

## 11. DRUG FREE WORKPLACE

The City of North Port is a Drug Free Workplace. It is strongly suggested that the attached Drug Free Workplace Form be signed and returned to this office with the reply. The City grants a preference (following local preference, if applicable) to a business with drug-free workplace program, whenever two (2) or more Proposals are tied in the evaluation and ranking process. The Drug-free Workplace Vendor shall have the burden of demonstrating that its program complies with Section 287.087 of the Florida Statutes, and any other applicable state law. All Proposers are strongly recommended to submit the form entitled “**DRUG-FREE WORKPLACE AFFIDAVIT**”.

## 12. PUBLIC ENTITY CRIMES STATEMENT

In accordance with Florida Statutes §287.133(2)(a), “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 bid on a contract to provide any goods/services to a public entity, may not submit a bid on a contract with a public entity for construction or repair of a public building or public work, may not submit bids 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, for Category Two, for a period of 36 months from the date of being placed on the convicted vendor list.”

## 13. MINORITY, WOMEN, and VETERAN OWNED BUSINESS ENTERPRISE (M/W/VBE)

M/W/VBEs are encouraged to participate in the reply process. All M/W/VBEs 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 statewide and interlocal agreement certification, as provided for by Section 287.09431, Florida Statutes. A State of Florida MBE Certificate or interlocal agreement from an agency having an interlocal agreement with the State of Florida must accompany the proposal submission and the Certificate must be issued to the prime Consultant/Contractor to claim M/W/VBE status.

## 14. REGULATIONS:

Violation of any local, state or federal law in the performance of this Agreement shall constitute a material breach of this Agreement.

## 15. CANCELLATION:

The City Manager or Designee shall have the right to unilaterally cancel, terminate, or suspend this Agreement, in whole or in part, by providing the firm thirty (30) calendar days written notice by certified mail.

## 16. FISCAL NON-FUNDING CLAUSE:

In the event sufficient funds are not budgeted for a new fiscal period, the City shall notify the successful Proposer of such occurrence and the Agreement shall terminate on the last day of the current fiscal year without penalty or expense to the City.



## 17. RESERVED RIGHTS:

The City reserves the right to accept or reject any and all submissions, to accept all or any part of the submission, to waive irregularities and technicalities, and to request resubmission, for whatever reason or for no reason, if it is deemed in the best interest of the City.

The City, in its sole discretion, may expand the scope of work to include additional requirements. The City reserves the right to investigate, as it deems necessary, to determine the ability of any Respondent to perform the work or services requested. The Respondents upon request shall provide information the City deems necessary in order to make a determination.

## 18. EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

The City of North Port, Florida, in accordance with the provisions of Title VII of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all Respondents that it will ensure that in any Agreement entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit replies in response to this advertisement and will not be discriminated against on the ground of race, color or national origin in consideration for an award.

## 19. PERFORMANCE EVALUATION:

At the end of the Agreement, the receiving department will evaluate the successful Proposer's performance. This evaluation will become public record.

## 20. PAYMENTS:

The City shall pay the Consultant through payment issued by the Finance Department in accordance with the Local Government Prompt Payment Act of the Florida Statutes, Chapter 218, upon receipt of the Consultant's invoice and written approval of same by the City's Administrative Agent indicating that services have been rendered in conformity with this Agreement. The Consultant shall submit an invoice for payment to the City for those specific tasks that were completed during that invoicing period. For those specific services that were partially completed, progress payments shall be paid in proportion to the percentage of completed work on those specific services approved in writing by the City's Administrative Agent based on the percentage of the amount for those specific services. The Consultant's invoices shall be in a form satisfactory to the City of North Port Finance Department, who shall initiate disbursements.

## 21. INSURANCE REQUIREMENTS:

The successful firm shall be required to supply, at their cost, the following minimum insurance coverage:

A. Before performing any contract work, Consultant shall procure and maintain during the life of the Contract the insurance listed below, unless otherwise specified. The policies of insurance shall be primary and written on forms acceptable to the City and placed with insurance carriers approved and licensed by the Insurance Department in the State of Florida and meet a minimum financial AM Best and Company rating of no less than "Excellent." No changes are to be made to these specifications without prior written specific approval by the City Manager or designee. The City Manager or designee may alter the amounts or types of insurance policies required by this Contract upon agreement with Consultant.

- i. **Workers Compensation:** Coverage to apply for all employees at the statutory limits provided by state and federal laws. The policy must include proof of current Worker's Compensation coverage or Worker's Compensation exemption (notarized affidavit).

ii. **Comprehensive Commercial General Liability Insurance:** Occurrence form required. Aggregate must apply separately to this Contract. Minimum \$1,000,000 each occurrence; \$1,000,000 general aggregate; \$1,000,000 products and completed ops; and \$100,000 damage to rented premises. City of North Port to be named additionally insured.

iii. **Automobile Insurance:** To include all vehicles owned, leased, hired and non-owned vehicles. Proof of Commercial Auto Liability Insurance.

iv. **Professional Liability Insurance:** Professional liability or malpractice or errors and/or omissions insurance shall be purchased and maintained with a minimum \$1,000,000 per occurrence for this project with a \$1,000,000 policy term general aggregate. The City prefers all Professional Liability Insurance be written on an Occurrence Form; however, in the event that the professional liability insurance required by the Contract is written on a claims-made basis, Consultant warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained for a period of two (2) years or an extended reporting period (ERP) with tail coverage will be obtained and maintained for a period of two (2) years beginning at the time work under this Contract is completed.

v. **General requirements:** The City of North Port is to be named additional insured on the Comprehensive Commercial General Liability. Certification of same shall be required. All certificates of insurance must be on file with and approved by the CITY before commencement of any work activities under this Contract.

Any and all deductibles to the above referenced policies are to be the responsibility of the Consultant. The Consultant's insurance is considered primary for any loss regardless of any insurance maintained by the City. The Consultant is responsible for all insurance policy premiums, deductibles, or SIR (self-insured retentions) or any loss or portion of any loss that is not covered by any available insurance policy.

All insurance policies must be issued by companies of recognized responsibility licensed to do business in Florida and must contain a provision that prohibits cancellation unless the City is provided notice as stated within the policy. It is the Consultant's responsibility to provide notice to the City.

B. **WAIVER OF SUBROGATION:** All required insurance policies are to be endorsed with a waiver of subrogation. The insurance companies, by proper endorsement or thru other means, agree to waive all rights of subrogation against the City, its officers, officials, employees and volunteers, and the City's insurance carriers, for losses paid under the terms of these policies that arise from the contractual relationship or work performed by the Consultant for the City. It is the Consultant's responsibility to notify their insurance company of the Waiver of Subrogation and request written authorization or the proper endorsement. Additionally, the Consultant, its officers, officials, agents, employees, volunteers, and any subcontractors, agree to waive all rights of subrogation against the City and its insurance carriers for any losses paid, sustained or incurred, but not covered by insurance, that arise from the contractual relationship or work performed. This waiver also applies to any deductibles or self-insured retentions the Consultant or its agents may be responsible for.

C. **POLICY FORM**

i. All policies, required by this Contract, with the exception of Workers Compensation, or unless specific approval is given by Risk Management through the City's Purchasing Office, are to be written on an occurrence basis, shall name the City of North Port, its Commissioners, officers, agents, employees and volunteers as additional insured as their interest may appear under this Contract. Insurer(s), with the exception of Workers Compensation, shall agree to waive all rights of subrogation against the City of North Port, its Commissioners, officers, agents, employees or volunteers.

ii. Insurance requirements itemized in this Contract, and required of the Consultant, shall be provided by or on behalf of all subcontractors to cover their operations performed under this Contract.

The Consultant shall be held responsible for any modifications, deviations, or omissions in these insurance requirements as they apply to subcontractors.

iii. Each insurance policy required by this Contract shall:  
a. Apply separately to each insured against whom claim is made and suit is brought, except with respect to limits of the insurer's liability.

b. Be endorsed to state that coverage shall not be suspended, voided or cancelled by either party except after notice is delivered in accordance with the policy provisions. The Consultant is to notify the City Purchasing Office by written notice via certified mail, return receipt requested.

iv. The CITY shall retain the right to review, at any time, coverage, form, and amount of insurance.

v. The procuring of required policies of insurance shall not be construed to limit Consultant's liability nor to fulfill the indemnification provisions and requirements of this Contract. The extent of Consultant's liability for indemnity of the City shall not be limited by insurance coverage or lack thereof, or unreasonably delayed for any reason, including but not limited to, insurance coverage disputes between the Consultant and its carrier.

vi. The Consultant shall be solely responsible for payment of all premiums for insurance contributing to the satisfaction of this Contract and shall be solely responsible for the payment of all deductibles and retentions to which such policies are subject, whether or not the City is an insured under the policy.

vii. Claims Made Policies will be accepted for hazardous materials and such other risks as are authorized by the City's Purchasing Office. All Claims Made Policies contributing to the satisfaction of the insurance requirements herein shall have an extended reporting period option or automatic coverage of not less than two (2) years. If provided as an option, the Consultant agrees to purchase the extended reporting period on cancellation or termination unless a new policy is affected with a retroactive date, including at least the last policy year.

viii. Certificates of Insurance evidencing Claims Made or Occurrences form coverage and conditions to this Contract, as well as the Contract number and description of work, are to be furnished to the City's Purchasing Office (4970 City Hall Boulevard, Suite 337, North Port, FL 34286) prior to commencement of work AND a minimum of thirty (30) calendar days prior to expiration of the insurance contract when applicable. All insurance certificates shall be received by the City's Purchasing Office before the Consultant will be allowed to commence or continue work. The Certificate of Insurance issued by the underwriting department of the insurance carrier shall certify compliance with the insurance requirements provided herein.

ix. Notices of Accidents (Occurrences) and Notices of Claims associated with work being performed under this Contract shall be provided to the Consultant's insurance company and the City's Purchasing Office as soon as practicable after notice to the insured.

## 22. BONDS

Prior to approval of the GMP Amendment, CM shall provide to the City a Performance and Payment Bond (City Attorney template will be provide). The bonds shall be executed by the CM and a surety company authorized to do business in the State of Florida, in an amount no less than the GMP, which bond shall be conditioned upon the successful completion of all work, labor, services, and materials to be provided and furnished hereunder, and the

payment of all subcontractors, materialmen, and laborers. The City will only accept a Performance and Payment Bond from a surety with an A.M. Best rating of 'A-' (Excellent) or better for said bond. Said bond shall be subject to the approval of the City. In accordance with Section 255.05, F.S., the City may not make a payment to the CM until the CM has provided the City a certified copy of the recorded bond.

**23. INDEMNITY:**

The Consultant shall indemnify and hold harmless the City, its Commissioners, officers and employees, from all liabilities, damages, losses and costs (including, but not limited to, reasonable attorneys' fees and court costs, whether such fees and costs are incurred in negotiations, at the trial level or on appeal, or in the collection of attorneys' fees), to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Consultant, or Consultant's officers, employees, agents, and other persons employed or utilized by the Consultant in the performance of, or the failure to perform, the Agreement.

In the event of a claim, the City shall promptly notify the Consultant in writing by prepaid certified mail (return receipt requested) or by delivery through any nationally recognized courier service (such as Federal Express or UPS) which provides evidence of delivery, at the address provided for receipt of notices in this Agreement. Such notification may also be provided by fax transmission.

The City shall provide all available information and assistance that the Consultant may reasonably require regarding any claim. This agreement for indemnification shall survive termination or completion of the Agreement. The insurance coverage and limits required in this Contract may or may not be adequate to protect the City and such insurance coverage shall not be deemed a limitation on the Consultant's liability under the indemnity provided in this section. In any proceedings between the parties arising out of or related to this Indemnity provision, the prevailing party shall be reimbursed all costs, expenses and reasonable attorney fees through all proceedings (at both trial and appellate levels).

Nothing in this Agreement shall be deemed to affect the rights, privileges and immunities of the City as set forth in Florida Statute § 768.28.

**24. CONFLICTS OF INTEREST - CITY OFFICERS, EMPLOYEES OR BOARD MEMBERS:**

The Florida Code of Ethics regulates the ability of the City to contract with its public officers (including board members), employees, and their immediate relatives. Respondents shall disclose any such potential conflicts on the provided Conflict of Interest Form. Respondents are responsible for reviewing Florida Statute §112.313 to determine whether they may have a conflict. If Respondent is in doubt as to their ability to contract with the City, they shall seek a conflict of interest opinion from the City Manager or their designated representative prior to submittal of a response.

**25. DISCLOSURE FORM FOR CONSULTANT/ENGINEER/ARCHITECT:**

The purpose of this disclosure form is to allow the City to identify actual or potential 'financial' or 'other interests' (as defined in the form) which may adversely affect, or have the appearance of adversely affecting, the City's interest in the award of this contract. The City reserves the right to reject any proposal, terminate negotiations, or terminate any subsequent contract deemed to have an unacceptable conflict of interest.

**26. COLLECTION OF FEES, ASSESSMENTS AND TAXES:**

By acceptance of an Agreement, the Successful Contractor acknowledges compliance with the requirement that all delinquent and currently due fees, and taxes have been paid. The City may require verification and satisfaction of all delinquencies and currently due fees, assessment and taxes prior to submittal due date. City will conduct annual review for any fees, assessments and taxes.

**27. NON-DISCRIMINATION:**

The City of North Port does not discriminate on the basis of race, color, national origin, sex, age, disability, family or religious status in administration of its programs, activities or services. Pursuant to Subsection 287.134(2)(a), F.S., “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 Contractor under a contract with any public entity; and may not transact business with any public entity.”

**28. CONTACT PROHIBITION:**

All prospective Proposers are hereby instructed NOT to contact any member of the City of North Port Commission, City Manager, or City of North Port staff member other than the authorized City contact person identified in this Solicitation, or their designated Procurement staff member, regarding this solicitation package, or their submittal package, City's Intent to Award, or City's Intent to Reject (if applicable) at any time prior to the formal award for this project. Any such contact shall be cause for rejection of your submittal.

**29. STATE REGISTRATION REQUIREMENTS:**

Any Proposer required by Florida law to register to do business in this state shall either be registered or have applied for registration with the Florida Department of State in accordance with the provisions of Chapter 607, 608, 617, or 621, Florida Statutes, unless they are exempt. A copy of the registration/application will be required prior to award of an Agreement. Any partnership submitting a response to this solicitation shall have complied with the applicable provisions of Chapter 620, Florida Statutes.

**30. ASSIGNMENT:**

The Contractor shall not assign any interest in this Agreement and shall not transfer any interest in same (whether by assignment or novation) without prior written consent of the City Manager or designee, except those claims for the money due or to become due the Contractor from the City under this Agreement may be assigned to a financial institution or to a trustee in bankruptcy without such approval from the City. Notice of such transfer or assignment due to bankruptcy shall be promptly given to the City.

**31. AMENDMENT:**

This Agreement constitutes the sole and complete understanding between the parties and supersedes all agreements between them, whether oral or written with respect to the subject matter. No amendment, change or addendum to this Agreement is enforceable unless agreed to in writing by both parties and incorporated into this Agreement. The City Manager or designee may agree to amendments that do not increase compensation to Contractor. The City Commission shall approve all increases in compensation under the Agreement.

**32. DECLARATION OF EXEMPTION FROM PUBLIC RECORD:**

Pursuant to Florida Statute § 119.071 (1)(b)(2), all submittals are exempt from public record until such time as the City provides notice of an intended decision or until 30 days after opening the replies, whichever is earlier.

**FLORIDA PUBLIC RECORDS LAW.** In accordance with Chapter 119 of the Florida Statutes, and, except as may be provided by Chapter 119 of the Florida Statutes and other applicable State and Federal Laws, all Proposers should be aware that the Proposal and the responses thereto are in the public domain and are available for public

inspection and copying. If the Proposer is asserting that certain information in its proposal is confidential and/or proprietary and/or exempt from public disclosure, then the Proposer is required to do the following: (1) identify, with specificity, the information which the Proposer asserts is confidential and/or proprietary and/or exempt from public disclosure, (2) place such information (including any applicable electronic media on which such information is contained) in a sealed envelope that is separate from the Proposer's other proposal documents, (3) clearly label the envelope that contains the confidential, proprietary and/or exempt information as follows: "EXEMPT FROM PUBLIC DISCLOSURE" with Proposer's name and the Bid number marked on the outside, and (4) specifically cite the applicable Florida Statute(s) that exempts such information from public disclosure - such citation must be placed on the sealed envelope and also on a separate document contained within the sealed envelope along with any relevant explanations. The envelope that contains the Proposer's confidential/proprietary/exempt information must be submitted with the Proposer's other proposal documents.

Proposer is advised that failure to follow the aforementioned instructions may result in Proposer's alleged confidential/proprietary/exempt information being disclosed to the public. All submittals received in response to this Bid will become the property of the City of North Port and will not be returned. In the event of an award, all documentation produced as part of the contract will become the exclusive property of the City.

Be aware that the designation of an item as exempt from public disclosure by a Proposer may be challenged in court by any person or entity. By designation of material in your Bid submittal as exempt from public disclosure, Bidder agrees to defend the City of North Port (and its employees, agents and elected and appointed officials) against all claims and actions (whether or not a lawsuit is commenced) related to Proposer's designation of material as exempt from public disclosure and to hold harmless the City of North Port (and its employees, agents and elected and appointed officials) for any award to a plaintiff for damages, costs and attorneys' fees, and for costs and attorneys' fees incurred by the City by reason of any claim or action related to you designation of material as exempt from public disclosure.

### **33. PUBLIC RECORDS:**

In accordance with Florida Statutes 119.0701, Contractor shall comply with all public records laws, and shall specifically:

1. Keep and maintain public records required by the CITY to perform the service.
  - a. The timeframes and classifications for records retention requirements must be in accordance with the General Records Schedule GS1-SL for State and Local Government Agencies. (See <http://dos.state.fl.us/library-archives/records-management/general-records-schedules/>).
  - b. "Public records" means and includes those items specified in Florida Statutes 119.011(12), as amended from time to time, and currently defined as: All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business with the City. Contractor's records under this Agreement include but are not limited to, supplier/subcontractor invoices and contracts, project documents, meeting notes, emails and all other documentation generated during this Agreement.
2. Upon request from the City's custodian of public records, provide the CITY, at no cost, with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided for by law. All records kept electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

3. Ensure that project 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, if the Contractor does not transfer the records to City following completion of the contract, for the time period specified in General Records Schedule GS1-SL for State and Local Government Agencies.
4. Upon completion of the contract, transfer, at no cost, to the City all public records in Contractor's possession or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon the completion of the contract, the Consultant shall meet all applicable requirements for retaining public records.
5. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT CUSTODIAN OF PUBLIC RECORDS, 4970 CITY HALL BOULEVARD, NORTH PORT, FLORIDA 34286, (941) 429-7056 OR HOTLINE 429-7270; EMAIL [Publicrecordsrequest@northportfl.gov](mailto:Publicrecordsrequest@northportfl.gov).**
6. Failure of the Contractor to comply with these requirements shall be a material breach of this Agreement. Further, the Contractor may be subject to penalties under Florida Statutes 119.10.

**The Consultant acknowledges that they have read the above information and agrees to comply with all the above RFP requirements.**

#### **34. SUNSHINE LAW EXEMPTIONS:**

The exemption under F.S. §286.0113 provides that for all "competitive solicitations:"

- Any portion of a meeting at which a negotiation with a vendor is conducted pursuant to a competitive solicitation,
- Any portion of a meeting at which a vendor makes an oral presentation as part of a competitive solicitation,
- Any portion of a meeting at which a vendor answers questions as part of a competitive solicitation, or
- Any portion of a team meeting at which negotiation strategies are discussed is exempt from s. [286.0113](#) and s. 24(b), Art. I of the State Constitution.

An exemption from the Sunshine law means that the meeting does not have to be noticed, open to the public or have minutes taken. The statute does provide that a verbatim recording of the meeting must be made. The recording and any records presented at the meeting are also exempt from public records disclosure until 30 days after opening of the bids, proposals or replies, or notice of an intended decision, whichever is earlier. The exemption does not apply to the evaluation/ranking portion of a Selection Committee meeting, the approval of a Respondent to negotiate with, or approval of the final Contract.

**35. REPLIES ARE SUBJECT TO PUBLIC INSPECTION:**

Unless exempted by law, all public records are subject to public inspection and copying under Florida's Public Records Law, Chapter 119, F.S. A time-limited exemption from public inspection is provided for the contents of a reply pursuant to Section 119.071(1)(b), F.S. Once that exemption expires, all contents of a reply become subject to public inspection unless another exemption applies. Any claim of trade secret exemption for any information contained in a Respondent's reply to this solicitation will be waived upon opening of the reply by the Owner, unless the claimed trade secret information is submitted in accordance with this Section. This waiver includes any information included in the Respondent's reply outside of the separately bound document described below.

**36. NON-EXCLUSIVITY:**

No guarantee of certain services, volume of work, or quantity of projects is implied. This contract does not entitle any firm to exclusive rights to City of North Port contracts. The City reserves the right to acquire professional services from other firms or perform "in-house" services for any purpose as it deems appropriate. The City may, in its sole discretion, procure the services of any consultants at any time for any project other than those selected.

**37. SCRUTINIZED COMPANIES:**

- A. As required by section 287.135(5), Florida Statutes, for contracts of \$1,000,000.00 or less, when submitting a bid or proposal, and prior to entering into a contract with the City, every person or entity shall certify on a form provided by the City, that it is not on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, and that it is not engaged in a boycott of Israel.
- B. As required by section 287.135(5), Florida Statutes, for contracts of \$1,000,000.00 or more, when submitting a bid or proposal, and prior to entering into a contract with the City, every person or entity shall certify on a form provided by the City, that all of the following are true:
  - 1. It is not on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, and that it is not engaged in a boycott of Israel; and
  - 2. It is not on the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in Iran Petroleum Energy Sector list, created pursuant to section 215.473, Florida Statutes; and
  - 3. It is not engaged in business operations in Cuba or Syria.
- C. PENALTY:
  - 1. If a false certification is submitted or the person or entity has been placed on one of the above-noted Lists of Scrutinized Companies or has engaged in business operations in Cuba or Syria, the person or entity will be in breach of the Contract terms and the City may terminate the Contract.
  - 2. A person or entity that has been found to have provided a false certification may be subject to a civil penalty equal to the greater of \$2 million or twice the amount of the Contract, plus all reasonable attorney's fees and costs, including any costs for investigations that led to the finding of the false certification; and
  - 3. A person or entity that has been found to have provided a false certification shall be ineligible to bid on any contract with the City for three (3) years after the date the City determined that a false certification has been submitted.



### 38. JOINT VENTURES:

The joint venture must be in place at the time of submittal. Firms who submit a proposal as a "joint venture" must clearly indicate in their proposal the name of the "joint venture" and the individual participants. All documents must be executed/signed and notarized by all parties involved as participants in the "joint venture". A copy of the formal "joint venture" contract between all parties, indicating their respective roles, responsibilities (e.g., agreement of the joint venture relative to the type of work, the dollar levels of participation and percentage of total fees based on location, where applicable) shall be included with the "joint venture" proposal submittal. One firm will take the lead as point of contact and awardee; how you work it out with your partnering firm is up to you. The City contract is with one entity, and one check is issued.

### 39. SUB-CONSULTANTS:

A Sub-Consultant is an individual or firm contracted by the Consultant or Consultant's firm to assist in the performance of services required under this RFP. A Sub-Consultant shall be paid through Consultant or Consultant's firm and not paid directly by the City. Sub-Consultants are allowed by the City in the performance of the services delineated within this RFP. Consultant must clearly reflect in its Proposal the major Sub-Consultant(s) to be utilized in the performance of required services. The City retains the right to accept or reject any Sub-Consultant proposed in the response of Successful Consultant(s) or prior to contract execution. Any and all liabilities regarding the use of a Sub-Consultant shall be borne solely by the successful consultant and insurance for each Sub-Consultant must be maintained in good standing and approved by the City throughout the duration of the Contract. Neither Successful Consultant nor any of its Sub-Consultants are considered to be employees or agents of the City. Failure to list all Sub-Consultants and provide the required information may disqualify any proposed Sub-Consultant from performing work under this RFP.

Consultants shall include in their responses the requested Sub-Consultant information and include all relevant information required of the Consultant. In addition, within five (5) working days after the identification of the award to the successful Consultant(s), the Consultant shall provide a list confirming the Sub-Consultant(s) that the Successful Consultant intends to utilize in the Contract, if applicable. The list shall include, at a minimum, the name, and location of the place of business for each Sub-Consultant, the services Sub-Consultant will provide relative to any contract that may result from this RFP, Sub-consultant's hourly rates or fees, any applicable licenses, references, ownership, and other information required of Consultant.

### 40. PRIOR CITY WORK:

If your firm has prior experience working with the City **DO NOT** assume this prior work is known to the evaluation committee. All firms are evaluated solely on the information contained in their proposal, information obtained from references, interviews, or presentations if requested. All submittals must be prepared as if the evaluation committee has no knowledge of the firm, their qualifications or past projects. Prior work done for the City may be used as a reference submitted by the Respondent if it is submitted within their proposal and similar to the work being requested in this RFP.

### 41. USE OF INFORMATION FROM OTHER SOURCES:

The City of North Port reserves the right to consider historic information and fact, whether gained from the submitted proposal, question and answer conferences, references, and/or other sources in the evaluation process.

The City reserves the right to conduct investigations as deemed necessary by the City to assist in the evaluation of any proposal and to establish the responsibility, qualifications and financial ability of Offerors,

subcontractors, suppliers and other persons and organizations to perform and furnish the work in accordance with the documents.

**42. DISCREPANCIES, ERRORS AND OMISSIONS:**

Any discrepancies, errors, or ambiguities in the RFP or addenda (if any) should be reported in writing to the City's Purchasing Department. Should it be necessary, a written addendum will be incorporated to the RFP. The City will NOT be responsible for any oral instructions, clarifications, or other communications.

**43. DISQUALIFICATION:**

The City reserves the right to disqualify responses before or after the submission date, upon evidence of collusion with intent to defraud or other illegal practices on the part of the Consultant. It also reserves the right to waive any immaterial defect or informality in any Responses, to reject any or all Responses in whole or in part, or to reissue a Request for Qualifications.

**44. RESPONSES / PROPOSAL RECEIPT:**

Sealed Responses will be accepted in accordance with the schedule detailed on the cover of this RFP. After that date and time, Responses will not be accepted. The Consultant shall file all documents necessary to support its Proposal and shall include them with its Proposal. Consultants shall be responsible for the actual delivery of Responses during business hours to the exact address indicated on the cover and in the RFP.

**45. E- VERIFY:**

The City, contractor and every subcontractor shall register with and use the E-Verify system of the United States Department of Homeland Security to verify the work authorization status of all new employees as required by Section 448.095, Florida Statutes. A contractor who enters into a contract with a subcontractor, must require that the subcontractor provides the contractor a certification by affidavit stating that at the time of such certification and during the term of the contract, the subcontractor does not and will not employ, contract, or subcontract with an unauthorized alien, who is not authorized under federal law to be employed in the United States, as described in 8 U.S.C. S. 1324A(H)(3). The Contractor shall comply with all other federal laws pertaining to the subcontractor.

**46. RESPONSES / PROPOSAL RECEIPT:**

Sealed Responses will be accepted in accordance with the schedule detailed on the cover of this RFP. After that date and time, Responses will not be accepted. The Consultant shall file all documents necessary to support its Proposal and shall include them with its Proposal. Consultants shall be responsible for the actual delivery of Responses during business hours to the exact address indicated on the cover and in the RFP.

**47. FORCE MAJEURE:**

Should performance of any obligation created under this Agreement become illegal or impossible by reason of:

- a. A strike or work stoppage, unless caused by a negligent act or omission of either Party;
- b. An act of God, tornado, hurricane, flood, sinkhole, fire, explosion, landslide, earthquake, epidemic, pandemic, quarantine, pestilence, or extremely abnormal and excessively inclement weather;
- c. An act of a public enemy, act of war, terrorism, effect of nuclear radiation, blockage, insurrection, riot, civil disturbance, state of martial law, or national or international calamity;
- d. A declared emergency of the federal, state, or local government; or
- e. Any other like event that is beyond the reasonable control of the non-performing party;

then the performance of any such obligation is suspended during the period of, and only to the extent of, such prevention or hindrance, provided that:

f. The non-performing party provides written notice within five (5) days of the event of force majeure, describing the event in sufficient detail, including but not limited to: the nature of the occurrence, a good faith estimate of the duration of the delay, proof of how the event has precluded the non-performing party from performing, and the means and methods for correcting the delay; and continues to furnish timely reports of all actions required for it to commence or resume performance of its obligations under this Agreement;

g. The excuse of performance is no greater in scope or duration than required by the event of force majeure;

h. No obligations of either party that arose before the force majeure are excused as a result of the event of force majeure; and

i. The non-performing party uses all reasonable diligence to remedy its inability to perform.

Economic hardship of a party does not constitute an event of force majeure. A party will not be excused from performance due to forces that it could have reasonably prevented, removed, or remediated prior to, during, or immediately after their occurrence.

The non-performing party's affected obligations under this Agreement will be temporarily suspended during, but not longer than, the continuance of the event of force majeure and a reasonable time thereafter as may be required to commence or resume performance of its obligations. Notwithstanding the above, performance shall not be excused under this Section for a period exceeding two (2) months, provided that in extenuating circumstances, the City may excuse performance for a longer term.

**The Consultant acknowledges that they have read the above information and agrees to comply with all the above RFP requirements.**

**END OF PART I**

## PART II – SCOPE OF SERVICE

**INTENT:** The scope of work is a general guide to the work the City expects to be performed by the Consultant and is not a complete listing of all services that may be required or desired. Services include coordination in the review of the 2008 Space Needs Analysis as the design team ensures its suitability for a projected 30 year growth, assist in the development of associated design criteria for the Road and Drainage Operations and Maintenance Division, Solid Waste Division, and outdoor repair facility for Fleet Maintenance Division, coordinate with the design team on the design and permitting of the Public Services Facility Phase II as well as evaluation of the uses of the existing public works facilities, prepare budget cost estimates at each phase of design for the construction. CM may be called upon to assist with and/or prepare exhibits as needed, and present to City Commission.

**PROJECT DESCRIPTION:** The existing Public Works Facility was constructed in 2010 as Phase I of the Master Plan based upon a 2008 Space Needs Analysis. The requested work includes coordination with the design team to analyze the 2008 Space Needs Assessment for projected needs 30 years into the future for Road and Drainage Operations and Maintenance, Solid Waste, and an outdoor repair facility for Fleet Maintenance. Based upon the updated space needs analysis, assist in the development of the design criteria and coordinate with the design team to complete the design and permitting for Phase II of the Public Services Facility which includes the Infrastructure and Facilities Division Facility, Solid Waste Division Facility, and an outdoor repair facility for Fleet Maintenance. This will also include employee and equipment parking for associated facilities. 37 Acres of property on the East side of the Creighton Waterway adjacent to the existing Public Works Facility was recently acquired by the City to be used for the Road and Drainage District Operations Facility, along with an Evidence Storage Facility for the Police Department. Construction services for the Evidence Storage Facility for the Police Department may be separately contracted.

**Project Objective:** Qualifications-based selection will be used in choosing the Contractor.

**Project Requirements:** This work shall include the following:

**Consultant Services:**

- a. Coordinate with the design team in reviewing the 2008 Space Needs Assessment and provide feedback on suitability for a projected 10-, 20-, and 30-year growth.
- b. Assist in the development of design criteria for the Road and Drainage Operations and Maintenance Division, Solid Waste Division, and outdoor repair facility for Fleet Maintenance Division.
- c. Assist in the development of the design for the Road and Drainage Operations and Maintenance Division, Solid Waste Division, and outdoor repair facility for Fleet Maintenance Division. This includes the development of construction plans, technical specifications, or any other documentation as needed to complete construction of the new facilities.
- d. Assist in the evaluation of the uses of the existing facilities to determine the most efficient use of the new and existing facilities.
- e. Assist in the completion of all required permitting for the construction of the new facilities, and/or renovations of existing facilities.
- f. Prepare budget cost estimates for construction at each phase of design.
- g. Assist in the preparation of exhibits and assist in presentations to City staff and City Commission, as needed.
- h. Assist in the periodic review and comment by City staff of the development of the design criteria and design plans.

**Anticipated Tasks:**

- a. Consultant shall provide feedback to the design team regarding the detailed space program requirements. Consultant shall participate in the series of meetings with public works staff, other applicable city departments, and stakeholders within the City.

b. Needs Assessment

- i. Consultant shall be responsible for assisting in the development of massing models and concept designs that analyze vision, trends, and various forms that a future building may adopt for specific and/or generic sites. Consultant shall provide estimates for construction for scenarios, as needed.
- ii. Consultant shall coordinate, as needed, with applicable permitting agencies having jurisdiction.
- iii. Consultant shall assist in the evaluation and cost models to support the security analysis which will include necessary measures for the development of both active and passive security systems inside and around the site.
- iv. Consultant shall develop estimates for probable construction costs, based on the project's total proposed construction area(s), design quality level, and other relevant factors. Consultant shall assist in the preparation of possible development phasing plans that allow the City to strategize on its capital improvement program budgets.

c. PROPOSED PROJECT BUDGET AND SCHEDULE:

- i. Consultant shall prepare a detailed construction phase Project budget for each design deliverable.
- ii. Consultant shall provide preliminary and detailed scheduling analysis and periodic updates for the Project construction.
- iii. Consultant shall provide value engineering options for consideration throughout all phases of the project

The total project budget for the design, construction, site work, furniture, fixtures and equipment, and all fees is to-be-determined.

**GENERAL SCOPE OF SERVICES:** The scope of services shall include, but not be limited to the following:

**A. Phase I Pre-Construction Services** – Design Review and Recommendations. All communications shall go through the single point of contact identified as the City Project Manager.

1. Become thoroughly familiar with the evolving plans and specifications and follow the development of design from schematic review through construction documents.
2. Complete budgetary reviews at each design phase
3. Make written recommendations regarding all construction aspects and cost reducing alternatives.
4. Assist architect and City Project Manager in alternative comparison verses long-term cost effects.
5. Work as a team with design consultants and City staff.
6. Bring to the attention of the City Project Manager and architect any known discrepancies in the design drawings and specifications.
7. Review and advise on life-cycle costs of proposed materials and equipment, as requested for major building systems.
8. Apply for the required building permits coordinating with the City Project Manager for making payment.
9. Publicly bid the project and negotiate a Guaranteed Maximum Price (GMP) with City staff.
10. Assist in the creation of a risk registry with the project team.
11. Included environmental mitigation in accordance with permitting requirements, as needed.
12. BIM Clash with Navisworks, coordinated with all models, at each design deliverable – CM will work with files provided by the design team.

**B. Phase II Construction Services** – During the construction phase, the Construction Manager shall become the single point of responsibility for performance of the construction contract for the project and shall function in the role of an independent General Contractor. That role will include:

1. Manage the resultant subcontracts / purchase orders after awarding bid packages for labor and materials.
2. The Contractor shall develop, update, and report progress on a Critical Path Method-based design schedule through 100% construction, including closed punch list items. Prepare the overall project schedule and providing periodic detailed updates.
3. Establish and maintain quality control standards.

4. Obtain the required building permits and complete required inspections closing all permits.
5. Provide all building construction activities, including all building manufacturer coordination, site, Civil, and utility work.
6. Provide quality control and quality assurance testing for construction.
7. Coordinate and review all shop drawings and submittals prior to forwarding to the design team for review and approval.
8. Coordinate all construction activities with any work performed on-site.
9. Guaranteeing the construction cost, within the limits of the GMP.
10. Conduct periodic construction progress meetings with design firm and City representatives.
11. Daily oversight of the construction site when work is being performed and circumstances may require determining the progress and quality of the construction project.
12. Conduct field inspections and provide monthly field/progress reports including contingency authorization logs and progress photos.
13. Ensure all permits are passed and the facility can obtain a Certificate of Occupancy.
14. Provide one (1) copy of close-out documentation one (1) copy in electronic format with subcontractor list with contact information, all submittals, operating manual, red-lined as-built drawings, Test and Balance Report, IT testing data, and any additional pertinent information. Maintain and finalize the City asset list and provide a copy of the permitted plans with marked changes.
15. Complete asset management inventory documents provided by the City for uploading into program software.
16. Coordinate and perform necessary warranty work for the period of one (1) year.

The Contractor shall present a comprehensive and integrated picture of the project team capabilities meeting all project objectives and completing a successful project. The proposal shall address, but not be limited to, the Contractor's experience, management plans, project organization, and budget and schedule performance. methodologies, strategies, and action plans rather than general description. Wherever possible, specific examples of past work shall be used to illustrate skills and capabilities in similar projects.

Information provided in Part I, General Instructions, Paragraph 1, Purpose, of this RFP, is included in this Part II, Scope of Service, by reference.

**END OF PART II**

## PART III – EVALUATION METHOD AND CRITERIA OF PROPOSALS

All proposals will be subject to a review and evaluation process. It is the intent of the City that all proposers responding to this RFP, who meet the requirements, will be ranked in accordance with the criteria established in these documents. The City will consider all responsive and responsible proposals received in its evaluation and award process.

Proposals shall include all of the information solicited in this RFP, and any additional data that the Proposer deems pertinent to the understanding and evaluating of the proposal. Proposers should not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration, since oral presentations or demonstrations **may not** be solicited.

During the evaluation process and at the sole discretion of the City, requests for clarification of one or more proposer submittals may be conducted. This request for clarification may be performed by the City in a written format, or through scheduled oral interviews. Such clarification request will provide proposers with an opportunity to answer any questions the City may have on a proposer’s submittal.

**AWARD CRITERIA:** Award will be made according to State of Florida statute 287.055 also known as the Consultants Competitive Negotiation Act (CCNA). Firms are ranked according to the evaluation criteria which will include, but shall not be limited to, considerations listed under Part II- THROUGH IV. The City shall be the sole judge as to the merits of the proposal(s), and the resulting agreement to the most qualified, responsive, and responsible proposer(s), who fulfills all requirements, and whose evaluation by the City indicates that the award will be in the best interest of the City. The City’s decision will be final. The City will initiate negotiations with the top ranked firm. If negotiations with the top ranked firm are not successful negotiations will begin with number two and then three if necessary. The City shall be the sole judge as to the merits of the proposal, and the resulting agreement. The City's decision will be final. ***Please note that proposals will be evaluated on content, not bulk.***

**EVALUATION CRITERIA:** Proposals will be reviewed by staff from the City of North Port and evaluated based on the format and content outlined in this proposal as follows:

- Remarks: The assigned value is judged on a scale of 0 through 5**  
**0=Information/documentation provided is not adequate for evaluation**  
**1=Poor, Unacceptable, Needs major help to be acceptable**  
**2=Marginal, Weak, Workable but needs clarifications**  
**3=Good, No major weaknesses, Fully Acceptable as is**  
**4=Excellent, Very good, Solid in all respects**  
**5=Outstanding, out-of-the-box, Innovative**

<b>EVALUATION CRITERIA</b>	<b>VALUE</b>	<b>ASSIGNED VALUE</b>	<b>WEIGHTSCORE 1-10</b>								
<b>1. Qualification of Firm</b>	(0-5)	_____ x 2	<b>=10 max</b>								
<b>2. Key Personnel</b>	(0-5)	_____ x 7	<b>=35 max</b>								
<b>3. Project Understanding and Approach</b>	(0-5)	_____ x 5	<b>=15 max</b>								
<b>4. Proficiency in Similar Projects</b>	(0-5)	_____ x 5	<b>=35 Max</b>								
<b>5. Overall Impression of the Firm, Its Capabilities &amp; References</b>	(0-5)	_____ x 1	<b>=5 max</b>								
<b>THE FOLLOWING CRITERIA WILL BE VERIFIED BY PURCHASING AND PROVIDED TO THE TEAM:</b>											
<b>6. MBE /WBE/VBE Certification</b>	(0 or 3) _____	<b>X1</b>	<b>=3 max</b>								
<table border="0" style="width: 100%;"> <tr> <td style="width: 10%;">A. <b>Certified Minority</b></td> <td style="width: 40%;">Value of 3</td> <td style="width: 40%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>B. <b>Non-certified or N/A</b></td> <td>Value of 0</td> <td></td> <td></td> </tr> </table>				A. <b>Certified Minority</b>	Value of 3			B. <b>Non-certified or N/A</b>	Value of 0		
A. <b>Certified Minority</b>	Value of 3										
B. <b>Non-certified or N/A</b>	Value of 0										
<b>Minority, Women and Veteran Owned Business Ent have a point value either 0 or 3.</b>			<b>Total score =103 max</b>								



## SCORING:

1. The Committee will score their evaluations independently through raw scores and the raw scores will be converted to ordinal score.
  - a) Committee member will score each Proposer 0 through 5 (5 being the highest score) on each criterion, unless the score for the criteria score is processed with a calculated formula.
  - b) The score will be multiplied by the criteria weight. The total raw score obtainable is 100 and bonus points (applicable preference points) will be added to the total points scored.
  - c) Each total raw score will be converted to an ordinal score.
2. Ordinal Scores are determined as the order of preference based on the individual member's raw scores.
  - a) The highest raw score will receive an ordinal score of one, 2nd highest raw score will receive an ordinal score of 2, and so on.
  - b) The individual ordinal score for each proposer by each committee member are added together for a total ordinal score.
3. The lowest total ordinal score will be ranked as #1, 2nd lowest ranked as #2 and so on.
4. The Committee will meet in a public meeting to discuss the responses, scoring, ranking, and all issues related to the project. The committee members have the right to either:
  - a) Adjust their scoring based on committee discussion; or
  - b) Re-rank the proposers based on committee discussion; or
  - c) Determine a ranking by the consensus of the committee.
5. The Committee will hold a 'closed' meeting (via Microsoft Teams/telephone discussions) with each of the proposers to further clarify the City's requirements and the Proposer's proposals prior to the public ranking meeting.

**SELECTION – EVALUATIONS, RANKING AND TELEPHONE DISCUSSIONS:** The Selection Committee shall evaluate and rank the proposals submitted by all responsive firms. Telephone discussions will be held **with all firms** submitting prior to ranking. Discussions are **not** open to the public Please see schedule below and ensure that a representative of your firm will be available via telephone when called by the Selection Committee. Each of the firms will be contacted via e-mail and informed of the time that the discussions will begin. The firms **may be** provided with additional information regarding the project requirements along with written questions from the selection committee. The discussions will be conducted with submitting firms in alphabetical order, with an anticipated time frame not to exceed **20 minutes** with each firm being called consecutively.

As stated above, discussions will be held via telephone utilizing the telephone number listed on the signature page of the submittal form. It is each firm's responsibility to have the appropriate personnel at that telephone site or respond to the questions and/or clarification. Once the telephone discussions (are **not** "Open" to the public) are completed, the Selection Committee will commence the discussions, evaluations and ranking portion of the meeting (which **is** "Open" to the public).

The firm ranked number one by the Selection Committee will be the firm recommended for contract negotiations. In accordance with §287.055, Purchasing on behalf of the Selection committee shall forward their recommendation to the City Manager in rank order the response or responses of which the Selection Committee deems to be in the best interest of the City. Purchasing shall be request the City Manager to authorize staff to negotiate a contract with the number one (top) ranked consultant. Following the negotiations, a final contract will be presented for City Commission approval.

**If presentations are not requested:** Contract negotiations will then commence with the top ranked firm pending City Manager approval. The department will prepare the agenda item for the next available commission meeting and request



the City Commission to approve the contract and authorize the City Manager to execute the contract with the top ranked, responsive and responsible firm.

**If presentations are requested** - Formal Oral Presentations: Purchasing will establish the schedule and proposers will be notified within a reasonable time period (date provided below), in advance of the date, time and place of the presentations. The specific format of each presentation will be provided to proposers with the notifications. Oral presentations will **NOT** be open to the public.

The City will allot equal time for each proposer. The format may consist of formal presentations, questions and answers, and discussion for clarification purposes. Oral presentations will provide an opportunity for the proposers to demonstrate their ability to use time efficiently, effectively and economically. The times allotted are maximums and no firm will be penalized for using less than the allotted time.

**Final Ranking (if presentations are requested) and Recommendation for Award:** Upon completion of the oral presentations, the Committee will rank the top three proposers on their oral presentations to determine the top ranked proposer considered to be the most capable of performing the required project in the best interest of the City. The Department will prepare the agenda item for the next available commission meeting requesting the City Commission approve the contract and authorize the City Manager to execute the contract with the top ranked, responsive and responsible firm.

Upon completion of the telephone discussions or oral presentations, the Committee will rank the proposals to determine the top ranked proposer. Committee recommendation will be submitted to the City Manager for approval to commence negotiations with the top ranked firm.

THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK

## PROPOSED SCHEDULE

The anticipated time schedule as related to this solicitation is as follows:

<b><u>EVENT SCHEDULE</u></b>	<b><u>DATE/TIME (EST)</u></b>
<b>1. Issuance of Proposal</b>	<b>August 12, 2022</b>
<b>2. Pre-Proposal Meeting</b>	<b>N/A</b>
<b>3. Deadline to Submit Questions/Inquiries</b>	<b>September 6, 2022, 2:00 PM</b>
<b>4. Submittal Due Date</b>	<b>September 14, 2022, 2:00 PM</b>
<b>5. Telephone Discussions (Closed to Public) <i>Meeting will be held via Microsoft Teams Further Instructions will be provided.</i></b>	<b>October 4, 2022, 9:00 AM</b>
<b>6. Evaluation and Ranking Committee Meeting (Open to Public) <i>City Hall, Room 244</i></b>	<b>October 4, 2022, 2:00 PM</b>
<b>7. Negotiations Team Meeting or Presentations if required. TBD</b>	<b>(Closed to Public)</b>
<b>8. CONTRACT TO COMMISSION</b>	<b>TBD</b>

**END OF PART III**

## PART IV

# RULES, INSTRUCTIONS AND FORMS FOR PREPARING PROPOSALS & REQUIRED SUBMITTAL FORMS

### 1. RULES FOR PROPOSALS

A. The proposal must name all persons or entities interested in the proposals as principals of the Project Team. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to this RFP.

B. Any questions regarding a project or submittal shall be **directed to Purchasing**. There shall not be any contact between a Proposer and any member of the selection committee or negotiating committee or any member of the City Commission regarding the project or proposal submitted by any Proposer. Any Proposer contacting any committee member or member of the City Commission regarding a submitted proposal is subject to sanctions up to and including having the City disqualify that firm's submittal.

C. The Proposal Forms shall be used when submitting a Proposal. Use of any other forms shall result in the Proposer's submittal being deemed "Non-Responsive."

D. The Proposal will either be typed or completed legibly (handwritten) in blue ink. The Proposer's authorized agent will sign the Proposal Forms in blue ink, and all corrections made by the Proposer shall be initialed in ink by the authorized agent. The use of pencil or erasable ink or failure to comply with any of the foregoing may result in the rejection of the Proposal.

E. Proposer Registration with DemandStar is **not** required. The City utilizes [www.DemandStar.com](http://www.DemandStar.com) for their vendor database system: planholder list, and notification availability (ie. Addenda, Sign-In Sheets, Notice of Intent, etc.). Registration with DemandStar is **not** required to submit a Proposal. The City does **not** require the Proposer to complete a registration application with DemandStar to be recommended for the award of any Agreement. DemandStar is the City's method of notification for formal solicitations including but not limited to, addenda, sign-in, plans, tabsheets, Notice of Intent and any other related documents. Registration with DemandStar is optional, at the sole discretion of the Proposer. Proposers may register on-line at [www.DemandStar.com](http://www.DemandStar.com) or by requesting a faxed registration form by calling 800. 711.1712. **Note: If you are already registered with DemandStar for the City of North Port, you do NOT need to register again.**

Information regarding this project may be viewed and downloaded from DemandStar's website at [www.demandstar.com](http://www.demandstar.com) or through the link provided on the city web site at [www.cityofnorthport.com](http://www.cityofnorthport.com). Proposal documents are also posted on the City FTP site at <https://www.cityofnorthport.com/files> (**select the Purchasing Folder and scroll to Project RFP 2022-36**); however, addendums are only posted on [www.demandstar.com](http://www.demandstar.com).

### **PROPOSAL FORMAT/REQUIREMENTS**

Proposers shall include the following information in their written proposal document and should use the following format when compiling their responses. Sections should be tabbed and labeled; pages should be sequentially numbered at the bottom of the page.

**TITLE PAGE:** Title Page shall show the request for proposal's subject, title and proposal number; the firm's legal name; points of contact information (name, telephone, cell, fax number and E-mail address).

**TABLE OF CONTENTS:** The Table of Contents shall provide listing of all major topics, their associated section number, and starting page. **(Maximum 1 single-sided page)**

**TAB 1 - TRANSMITTAL LETTER:** Provide a Letter on Interest indicating the project for which the firm is applying, and your firm's commitment to the project. The response shall contain a cover letter signed in **blue ink** by a person who is authorized to commit the firm to perform the work included in the proposal and should identify all materials and enclosures being forwarded in response to the RFP. **(Maximum 1 single-sided page)**

**TAB 2 - QUALIFICATIONS OF THE FIRM:** Provide documentation that demonstrates the ability to satisfy all of the minimum qualification requirements. Indicate the firm's number of years of experience in providing the professional services as it relates specifically to the project. Indicate business structure, IE: Corp., Partnership, LLC. Firm should be registered as a legal entity in the State of Florida; Minority or Woman owned Business (if applicable); Company address, phone number, fax number, E-Mail address, web site, contact person(s), etc. Relative size of the firm, including management, technical and support staff; licenses and any other pertinent information shall be submitted. Respondents must submit a complete **United States Government General Services Administration Standard Form 330 PART I**, Sections A, B and C and Standard Form 330 PART II for each branch office of the firm and for each subconsultant listed in PART I, C. Submittals that do not contain such documentation may be deemed as non-responsive. **(Maximum 2 single-sided pages plus the Standard Form 330)**

#### **SF330 PART I – Contract-Specific Qualifications**

##### **Section A. Contract Information.**

1. **Title and Location.** Enter the title and location of the contract for which this form is being submitted, exactly as shown in the public announcement or agency request.
2. **Public Notice Date.** Enter the posted date of the agency's notice on the Federal Business Opportunity website (FedBizOpps), other form of public announcement or agency request for this contract.
3. **Solicitation or Project Number.** Enter the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request for this contract.

##### **Section B. Architect-Engineer Point of Contact**

**4-8. Name, Title, Name of Firm, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address.** Provide information for a representative of the prime contractor or joint venture that the agency can contact for additional information.

##### **Section C. Proposed Team.**

**9-11. Firm Name, Address, and Role in This Contract.** Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the prime contractor or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the contracting officer. (See FAR Part 52 Clause "Subcontractors and Outside Associates and Consultants (Architect-Engineer Services)".) Attach an additional sheet in the same format as Section C if needed.

## SF330 PART II General Qualifications

**Prepare a Part II for the specific branch office seeking work if the firm has branch offices.** Prepare Part II for each branch office that will or may contribute on the project. Prepare Part II for each branch office of the firm and for each sub-consultant that will or may contribute to the project.

1. **Solicitation Number.** If Part II is submitted for a specific contract, insert the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request.

2a-2e. **Firm (or Branch Office) Name and Address.** Self-explanatory.

3. **Year Established.** Enter the year the firm (or branch office, if appropriate) was established under the current name.

4. **DUNS Number.** Insert the Data Universal Numbering System number issued by Dun and Bradstreet Information Services-(not required for this project).

5. **Ownership.**

a. **Type.** Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).

b. **Small Business Status.** Refer to the North American Industry Classification System (NAICS) code in the public announcement and indicate if the firm is a small business according to the current size standard for that NAICS code (for example, Engineering Services (part of NAICS 541330), Architectural Services (NAICS 541310), Surveying and Mapping Services (NAICS 541370)). The small business categories and the internet website for the NAICS codes appear in FAR Part 19. Contact the requesting agency for any questions. Contact your local U.S. Small Business Administration office for any questions regarding Business Status.

6a-6c. **Point of Contact.** Provide this information for a representative of the firm that the agency can contact for additional information. The representative must be empowered to speak on contractual and policy matters.

7. **Name of Firm.** Enter the name of the firm if Part II is prepared for a branch office.

8a-8c. **Former Firm Names.** Indicate any other previous names for the firm (or branch office) during the last six years. Insert the year that this corporate name change was effective.

9. **Employees by Discipline.** Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. If Part II is prepared for a firm (including all branch offices), enter the number of employees by disciplines in column c (1). If Part II is prepared for a branch office, enter the number of employees by discipline in column c (2) and for the firm in column c (1).

10. **Profile of Firm's Experience and Annual Average Revenue for Last 5 Years.** Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories

and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. A particular project may be identified with one experience category, or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.

11. **Annual Average Professional Services Revenues of Firm for Last 3 Years.** Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last 3 years) by the firm or branch office. Indicate Federal work (performed directly for the Federal Government, either as the prime contractor or subcontractor), non-Federal work (all other domestic and foreign work, including Federally assisted projects), and the total. If the firm has been in existence for less than 3 years, see the definition for "Annual Receipts" under FAR 19.101.

12. **Authorized Representative.** An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

**TAB 3 –INDIVIDUAL QUALIFICATIONS: KEY PERSONNEL/PROJECT TEAM:** List the members of the project team. Provide a list of the personnel to be used on each project and their qualifications. An organizational chart can be included in this tab of Key Personnel. A **brief** resume including education, experience, licenses and any other pertinent information shall be included for each team member, for each project, including subconsultants to be assigned to each project. Provide any other documentation that demonstrates their ability to satisfy all of the minimum qualification requirements. Submittals that do not contain such documentation may be deemed non-responsive. **(Maximum 3 single-sided pages plus the Standard Form 330)**

**This information must be included in the Standard Form 330 submittal.**

3.1 Please note the form requirements for Sections E.

- **SF 330 Section E** – Include a complete Section E form (12 through 19) for EACH key person you anticipate assigning to this project.

3.2 **Sub-consultants:** Consultant must clearly reflect in its Proposal any Sub-consultants proposed to be utilized along with a summary of their background and qualifications. The City retains the right to accept or reject any Sub-consultants proposed.

**TAB 4 - TEAM'S PREVIOUS EXPERIENCE/PROFICIENCY IN SIMILAR PROJECTS:** Include a Section F form for EACH project used to represent your firms' experience in similar projects. Include each representative project your firm has completed in the past 10 years but do not exceed 5 examples. Include a Section G form which indicates the involvement of those key personnel that may be assigned to this project. **(Maximum 1 single-sided page plus the standard form 330 sections)**

**Section F – Example Projects.**

- **SF 330 Section F.** Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract.

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Present ten projects, unless otherwise specified by the agency. Complete the following blocks for each project:

20. **Example Project Key Number.** Start with "1" for the first project and number consecutively.

21. **Title and Location.** Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.

22. **Year Completed.** Enter the year completed of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to This Contract (block 24).

23a. **Project Owner.** Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.

23b. **Point of Contact Name.** Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.

23c. **Point of Contract Telephone Number.** Self-explanatory.

24. **Brief Description of Project and Relevance to This Contract.** Indicate scope, size, cost, principal elements and special features of the project. Discuss the relevance of the example project to this contract. Enter any other information requested by the agency for each example project.

25. **Firms from Section C Involved with This Project.** Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as Section C.

**SF 330 Section G.** Key Personnel Participation in Example Projects.

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F.

26. and 27. **Names of Key Personnel and Role in this Contract.** List the names of the key personnel and their proposed roles in this contract in the same order as they appear in Section E.

28. **Example Projects Listed in Section F.** In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.

29. **Example Projects Key.** List the key numbers and titles of the example projects in the same order as they appear in Section F.

**TAB 5 – MANAGEMENT APPROACH/PROJECT CONTROL:** The firm shall demonstrate its capabilities in managing similar completed projects, and evidence of and adherence to time and budget constraints, on projects completed within the last ten (10) years. Also provide information on your firm's current workload and how this project will fit into your workload and the techniques that are planned to assure project schedules will be met.

Describe available facilities, technological capabilities and other available resources you offer for the project.  
**(Maximum single-sided 2 pages)**

**TAB 6 – REFERENCES:** Include at least two (2) References and no more than five (5) References within the last 10 years of projects with similar scope as listed in this RFP. The Project Manager and the key design engineer(s) in the proposed project team must show relevant experience in two (2) referenced similar projects. **(Maximum 1 single-sided page per Reference).**

Information should include:

- Client Name, address, contact person, title, telephone numbers and E-mail addresses.
- Description of work.
- Involvement in project.
- Year the project was completed.
- Total cost of the project (include separate design cost and separate construction cost).

**TAB 7 - LITIGATION AND INSURANCE:** Have you been involved in litigation in the last five (5) years? If so, describe circumstances and outcome. The proposer shall advise the amount of liability insurance you have. **(Maximum 2 single-sided pages)**

**TAB 8 – ADDITIONAL INFORMATION:** Any other pertinent information the proposer chooses to provide. **(Maximum 4 single-sided pages plus the standard form 330)**

SF 330 Section H. Additional Information.

30. Use this section to provide additional information specifically requested by the agency or to address selection criteria that are not covered by the information provided in Sections A-G.

Section I. Authorized Representative

31. and 32. **Signature of Authorized Representative and Date.** An authorized representative of a joint venture or the prime contractor must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.

33. **Name and Title. Self-explanatory.**

**THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK  
CONTINUED BELOW**



## REQUIREMENTS AND METHOD OF SUBMITTAL

**TAB 9 CITY REQUIRED FORMS** – This checklist is provided to assist each Proposer in the preparation of their response. Included in this checklist are important requirements, which is the responsibility of each Proposer to submit with their response in order to make their response fully compliant. It is the responsibility of each Proposer to read and comply with the solicitation in its entirety.

**A. REQUIRED SUBMITTAL FORMS:** Provide fully executed forms.

- ATTACHMENT 1:** Proposal Submittal Signature Form
- ATTACHMENT 2:** Statement of Organization
- ATTACHMENT 3:** References – Consultant is to contact the references and advise his/her references that the City will be sending an e-mail and reference form which needs to be completed and e-mailed back to the City in a timely fashion.
- ATTACHMENT 4:** Drug-Free Workplace
- ATTACHMENT 5:** Public Entity Crime Information
- ATTACHMENT 6:** Non-Collusive Affidavit
- ATTACHMENT 7:** Lobbying Certification
- ATTACHMENT 8:** Conflict of Interest Form
- ATTACHMENT 9:** Disclosure Form (Consultant/Engineer/Architect)
- ATTACHMENT 10:** Scrutinized Company Certificate
- ATTACHMENT 11:** Vendor’s Certification For E-Verify System

**SAMPLE INSURANCE CERTIFICATE:** Demonstrate your firm’s ability to comply with insurance requirements. Provide a previous certificate or other evidence listing the Insurance Companies names for both Professional Liability and General Liability and the dollar amounts of the coverage.

**MBE/WBE/VBE:** If claiming either Minority Business Enterprise/Women Business Enterprises/Veteran Business Enterprise, the Prime Firm (not sub-consultant) **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.

**YES, CLAIMING STATUS AS PRIME ONLY**

**YES, I’VE ATTACHED THE CERTIFICATE OF MBE/WBE STATUS FROM THE STATE OF FLORIDA AS OUTLINED SECTION 1.**

**NOT CLAIMING MBE/WBE /VBE**

PLEASE INITIAL AND RETURN WITH YOUR PROPOSAL. \_\_\_\_\_  
INITIALS

**THIS PAGE MUST BE COMPLETED AND SUBMITT**

**B. METHOD OF SUBMITTAL:**

**1. NUMBER OF SUBMITTAL PACKAGES:**

- **ONE (1) ORIGINAL HARD COPY UNBOUND, SIGNED** (marked “ORIGINAL” ON THE FRONT COVER).
- **NUMBER OF COPIES:** SIX (6) hard copies **BOUND, signed identical copies** (marked “COPY”).
- **USB FLASH DRIVE:** One (1) electronic version in Portable Document Format (PDF) **on a USB Drive** containing the entire submittal. **CDs will not be accepted.**

**2. NUMBER OF PAGES:** The proposal **shall not exceed (20) pages (one-sided)** in length.

**3. LETTER SIZE:** 8.5”x11” /**FONT SIZE:** Calibri 11, PDF FORMAT.

*(The Title Page, City Required Forms, 330 Form, resumes and tabs do not count towards the TOTAL NUMBER OF PAGES).*

- When compiling a response, sections should be tabbed and labeled; pages should be sequentially numbered at the bottom of the page; proposals should be bound to allow flat stacking for easy storage; **do not use three ring binders of any kind**; and sections should be compiled in the sequence list above.
- Place proposal with all the required items in a sealed envelope clearly marked for specification number, project name, name of proposer, and due date and time.

**4. SUBMIT TO:**

**City of North Port**

**Finance Department - Purchasing Division**

**Alla V. Skipper, CPPB, Senior Contract Administrator**

**4970 City Hall, 3 RD Floor, Suite 337**

**North Port, Florida 34286**

**RFP NO. 2022-36 PUBLIC SERVICES FACILITY PHASE II – CONSTRUCTION  
MANAGER (CM) AT RISK**

Note: Submissions received after the time and date stated on the Public Notice/Advertisement page will not be accepted.

**ATTACHMENT 1**

**PROPOSAL SUBMITTAL SIGNATURE FORM**

The undersigned attests to his/her authority to submit this proposal and to bind the firm herein named to perform as per Agreement, if the firm is awarded the Agreement by the City.

The undersigned further certifies that he/she has read the Request for Proposal, Terms and Conditions, Insurance Requirements and any other documentation relating to this request and this proposal is submitted with full knowledge and understanding of the requirements and time constraints noted herein.

As addenda are considered binding as if contained in the original specifications, it is critical that the firm acknowledge receipt of same. The submittal may be considered void if receipt of an addendum is not acknowledged.

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature (Person authorized to bind the company): \_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL**

**ATTACHMENT 2**

**STATEMENT OF ORGANIZATION**

(Information Sheet for Transactions and Conveyances Corporation Identification)

The following information will be provided to the City of North Port for incorporation in legal documents. It is, therefore, vital all information is accurate and complete. Please be certain all spelling, and capitalization is exactly as registered with the state or federal government.

**Business Name:** \_\_\_\_\_

**DBA (if any):** \_\_\_\_\_

**Type of Entity** (Sole Proprietor, Corporation, LLC, LLP, Partnership, etc): \_\_\_\_\_

**Business Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-Mail** \_\_\_\_\_

**Address of Office Servicing City of North Port, if different than above:** \_\_\_ SAME AS ABOVE

\_\_\_\_\_

**Name and Title of City of North Port Rep. (please print):**

\_\_\_\_\_

**Name and Title (individual binding the firm, please print):** \_\_\_\_\_

**Federal Identification Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL***

Respondent shall submit proof that it is authorized to do business in the State of Florida unless registration is not required by law.

(Please Check One)

Is this a Florida Corporation:  Yes or  No

If not a Florida Corporation,

In what state was it created: \_\_\_\_\_

Name as spelled in that State: \_\_\_\_\_

What kind of corporation is it:  "For Profit" or  "Not for Profit"

Is it in good standing:  Yes or  No

Authorized to transact business  
in Florida:  Yes or  No

State of Florida Department of State Certificate of Authority Document No.: \_\_\_\_\_

Does it use a registered fictitious name:  Yes or  No

Names of Officers:

President: \_\_\_\_\_ Secretary: \_\_\_\_\_

Vice President: \_\_\_\_\_ Treasurer: \_\_\_\_\_

Director: \_\_\_\_\_ Director: \_\_\_\_\_

Other: \_\_\_\_\_ Other: \_\_\_\_\_

Name of Corporation (As used in Florida):

\_\_\_\_\_  
(Spelled exactly as it is registered with the state or federal government)

Corporate Address, if different than above:  SAME AS ABOVE

\_\_\_\_\_  
\_\_\_\_\_

Name of Individual (print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature (Person authorized to bind the company): \_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL.**

## ATTACHMENT 3

### REFERENCES/CLIENT LISTING

Include at least two (2) References and no more than five (5) References within the last 10 years of projects with similar scope as listed in this RFP. The Project Manager and the key design engineer(s) in the proposed project team must show relevant experience in two (2) referenced similar projects. References email and telephone number must be current.

1. Business/Customer Name: \_\_\_\_\_

Name of Contact Person/Title: \_\_\_\_\_

Telephone# \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Duration of Contract or business relationship \_\_\_\_\_ Project completion date: \_\_\_\_\_

Type of Services Provided \_\_\_\_\_

Cost of Project: Design \_\_\_\_\_ Construction: \_\_\_\_\_

2. Business/Customer Name: \_\_\_\_\_

Name of Contact Person/Title: \_\_\_\_\_

Telephone# \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Duration of Contract or business relationship \_\_\_\_\_ Project completion date: \_\_\_\_\_

Type of Services Provided \_\_\_\_\_

Cost of Project: Design \_\_\_\_\_ Construction: \_\_\_\_\_

3. Business/Customer Name: \_\_\_\_\_

Name of Contact Person/Title: \_\_\_\_\_

Telephone# \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Duration of Contract or business relationship \_\_\_\_\_ Project completion date: \_\_\_\_\_

Type of Services Provided \_\_\_\_\_

Cost of Project: Design \_\_\_\_\_ Construction: \_\_\_\_\_

4. Business/Customer Name: \_\_\_\_\_

Name of Contact Person/Title: \_\_\_\_\_

Telephone# \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Duration of Contract or business relationship \_\_\_\_\_ Project completion date: \_\_\_\_\_

Type of Services Provided \_\_\_\_\_

Cost of Project: Design \_\_\_\_\_ Construction: \_\_\_\_\_

5. Business/Customer Name: \_\_\_\_\_

Name of Contact Person/Title: \_\_\_\_\_

Telephone# \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Duration of Contract or business relationship \_\_\_\_\_ Project completion date: \_\_\_\_\_

Type of Services Provided \_\_\_\_\_

Cost of Project: Design \_\_\_\_\_ Construction: \_\_\_\_\_

Date: \_\_\_\_\_

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature (Person authorized to bind the company): \_\_\_\_\_

**THIS FORM MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL.**

## ATTACHMENT 4

### DRUG FREE WORKPLACE FORM

The undersigned Consultant in accordance with Florida Statute 287.087 hereby certifies that  
\_\_\_\_\_ does:

(Company Name)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug free workplace through implementation of this section.

**Check one:**

\_\_\_\_\_ As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.

\_\_\_\_\_ As the person authorized to sign this statement, this firm **does not** comply fully with the above requirements.

**Date:** \_\_\_\_\_

**Name (print):** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature (Person authorized to bind the company):** \_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL**



**ATTACHMENT 5**

**PUBLIC ENTITY CRIME INFORMATION**

As provided by F.S. §287.133, 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 bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids 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, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

I, \_\_\_\_\_, being an authorized representative of the Respondent,  
\_\_\_\_\_, located at \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_, have read and understand  
the contents above. I further certify that Respondent is not disqualified from replying to this solicitation because of F.S.  
§287.133.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Federal ID #: \_\_\_\_\_

STATE OF \_\_\_\_\_

CITY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of \_\_\_\_\_ physical presence or \_\_\_\_\_ online notarization, this  
\_\_\_\_\_ day of \_\_\_\_\_ 2022, by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public – State of \_\_\_\_\_

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

Date: \_\_\_\_\_

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature (Person authorized to bind the company): \_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL.**

**ATTACHMENT 6**

**NON-COLLUSIVE AFFIDAVIT**

STATE of \_\_\_\_\_

COUNTY of \_\_\_\_\_

Before me, the undersigned authority, personally appeared:

\_\_\_\_\_ who, being first duly sworn, deposes and says that:

1. He/She is the \_\_\_\_\_ (Owner, Partner, Officer, Representative or Agent) of \_\_\_\_\_, the Respondent that has submitted the attached reply;
2. He/She is fully informed respecting the preparation and contents of the attached reply and of all pertinent circumstances respecting such reply;
3. Such reply is genuine and is not a collusive or sham reply;
4. Neither the said Respondent nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other respondent, firm, or person to submit a collusive or sham reply in connection with the work for which the attached reply has been submitted; or have in any manner, directly or indirectly sought by agreement or collusion, or communication or conference with any respondent, firm, or person to fix the price or prices in the attached reply or of any other respondent, or to fix any overhead, profit, or cost elements of the reply price or the reply price of any other respondent, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the reply work.

Signed, sealed and delivered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of \_\_\_ physical presence or \_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_ 2022, by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public – State of \_\_\_\_\_

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL**



**ATTACHMENT 7**

**LOBBYING CERTIFICATION**

“The undersigned hereby certifies, to the best of his or her knowledge and belief, that”:

STATE OF \_\_\_\_\_

CONTY OF \_\_\_\_\_

This \_\_\_\_\_ day \_\_\_\_\_ of 2022

\_\_\_\_\_, being first duly sworn, deposes and says that he or she is the authorized representative of \_\_\_\_\_ (Name of the contractor, firm or individual), and that the vendor and any of its agents agree to have no contact or communication with, or discuss any matter related in any way to any active City of North Port solicitation, with any City of North Port elected officials, officers, their appointees or their agents or any other staff or outside individuals working with the city in respect to this request other than the designated Procurement Official Contact and to abide by the restrictions outlined in the General Terms and Conditions of the Solicitation. Technical questions directed to the project manager, is prohibited. These persons shall not be lobbied, either individually or collectively, regarding any questions for bid, proposal, qualification and/or any other solicitations released by the city. To do so is grounds for immediate disqualification from the selection process. The selection process is not considered final until such a time as the Commission has made a final and conclusive determination.

(a) No City appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence either directly or indirectly an officer or employee of the City, City Commission in connection with the awarding of any City Contract.

(b) If any funds other than City appropriated funds have been paid or will be paid to any person for influencing or attempting to influence a member of City Commission or an officer or employee of the City in connection with this contract, the undersigned shall complete and submit Standard Form-L “Disclosure Form to Report Lobbying”, in accordance with its instructions.

**Signed, sealed and delivered this \_\_\_\_\_ day of \_\_\_\_\_, 2022.**

By: \_\_\_\_\_

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

STATE OF \_\_\_\_\_

CITY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of \_\_\_ physical presence or \_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_ 2022, by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public – State of \_\_\_\_\_

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL**

**ATTACHMENT 8**

**CONFLICT OF INTEREST FORM**

F.S. §112.313 places limitations on public officers (including advisory board members) and employees' ability to contract with the City either directly or indirectly. Therefore, please indicate if the following applies:

**PART I.**

I am an employee, public officer or advisory board member of the City  
\_\_\_\_\_ (List Position Or Board)

I am the spouse or child of an employee, public officer or advisory board member of the City  
Name: \_\_\_\_\_

An employee, public officer or advisory board member of the City, or their spouse or child, is an officer, partner, director, or proprietor of Respondent or has a material interest in Respondent. "Material interest" means direct or indirect ownership of more than 5 percent of the total assets or capital stock of any business entity. For the purposes of [§112.313], indirect ownership does not include ownership by a spouse or minor child.  
Name: \_\_\_\_\_

Respondent employs or contracts with an employee, public officer or advisory board member of the City  
Name: \_\_\_\_\_

None Of The Above

**PART II:**

Are you going to request an advisory board member waiver?

I will request an advisory board member waiver under §112.313(12)

I will NOT request an advisory board member waiver under §112.313(12)

N/A

The City shall review any relationships which may be prohibited under the Florida Ethics Code and will disqualify any vendors whose conflicts are not waived or exempt.

Date: \_\_\_\_\_

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature (Person authorized to bind the company): \_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL**

**ATTACHMENT 9**  
**DISCLOSURE FORM FOR**  
**CONSULTANT/ENGINEER/ARCHITECT**

Please select (only) one of the following three options:

\_\_\_ Our firm has no actual, potential, or reasonably perceived, **financial\*** or **other interest\*\*** in the outcome of the project.

\_\_\_ Our firm has a potential or reasonably perceived **financial\*** or **other interest\*\*** in the outcome of the project as described here: \_\_\_\_\_.

\_\_\_ Our firm proposes to mitigate the potential or perceived conflict according to the following plan:  
\_\_\_\_\_.

\_\_\_ Our firm has an actual **financial\*** or **other interest\*\*** in the outcome of the project as described here:  
\_\_\_\_\_.

**\*What does “financial interest” mean?**

If your firm, or employee of your firm working on the project (or a member of the employee’s household), will/may be perceived to receive or lose private income depending on the government business choices based on your firm’s findings and recommendations, this must be listed as a financial interest. An example would be ownership in physical assets affected by the government business choices related to this project. The possibility of contracting for further consulting services is not included in this definition and is not prohibited.

**\*\*What does “other interest” mean?**

If your firm, or employee of your firm working on the project (or a member of the employee’s household), will/may be perceived to have political, legal or any other interests that will affect what goes into your firm’s findings and recommendations, or will be/may be perceived to be affected by the government business choices related to this project, this must be listed as another interest.

Date: \_\_\_\_\_

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature (Person authorized to bind the company): \_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL**

## ATTACHMENT 10

### Scrutinized Company Certification Form

Company Name: _____			
Authorized Representative Name and Title: _____			
Address: _____	City: _____	State: _____	ZIP: _____
Phone Number: _____	Email Address: _____		

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with the City of North Port for goods or services of any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Florida Statutes, section 215.4725, or is engaged in a boycott of Israel.

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with the City of North Port for goods or services of \$1 million or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Florida Statutes, section 215.473, or with companies engaged in business operations in Cuba or Syria.

#### CHOOSE ONE OF THE FOLLOWING

\_\_\_ This bid, proposal, contract or contract renewal is for goods or services of less than \$1 million. As the person authorized to sign on behalf of the above-named company, and as required by Florida Statutes, section 287.135(5), I hereby certify that the above-named company is not participating in a boycott of Israel.

\_\_\_ This bid, proposal, contract or contract renewal is for goods or services of \$1 million or more. As the person authorized to sign on behalf of the above-named company, and as required by Florida Statutes, section 287.135(5), I hereby certify that the above-named company is not participating in a boycott of Israel, is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and it does not have business operations in Cuba or Syria.

I understand that pursuant to Florida Statutes, section 287.135, the submission of a false certification may result in the termination of the contract if one is entered into, and may subject the above-named company to civil penalties, attorney's fees and costs.

Certified By: \_\_\_\_\_  
AUTHORIZED REPRESENTATIVE SIGNATURE

Print Name and Title: \_\_\_\_\_

Date Certified: \_\_\_\_\_

Solicitation/Contract/PO Number (Completed by Purchasing): \_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL.**

**ATTACHMENT 11**

**VENDOR’S CERTIFICATION FOR E-VERIFY SYSTEM**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The undersigned Vendor/Consultant/Contractor (Vendor), after being duly sworn, states the following:

1. Vendor is a person or entity that has entered into or is attempting to enter into a contract with the City of North Port (City) to provide labor, supplies, or services to the City in exchange for salary, wages or other remuneration.
2. Vendor has registered with and will use the E-Verify System of the United States Department of Homeland Security to verify the employment eligibility of:
  - a. All persons newly hired by the Vendor to perform employment duties within Florida during the term of the contract; and
  - b. All persons, including sub-contractors, sub-vendors or sub-consultants, assigned by the Vendor to perform work pursuant to the contract with the City.
3. If the Vendor becomes the successful Contractor who enters into a contract with the City, then the Vendor will comply with the requirements of Section 448.095, Fla. Stat. “Employment Eligibility”, as amended from time to time.
4. Vendor will obtain an affidavit from all subcontractors attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien as defined in 8 United States Code, Section 1324A(H)(3).
5. Vendor will maintain the original affidavit of all subcontractors for the duration of the contract.
6. Vendor affirms that failure to comply with the state law requirements can result in the City’s termination of the contract and other penalties as provided by law.

VENDOR: \_\_\_\_\_ (Vendor’s Company Name)

\_\_\_\_\_ (Vendor signature)

\_\_\_\_\_ (Vendor’s name printed)

\_\_\_\_\_ (Title)

Sworn to and subscribed before me by means of \_\_\_physical presence or \_\_\_online notarization, this \_\_\_\_ day of \_\_\_\_\_, 2022 , by \_\_\_\_\_, as \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

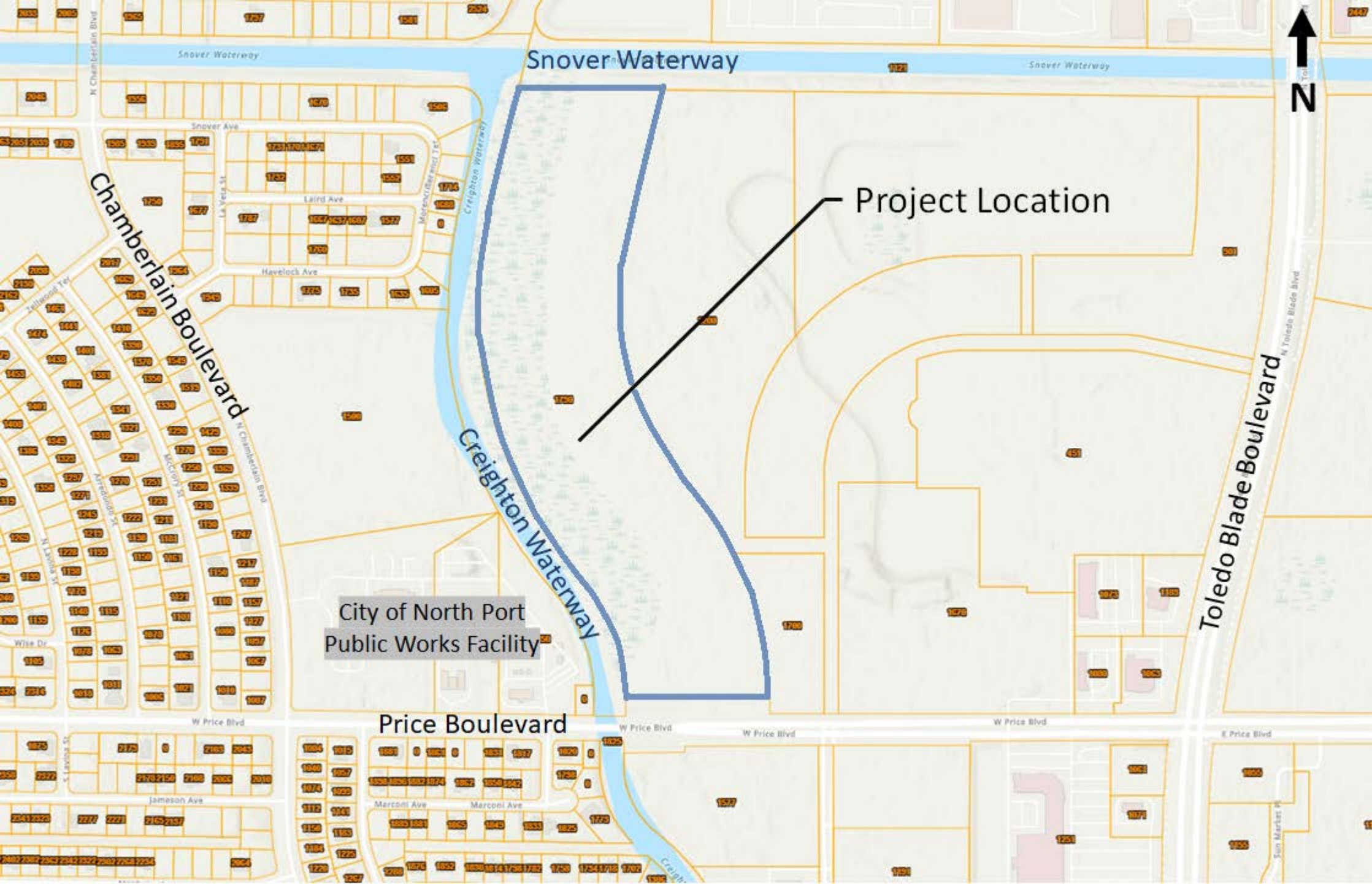
Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL**

**END OF PART IV**





Snover Waterway

Project Location

City of North Port  
Public Works Facility

Price Boulevard

Chamberlain Boulevard

Toledo Blade Boulevard

Creighton Waterway





**City of North Port**  
**FINANCE DEPARTMENT/PURCHASING DIVISION**  
**4870 CITY HALL BLVD, STE 337**  
**NORTH PORT, FLORIDA 34287**  
Office: 941.429.7170  
Fax: 941.429.7173  
Email: [purchasing@cityofnorthport.com](mailto:purchasing@cityofnorthport.com)



July 12, 2022

**TO:** PROSPECTIVE PROPOSERS

**RE:** RFP NO. 2022-36 PUBLIC SERVICES FACILITY PHASE II – CONSTRUCTION MANAGER AT RISK

**LAST DAY FOR QUESTIONS:** SEPTEMBER 6, 2022, AT 2:00 PM

**RFP DUE DATE:** NO LATER THAN 2:00 PM, SEPTEMBER 14, 2022

**ADDENDUM NO.** 1

Proposers are hereby notified that this addendum shall be made part of the above-named proposal and contract documents. The following changes to the above proposal are issued to modify, and/or clarify the proposal and contract documents (the deletions are as ~~striketroughs~~ and additions as underlined). These items shall have the same force and effect as the original documents, and proposals to be submitted on the specified date shall conform with the additions, deletions and revisions as listed herein.

**ITEM #1:** Please **DELETE** the specifications document in its entirety and **REPLACE** with the attached. A draft version was posted.

**Firms are required to acknowledge receipt of this addendum on their proposal forms. All other terms and conditions of the original proposal and contract documents remain the same.**

Alla V. Skipper, CPPB  
Senior Contract Administrator  
*Purchasing Division*  
4970 City Hall Blvd.  
North Port, Florida 34286  
Tel: 941.429.7172  
Fax: 941.429.7173  
City Cell: 941.705.8883  
E-mail: [askipper@cityofnorthport.com](mailto:askipper@cityofnorthport.com)

**Receipt of Addendum No. 1 shall be noted within the Proposal Form in the appropriate section.**

End of Addendum No.1

# City of North Port



**PUBLIC SERVICES FACILITY PHASE II  
CONSTRUCTION MANAGER AT RISK**

**Request for Proposal No. 2022-36**

## PUBLIC NOTICE/ADVERTISEMENT

### ADDENDA 1

Notice is hereby given that the City of North Port will receive sealed proposals from legal entities authorized to do business in Florida for:

**RFP NO. 2022-36**

### **PUBLIC SERVICES FACILITY PHASE II – CONSTRUCTION MANAGER AT RISK**

It is the intent of the City of North Port to request proposals from experienced and qualified professional to provide Construction Manager (CM) at Risk services for new and existing public works facilities. Services include pre-construction and construction services for the Public Services Facility Phase II and existing public works facilities.

There will not be a Pre-Submittal Conference for this project. Please send any questions to my email address below.

**SUBMITTAL DUE DATE: *September 14, 2022, NO LATER THAN 2:00 PM***

*We are strongly encouraging the use of Delivery Services and/or couriers such as FedEx or UPS to deliver your sealed solicitations to: Finance Department/Purchasing Division, City of North Port, 4970 City Hall Boulevard, Suite 337, North Port, FL 34286. Proposals received after this date and time will not be opened.*

**EVALUATION AND RANKING: *October 4, 2022, AT 2:00 PM***

*The Selection Committee shall evaluate and rank the proposals submitted. This meeting is open to the public and will be held at the City of North Port City Hall, 4970 City Hall Boulevard, Suite 244, North Port, Florida, 34287.*

Information regarding this project may be viewed and downloaded from DemandStar's website at [www.demandstar.com](http://www.demandstar.com) or through the link provided on the city web site at [www.cityofnorthport.com](http://www.cityofnorthport.com) (after 8/15/2022, please use [www.northportfl.gov](http://www.northportfl.gov)). Proposal documents are also posted on the City FTP site at <https://www.cityofnorthport.com/filesshare> (after 8/15/2022, please use <https://www.northportfl.gov/filesshare>) (select the Purchasing Folder and scroll to Project RFP 2022-36); however, addendums are only posted on [www.demandstar.com](http://www.demandstar.com). If you have any questions, concerns, or problems accessing the proposal package using the link, please contact Alla V. Skipper, CPPB, Senior Contract Administrator at 941.429.7172. Requests for additional information or clarification must be submitted in writing email to [purchasing@cityofnorthport.com](mailto:purchasing@cityofnorthport.com) (after 8/15/2022, please use [purchasing@northportfl.gov](mailto:purchasing@northportfl.gov)). Responses will be provided to all known submitters in writing through the addenda process. No verbal requests will be honored. Responses will be provided to all known submitters in writing through the addenda process. No verbal requests will be honored. The last day for questions is **SEPTEMBER 6, 2022, at 2:00 PM.**

The City of North Port does not discriminate on the basis of race, color, national origin, sex, age, disability, family or religious status in administration of its programs, activities or services.

**PUBLISH: AUGUST 12, 2022**

[www.cityofnorthport.com](http://www.cityofnorthport.com)

[www.demandstar.com](http://www.demandstar.com)

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**STATEMENT OF NON-SUBMITTAL**

If you **do not** intend to submit a proposal on this service, please return this form to the address below immediately.

We the undersigned have declined to submit a proposal on the requested service for: **2022-36: PUBLIC SERVICES FACILITY PHASE II - CONSTRUCTION MANAGER (CM) AT RISK** for the following reason(s):

- Insufficient time to respond to the solicitation.
- We do not offer this service.
- Our schedule would not permit us to perform.
- Unable to meet bond/insurance requirements.
- Specifications or Scope of Service are unclear (explain below).
- OTHER (please specify below).

---

Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**Note: Statement of Non-Submittal may be faxed to 941.429.7173 or e-mailed to [purchasing@northportfl.gov](mailto:purchasing@northportfl.gov)**

## PART I – GENERAL INSTRUCTIONS

### 1. PURPOSE:

#### A. Intent of RFP:

The City of North Port hereinafter referred to as the “City” desires to contract for Professional Services. It is the intent of the City of North Port, Florida, to request proposals from experienced and qualified proposers to provide construction management (CM) pre-construction and construction services. CM will coordinate with the design team to evaluate the 2008 Space Needs Analysis and assist in the development of the design criteria for Phase II of the Public Services Facility. Services include coordination in the review of the 2008 Space Needs Analysis as the design team ensures its suitability for a projected 30-year growth, assist in the development of design criteria for the Road and Drainage Operations and Maintenance Division, Solid Waste Division, and outdoor repair facility for Fleet Maintenance Division. Coordinate with the design team on the design and permitting for Phase II of the Public Services Facility as well as the evaluation of the uses of the existing public works facilities and prepare budget cost estimates at each phase of design for the construction. CM may be called upon to assist with City Commission presentations and exhibits of the proposed expansion.

#### B. BACKGROUND:

The existing public works facility is operating over capacity and is in need of expansion. A Space Needs Analysis was performed in 2008 and Phase I, primarily consisting of the Fleet Maintenance Facility, was constructed in 2010. Replacement of the existing Road and Drainage Operations Facility and Solid Waste Facility is needed to accommodate growth. Property on the East side of the Creighton Waterway adjacent to the existing Public Works Facility was recently acquired by the City for the Road and Drainage District Operations Facility.

### 2. CONTRACT AWARD/TERM:

The City anticipates entering into one (1) contract with the firm who submits the proposal judged to be most advantageous to the City. The Proposer understands that this RFP does not constitute an agreement or a contract with the Proposer. A proposal is not binding until proposals are reviewed and accepted by the North Port City Commission and both parties execute a contract.

### 3. DEVELOPMENT COSTS:

The City shall not be liable for any expense incurred in connection with preparation of a response to this Request for Proposal. Proposers should prepare a straightforward and concise description of the Proposer’s ability to meet the requirements of the RFP.

### 4. DEFINITIONS:

**AGREEMENT:** The term "Agreement" shall refer to the Agreement that may result from this Request for Proposal.

**CITY:** The term "City" shall refer to The City of North Port, Florida, or its City Commission, or City Manager or his Designee, as applicable.

**CONSULTANT/ENGINEER:** The term “CONSULTANT” OR “ENGINEER” shall refer after award, said Proposer/Firm will be referred to as the consultant/engineer.

**DUE DATE AND TIME:** The term “Due Date and Time” shall refer to the due date and time listed in the Notice of Availability and Timetable of this Solicitation.

**PROPOSAL/REPLY/SUBMITTAL:** The term "Proposal", “Reply” and “Submittal” The complete response of the

Proposer to the RFP, including properly completed forms and supporting documentation.

**PROPOSER:** The terms “Proposer” or “the Firm” or “the Broker of Record” shall refer to anyone submitting a Proposal in response to this Request for Proposal.

**PROPOSAL FORMS:** The term “Proposal Forms” shall mean the forms required to be submitted in accordance with this Request for Proposal.

**REQUEST FOR PROPOSAL:** The terms "Request for Proposal", “RFP”, or “Solicitation” shall mean this Request For Proposal, including all exhibits, attachments and addendums as approved by the City, and amendments or change orders issued by the Procurement Department.

**RESPONSIVE PROPOSAL/REPLY/SUBMITTAL:** Is a reply submitted by a responsive and responsible Respondent which conforms in all material respects to the solicitation.

**RESPONSIBLE RESPONDENT:** A person, company or entity which determined to have the capability in all respects to fully perform the agreement requirements and has the integrity and reliability which will assure good faith performance.

**SPECIFICATIONS:** The term “Specifications” shall mean any technical requirements specified in this Request For Proposal or any addendum or other document issued by the City specifying technical requirements of the Work/Service.

**SUBCONSULTANT/SUBCONTRACTOR:** The term "Subcontractor" and “Sub-consultant” shall refer to any person, firm, entity, or organization, other than the employees of the Successful Proposer, who contract with the Successful Proposer to furnish labor, or labor and materials, in connection with the Work or Services to the City, whether directly or indirectly, on behalf of the Successful Proposer.

After award of contract - Changes to the originally proposed project team (Consultant Key personnel, Sub-consultants, Sub-consultant Key personnel, Principle, etc) shall be submitted to the City in writing. Acceptance of the change shall be the sole discretion of the City. In the event the City does not approve the amended project team, the City has the option to terminate the contract. The City will reimburse the awarded Consultant for the work completed up to the time of termination.

**TIME OF COMPLETION:** Time in which the entire work shall be completed.

**WORK:** The terms "Work", “Scope of Work”, "Services", “Program”, “Project”, or “Engagement” shall refer to all matters and things that will be required to be done by the Successful Proposer in accordance with entirety of the scope of work required by this RFP including all terms and conditions of this Solicitation.

## 5. INQUIRIES:

The City will not respond to oral inquiries. Proposers may submit written inquiries via e-mail regarding this RFP to [Purchasing@northportfl.com](mailto:Purchasing@northportfl.com) (see Public Notice/Advertisement page for e-mail references). The last day for questions is **September 6, 2022, at 2:00 p.m.**

The City will record its responses to inquiries and any supplemental instructions in the form of written addenda. All written addenda will be issued through DemandStar’s website at [www.demandstar.com](http://www.demandstar.com). It shall be the responsibility of the Proposer, prior to submitting their proposal, to contact the Purchasing Office to determine if addenda were issued, acknowledging, and incorporating them into their proposal.



6. **PRE-PROPOSAL MEETING:** There is no pre-proposal meeting for this project.

7. **PROPOSAL SUBMISSION AND WITHDRAWAL**

The City will receive **SEALED** proposals with the following information ***clearly marked on the outside packaging (FedEx, UPS, USPS, etc.): "RFP NO. 2022-36 PUBLIC SERVICES FACILITY PHASE II – CONSTRUCTION MANAGER (CM) AT RISK"*** at the address below:

**City of North Port**  
**Alla V. Skipper, CPPB, Senior Contract Administrator**  
**4970 City Hall Boulevard, Suite 337**  
**North Port, Florida 34286**

Proposals received after the established deadline will not be opened. Proposers may withdraw their proposals by notifying the City in writing at any time prior to the due date. Proposals not so withdrawn shall, upon opening, constitute an irrevocable offer for a period of one hundred and eighty (180) calendar days to provide the City the services set forth in these specifications until one or more of the proposals have been accepted by the City Commissioners. Proposal documents are exempt from public record for a period of thirty days or a Notice of Intent to Award is issued whichever comes sooner per Chapter 119, as amended, of the Florida Statutes.

8. **PRESENTATIONS/DISCUSSIONS:** The Selection Committee may conduct discussions with firms of the Committee's choosing, regarding their qualifications, approach to the project, and ability to furnish the required services. The City will not be liable for any costs incurred by the Respondents in connection with such interviews/presentations (i.e. travel, accommodations, etc.). The discussions/presentations/interviews are closed to the public per Chapter 286, as amended, of the Florida Statutes.

9. **PROPOSAL RESTRICTIONS:**

In order to control the cost of preparation, submittal will be restricted to the requirements as described in Part IV - "Rules and Instructions" for Preparing Proposals contained within this RFP.

- **EXAMINATION OF PROPOSAL DOCUMENTS/SITE:** Prior to proposal submission, Proposers shall carefully examine all provisions of this document, and all other related documents, including all modifications thereof, incorporated in the proposal package, plus fully informing themselves as to all existing conditions and limitations that affect the work to be performed under this contract.
- Discrepancies, omissions, or questions about the intent of the documents should be submitted to the Purchasing Division in written form as a request for interpretation no later than five (5) days prior to Proposal due date (or shall be verbally addressed at the pre-proposal conference, if applicable).
- It shall be the responsibility of the proposer, prior to submitting their response, to either visit [www.demandstar.com](http://www.demandstar.com) to view the solicitation and download all issued addenda or contact the City of North Port Purchasing Division to determine if addenda were issued.
- Examination of Sites: Prior to submitting a proposal, each proposer shall attend the mandatory pre-proposal & site meeting, if required, and examine the all the site and all conditions thereon. All proposals shall be presumed to include all such existing conditions as may affect any work to be done in this agreement. Failure to familiarize himself with such conditions will in no way relieve the successful proposer from the necessity of furnishing any materials or performing any work that may be required to complete the work in accordance with the Specifications. **(There is no pre-proposal meeting).**

## 10. CONFLICTS WITHIN SOLICITATION

Where there appears to be a conflict between the any of the provisions in this solicitation or any addendum issued, the order of precedence shall be: the last addendum issued, Proposal Forms, Scope of Service, Plans, Permits, reports and then the General Terms and Conditions. It is incumbent upon the Proposer to identify such conflicts to the designated purchasing representative prior to the proposal response date.

## 11. DRUG FREE WORKPLACE

The City of North Port is a Drug Free Workplace. It is strongly suggested that the attached Drug Free Workplace Form be signed and returned to this office with the reply. The City grants a preference (following local preference, if applicable) to a business with drug-free workplace program, whenever two (2) or more Proposals are tied in the evaluation and ranking process. The Drug-free Workplace Vendor shall have the burden of demonstrating that its program complies with Section 287.087 of the Florida Statutes, and any other applicable state law. All Proposers are strongly recommended to submit the form entitled “**DRUG-FREE WORKPLACE AFFIDAVIT**”.

## 12. PUBLIC ENTITY CRIMES STATEMENT

In accordance with Florida Statutes §287.133(2)(a), “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 bid on a contract to provide any goods/services to a public entity, may not submit a bid on a contract with a public entity for construction or repair of a public building or public work, may not submit bids 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, for Category Two, for a period of 36 months from the date of being placed on the convicted vendor list.”

## 13. MINORITY, WOMEN, and VETERAN OWNED BUSINESS ENTERPRISE (M/W/VBE)

M/W/VBEs are encouraged to participate in the reply process. All M/W/VBEs 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 statewide and interlocal agreement certification, as provided for by Section 287.09431, Florida Statutes. A State of Florida MBE Certificate or interlocal agreement from an agency having an interlocal agreement with the State of Florida must accompany the proposal submission and the Certificate must be issued to the prime Consultant/Contractor to claim M/W/VBE status.

## 14. REGULATIONS:

Violation of any local, state or federal law in the performance of this Agreement shall constitute a material breach of this Agreement.

## 15. CANCELLATION:

The City Manager or Designee shall have the right to unilaterally cancel, terminate, or suspend this Agreement, in whole or in part, by providing the firm thirty (30) calendar days written notice by certified mail.

## 16. FISCAL NON-FUNDING CLAUSE:

In the event sufficient funds are not budgeted for a new fiscal period, the City shall notify the successful Proposer of such occurrence and the Agreement shall terminate on the last day of the current fiscal year without penalty or expense to the City.

## 17. RESERVED RIGHTS:

The City reserves the right to accept or reject any and all submissions, to accept all or any part of the submission, to waive irregularities and technicalities, and to request resubmission, for whatever reason or for no reason, if it is deemed in the best interest of the City.

The City, in its sole discretion, may expand the scope of work to include additional requirements. The City reserves the right to investigate, as it deems necessary, to determine the ability of any Respondent to perform the work or services requested. The Respondents upon request shall provide information the City deems necessary in order to make a determination.

## 18. EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

The City of North Port, Florida, in accordance with the provisions of Title VII of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all Respondents that it will ensure that in any Agreement entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit replies in response to this advertisement and will not be discriminated against on the ground of race, color or national origin in consideration for an award.

## 19. PERFORMANCE EVALUATION:

At the end of the Agreement, the receiving department will evaluate the successful Proposer's performance. This evaluation will become public record.

## 20. PAYMENTS:

The City shall pay the Consultant through payment issued by the Finance Department in accordance with the Local Government Prompt Payment Act of the Florida Statutes, Chapter 218, upon receipt of the Consultant's invoice and written approval of same by the City's Administrative Agent indicating that services have been rendered in conformity with this Agreement. The Consultant shall submit an invoice for payment to the City for those specific tasks that were completed during that invoicing period. For those specific services that were partially completed, progress payments shall be paid in proportion to the percentage of completed work on those specific services approved in writing by the City's Administrative Agent based on the percentage of the amount for those specific services. The Consultant's invoices shall be in a form satisfactory to the City of North Port Finance Department, who shall initiate disbursements.

## 21. INSURANCE REQUIREMENTS:

The successful firm shall be required to supply, at their cost, the following minimum insurance coverage:

A. Before performing any contract work, Consultant shall procure and maintain during the life of the Contract the insurance listed below, unless otherwise specified. The policies of insurance shall be primary and written on forms acceptable to the City and placed with insurance carriers approved and licensed by the Insurance Department in the State of Florida and meet a minimum financial AM Best and Company rating of no less than "Excellent." No changes are to be made to these specifications without prior written specific approval by the City Manager or designee. The City Manager or designee may alter the amounts or types of insurance policies required by this Contract upon agreement with Consultant.

- i. **Workers Compensation:** Coverage to apply for all employees at the statutory limits provided by state and federal laws. The policy must include proof of current Worker's Compensation coverage or Worker's Compensation exemption (notarized affidavit).

ii. **Comprehensive Commercial General Liability Insurance:** Occurrence form required. Aggregate must apply separately to this Contract. Minimum \$1,000,000 each occurrence; \$1,000,000 general aggregate; \$1,000,000 products and completed ops; and \$100,000 damage to rented premises. City of North Port to be named additionally insured.

iii. **Automobile Insurance:** To include all vehicles owned, leased, hired and non-owned vehicles. Proof of Commercial Auto Liability Insurance.

iv. **Professional Liability Insurance:** Professional liability or malpractice or errors and/or omissions insurance shall be purchased and maintained with a minimum \$1,000,000 per occurrence for this project with a \$1,000,000 policy term general aggregate. The City prefers all Professional Liability Insurance be written on an Occurrence Form; however, in the event that the professional liability insurance required by the Contract is written on a claims-made basis, Consultant warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained for a period of two (2) years or an extended reporting period (ERP) with tail coverage will be obtained and maintained for a period of two (2) years beginning at the time work under this Contract is completed.

v. **General requirements:** The City of North Port is to be named additional insured on the Comprehensive Commercial General Liability. Certification of same shall be required. All certificates of insurance must be on file with and approved by the CITY before commencement of any work activities under this Contract.

Any and all deductibles to the above referenced policies are to be the responsibility of the Consultant. The Consultant's insurance is considered primary for any loss regardless of any insurance maintained by the City. The Consultant is responsible for all insurance policy premiums, deductibles, or SIR (self-insured retentions) or any loss or portion of any loss that is not covered by any available insurance policy.

All insurance policies must be issued by companies of recognized responsibility licensed to do business in Florida and must contain a provision that prohibits cancellation unless the City is provided notice as stated within the policy. It is the Consultant's responsibility to provide notice to the City.

B. **WAIVER OF SUBROGATION:** All required insurance policies are to be endorsed with a waiver of subrogation. The insurance companies, by proper endorsement or thru other means, agree to waive all rights of subrogation against the City, its officers, officials, employees and volunteers, and the City's insurance carriers, for losses paid under the terms of these policies that arise from the contractual relationship or work performed by the Consultant for the City. It is the Consultant's responsibility to notify their insurance company of the Waiver of Subrogation and request written authorization or the proper endorsement. Additionally, the Consultant, its officers, officials, agents, employees, volunteers, and any subcontractors, agree to waive all rights of subrogation against the City and its insurance carriers for any losses paid, sustained or incurred, but not covered by insurance, that arise from the contractual relationship or work performed. This waiver also applies to any deductibles or self-insured retentions the Consultant or its agents may be responsible for.

C. **POLICY FORM**

i. All policies, required by this Contract, with the exception of Workers Compensation, or unless specific approval is given by Risk Management through the City's Purchasing Office, are to be written on an occurrence basis, shall name the City of North Port, its Commissioners, officers, agents, employees and volunteers as additional insured as their interest may appear under this Contract. Insurer(s), with the exception of Workers Compensation, shall agree to waive all rights of subrogation against the City of North Port, its Commissioners, officers, agents, employees or volunteers.

ii. Insurance requirements itemized in this Contract, and required of the Consultant, shall be provided by or on behalf of all subcontractors to cover their operations performed under this Contract.

The Consultant shall be held responsible for any modifications, deviations, or omissions in these insurance requirements as they apply to subcontractors.

iii. Each insurance policy required by this Contract shall:  
a. Apply separately to each insured against whom claim is made and suit is brought, except with respect to limits of the insurer's liability.

b. Be endorsed to state that coverage shall not be suspended, voided or cancelled by either party except after notice is delivered in accordance with the policy provisions. The Consultant is to notify the City Purchasing Office by written notice via certified mail, return receipt requested.

iv. The CITY shall retain the right to review, at any time, coverage, form, and amount of insurance.

v. The procuring of required policies of insurance shall not be construed to limit Consultant's liability nor to fulfill the indemnification provisions and requirements of this Contract. The extent of Consultant's liability for indemnity of the City shall not be limited by insurance coverage or lack thereof, or unreasonably delayed for any reason, including but not limited to, insurance coverage disputes between the Consultant and its carrier.

vi. The Consultant shall be solely responsible for payment of all premiums for insurance contributing to the satisfaction of this Contract and shall be solely responsible for the payment of all deductibles and retentions to which such policies are subject, whether or not the City is an insured under the policy.

vii. Claims Made Policies will be accepted for hazardous materials and such other risks as are authorized by the City's Purchasing Office. All Claims Made Policies contributing to the satisfaction of the insurance requirements herein shall have an extended reporting period option or automatic coverage of not less than two (2) years. If provided as an option, the Consultant agrees to purchase the extended reporting period on cancellation or termination unless a new policy is affected with a retroactive date, including at least the last policy year.

viii. Certificates of Insurance evidencing Claims Made or Occurrences form coverage and conditions to this Contract, as well as the Contract number and description of work, are to be furnished to the City's Purchasing Office (4970 City Hall Boulevard, Suite 337, North Port, FL 34286) prior to commencement of work AND a minimum of thirty (30) calendar days prior to expiration of the insurance contract when applicable. All insurance certificates shall be received by the City's Purchasing Office before the Consultant will be allowed to commence or continue work. The Certificate of Insurance issued by the underwriting department of the insurance carrier shall certify compliance with the insurance requirements provided herein.

ix. Notices of Accidents (Occurrences) and Notices of Claims associated with work being performed under this Contract shall be provided to the Consultant's insurance company and the City's Purchasing Office as soon as practicable after notice to the insured.

## 22. BONDS

Prior to approval of the GMP Amendment, CM shall provide to the City a Performance and Payment Bond (City Attorney template will be provide). The bonds shall be executed by the CM and a surety company authorized to do business in the State of Florida, in an amount no less than the GMP, which bond shall be conditioned upon the successful completion of all work, labor, services, and materials to be provided and furnished hereunder, and the

payment of all subcontractors, materialmen, and laborers. The City will only accept a Performance and Payment Bond from a surety with an A.M. Best rating of 'A-' (Excellent) or better for said bond. Said bond shall be subject to the approval of the City. In accordance with Section 255.05, F.S., the City may not make a payment to the CM until the CM has provided the City a certified copy of the recorded bond.

**23. INDEMNITY:**

The Consultant shall indemnify and hold harmless the City, its Commissioners, officers and employees, from all liabilities, damages, losses and costs (including, but not limited to, reasonable attorneys' fees and court costs, whether such fees and costs are incurred in negotiations, at the trial level or on appeal, or in the collection of attorneys' fees), to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Consultant, or Consultant's officers, employees, agents, and other persons employed or utilized by the Consultant in the performance of, or the failure to perform, the Agreement.

In the event of a claim, the City shall promptly notify the Consultant in writing by prepaid certified mail (return receipt requested) or by delivery through any nationally recognized courier service (such as Federal Express or UPS) which provides evidence of delivery, at the address provided for receipt of notices in this Agreement. Such notification may also be provided by fax transmission.

The City shall provide all available information and assistance that the Consultant may reasonably require regarding any claim. This agreement for indemnification shall survive termination or completion of the Agreement. The insurance coverage and limits required in this Contract may or may not be adequate to protect the City and such insurance coverage shall not be deemed a limitation on the Consultant's liability under the indemnity provided in this section. In any proceedings between the parties arising out of or related to this Indemnity provision, the prevailing party shall be reimbursed all costs, expenses and reasonable attorney fees through all proceedings (at both trial and appellate levels).

Nothing in this Agreement shall be deemed to affect the rights, privileges and immunities of the City as set forth in Florida Statute § 768.28.

**24. CONFLICTS OF INTEREST - CITY OFFICERS, EMPLOYEES OR BOARD MEMBERS:**

The Florida Code of Ethics regulates the ability of the City to contract with its public officers (including board members), employees, and their immediate relatives. Respondents shall disclose any such potential conflicts on the provided Conflict of Interest Form. Respondents are responsible for reviewing Florida Statute §112.313 to determine whether they may have a conflict. If Respondent is in doubt as to their ability to contract with the City, they shall seek a conflict of interest opinion from the City Manager or their designated representative prior to submittal of a response.

**25. DISCLOSURE FORM FOR CONSULTANT/ENGINEER/ARCHITECT:**

The purpose of this disclosure form is to allow the City to identify actual or potential 'financial' or 'other interests' (as defined in the form) which may adversely affect, or have the appearance of adversely affecting, the City's interest in the award of this contract. The City reserves the right to reject any proposal, terminate negotiations, or terminate any subsequent contract deemed to have an unacceptable conflict of interest.

**26. COLLECTION OF FEES, ASSESSMENTS AND TAXES:**

By acceptance of an Agreement, the Successful Contractor acknowledges compliance with the requirement that all delinquent and currently due fees, and taxes have been paid. The City may require verification and satisfaction of all delinquencies and currently due fees, assessment and taxes prior to submittal due date. City will conduct annual review for any fees, assessments and taxes.

**27. NON-DISCRIMINATION:**

The City of North Port does not discriminate on the basis of race, color, national origin, sex, age, disability, family or religious status in administration of its programs, activities or services. Pursuant to Subsection 287.134(2)(a), F.S., “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 Contractor under a contract with any public entity; and may not transact business with any public entity.”

**28. CONTACT PROHIBITION:**

All prospective Proposers are hereby instructed NOT to contact any member of the City of North Port Commission, City Manager, or City of North Port staff member other than the authorized City contact person identified in this Solicitation, or their designated Procurement staff member, regarding this solicitation package, or their submittal package, City's Intent to Award, or City's Intent to Reject (if applicable) at any time prior to the formal award for this project. Any such contact shall be cause for rejection of your submittal.

**29. STATE REGISTRATION REQUIREMENTS:**

Any Proposer required by Florida law to register to do business in this state shall either be registered or have applied for registration with the Florida Department of State in accordance with the provisions of Chapter 607, 608, 617, or 621, Florida Statutes, unless they are exempt. A copy of the registration/application will be required prior to award of an Agreement. Any partnership submitting a response to this solicitation shall have complied with the applicable provisions of Chapter 620, Florida Statutes.

**30. ASSIGNMENT:**

The Contractor shall not assign any interest in this Agreement and shall not transfer any interest in same (whether by assignment or novation) without prior written consent of the City Manager or designee, except those claims for the money due or to become due the Contractor from the City under this Agreement may be assigned to a financial institution or to a trustee in bankruptcy without such approval from the City. Notice of such transfer or assignment due to bankruptcy shall be promptly given to the City.

**31. AMENDMENT:**

This Agreement constitutes the sole and complete understanding between the parties and supersedes all agreements between them, whether oral or written with respect to the subject matter. No amendment, change or addendum to this Agreement is enforceable unless agreed to in writing by both parties and incorporated into this Agreement. The City Manager or designee may agree to amendments that do not increase compensation to Contractor. The City Commission shall approve all increases in compensation under the Agreement.

**32. DECLARATION OF EXEMPTION FROM PUBLIC RECORD:**

Pursuant to Florida Statute § 119.071 (1)(b)(2), all submittals are exempt from public record until such time as the City provides notice of an intended decision or until 30 days after opening the replies, whichever is earlier.

**FLORIDA PUBLIC RECORDS LAW.** In accordance with Chapter 119 of the Florida Statutes, and, except as may be provided by Chapter 119 of the Florida Statutes and other applicable State and Federal Laws, all Proposers should be aware that the Proposal and the responses thereto are in the public domain and are available for public

inspection and copying. If the Proposer is asserting that certain information in its proposal is confidential and/or proprietary and/or exempt from public disclosure, then the Proposer is required to do the following: (1) identify, with specificity, the information which the Proposer asserts is confidential and/or proprietary and/or exempt from public disclosure, (2) place such information (including any applicable electronic media on which such information is contained) in a sealed envelope that is separate from the Proposer's other proposal documents, (3) clearly label the envelope that contains the confidential, proprietary and/or exempt information as follows: "EXEMPT FROM PUBLIC DISCLOSURE" with Proposer's name and the Bid number marked on the outside, and (4) specifically cite the applicable Florida Statute(s) that exempts such information from public disclosure - such citation must be placed on the sealed envelope and also on a separate document contained within the sealed envelope along with any relevant explanations. The envelope that contains the Proposer's confidential/proprietary/exempt information must be submitted with the Proposer's other proposal documents.

Proposer is advised that failure to follow the aforementioned instructions may result in Proposer's alleged confidential/proprietary/exempt information being disclosed to the public. All submittals received in response to this Bid will become the property of the City of North Port and will not be returned. In the event of an award, all documentation produced as part of the contract will become the exclusive property of the City.

Be aware that the designation of an item as exempt from public disclosure by a Proposer may be challenged in court by any person or entity. By designation of material in your Bid submittal as exempt from public disclosure, Bidder agrees to defend the City of North Port (and its employees, agents and elected and appointed officials) against all claims and actions (whether or not a lawsuit is commenced) related to Proposer's designation of material as exempt from public disclosure and to hold harmless the City of North Port (and its employees, agents and elected and appointed officials) for any award to a plaintiff for damages, costs and attorneys' fees, and for costs and attorneys' fees incurred by the City by reason of any claim or action related to you designation of material as exempt from public disclosure.

### **33. PUBLIC RECORDS:**

In accordance with Florida Statutes 119.0701, Contractor shall comply with all public records laws, and shall specifically:

1. Keep and maintain public records required by the CITY to perform the service.
  - a. The timeframes and classifications for records retention requirements must be in accordance with the General Records Schedule GS1-SL for State and Local Government Agencies. (See <http://dos.state.fl.us/library-archives/records-management/general-records-schedules/>).
  - b. "Public records" means and includes those items specified in Florida Statutes 119.011(12), as amended from time to time, and currently defined as: All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business with the City. Contractor's records under this Agreement include but are not limited to, supplier/subcontractor invoices and contracts, project documents, meeting notes, emails and all other documentation generated during this Agreement.
2. Upon request from the City's custodian of public records, provide the CITY, at no cost, with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided for by law. All records kept electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.



3. Ensure that project 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, if the Contractor does not transfer the records to City following completion of the contract, for the time period specified in General Records Schedule GS1-SL for State and Local Government Agencies.
4. Upon completion of the contract, transfer, at no cost, to the City all public records in Contractor's possession or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon the completion of the contract, the Consultant shall meet all applicable requirements for retaining public records.
5. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT CUSTODIAN OF PUBLIC RECORDS, 4970 CITY HALL BOULEVARD, NORTH PORT, FLORIDA 34286, (941) 429-7056 OR HOTLINE 429-7270; EMAIL [Publicrecordsrequest@northportfl.gov](mailto:Publicrecordsrequest@northportfl.gov).**
6. Failure of the Contractor to comply with these requirements shall be a material breach of this Agreement. Further, the Contractor may be subject to penalties under Florida Statutes 119.10.

**The Consultant acknowledges that they have read the above information and agrees to comply with all the above RFP requirements.**

#### **34. SUNSHINE LAW EXEMPTIONS:**

The exemption under F.S. §286.0113 provides that for all "competitive solicitations:"

- Any portion of a meeting at which a negotiation with a vendor is conducted pursuant to a competitive solicitation,
- Any portion of a meeting at which a vendor makes an oral presentation as part of a competitive solicitation,
- Any portion of a meeting at which a vendor answers questions as part of a competitive solicitation, or
- Any portion of a team meeting at which negotiation strategies are discussed is exempt from s. [286.0113](#) and s. 24(b), Art. I of the State Constitution.

An exemption from the Sunshine law means that the meeting does not have to be noticed, open to the public or have minutes taken. The statute does provide that a verbatim recording of the meeting must be made. The recording and any records presented at the meeting are also exempt from public records disclosure until 30 days after opening of the bids, proposals or replies, or notice of an intended decision, whichever is earlier. The exemption does not apply to the evaluation/ranking portion of a Selection Committee meeting, the approval of a Respondent to negotiate with, or approval of the final Contract.

**35. REPLIES ARE SUBJECT TO PUBLIC INSPECTION:**

Unless exempted by law, all public records are subject to public inspection and copying under Florida's Public Records Law, Chapter 119, F.S. A time-limited exemption from public inspection is provided for the contents of a reply pursuant to Section 119.071(1)(b), F.S. Once that exemption expires, all contents of a reply become subject to public inspection unless another exemption applies. Any claim of trade secret exemption for any information contained in a Respondent's reply to this solicitation will be waived upon opening of the reply by the Owner, unless the claimed trade secret information is submitted in accordance with this Section. This waiver includes any information included in the Respondent's reply outside of the separately bound document described below.

**36. NON-EXCLUSIVITY:**

No guarantee of certain services, volume of work, or quantity of projects is implied. This contract does not entitle any firm to exclusive rights to City of North Port contracts. The City reserves the right to acquire professional services from other firms or perform "in-house" services for any purpose as it deems appropriate. The City may, in its sole discretion, procure the services of any consultants at any time for any project other than those selected.

**37. SCRUTINIZED COMPANIES:**

- A. As required by section 287.135(5), Florida Statutes, for contracts of \$1,000,000.00 or less, when submitting a bid or proposal, and prior to entering into a contract with the City, every person or entity shall certify on a form provided by the City, that it is not on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, and that it is not engaged in a boycott of Israel.
- B. As required by section 287.135(5), Florida Statutes, for contracts of \$1,000,000.00 or more, when submitting a bid or proposal, and prior to entering into a contract with the City, every person or entity shall certify on a form provided by the City, that all of the following are true:
  - 1. It is not on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, and that it is not engaged in a boycott of Israel; and
  - 2. It is not on the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in Iran Petroleum Energy Sector list, created pursuant to section 215.473, Florida Statutes; and
  - 3. It is not engaged in business operations in Cuba or Syria.
- C. PENALTY:
  - 1. If a false certification is submitted or the person or entity has been placed on one of the above-noted Lists of Scrutinized Companies or has engaged in business operations in Cuba or Syria, the person or entity will be in breach of the Contract terms and the City may terminate the Contract.
  - 2. A person or entity that has been found to have provided a false certification may be subject to a civil penalty equal to the greater of \$2 million or twice the amount of the Contract, plus all reasonable attorney's fees and costs, including any costs for investigations that led to the finding of the false certification; and
  - 3. A person or entity that has been found to have provided a false certification shall be ineligible to bid on any contract with the City for three (3) years after the date the City determined that a false certification has been submitted.

### 38. JOINT VENTURES:

The joint venture must be in place at the time of submittal. Firms who submit a proposal as a "joint venture" must clearly indicate in their proposal the name of the "joint venture" and the individual participants. All documents must be executed/signed and notarized by all parties involved as participants in the "joint venture". A copy of the formal "joint venture" contract between all parties, indicating their respective roles, responsibilities (e.g., agreement of the joint venture relative to the type of work, the dollar levels of participation and percentage of total fees based on location, where applicable) shall be included with the "joint venture" proposal submittal. One firm will take the lead as point of contact and awardee; how you work it out with your partnering firm is up to you. The City contract is with one entity, and one check is issued.

### 39. SUB-CONSULTANTS:

A Sub-Consultant is an individual or firm contracted by the Consultant or Consultant's firm to assist in the performance of services required under this RFP. A Sub-Consultant shall be paid through Consultant or Consultant's firm and not paid directly by the City. Sub-Consultants are allowed by the City in the performance of the services delineated within this RFP. Consultant must clearly reflect in its Proposal the major Sub-Consultant(s) to be utilized in the performance of required services. The City retains the right to accept or reject any Sub-Consultant proposed in the response of Successful Consultant(s) or prior to contract execution. Any and all liabilities regarding the use of a Sub-Consultant shall be borne solely by the successful consultant and insurance for each Sub-Consultant must be maintained in good standing and approved by the City throughout the duration of the Contract. Neither Successful Consultant nor any of its Sub-Consultants are considered to be employees or agents of the City. Failure to list all Sub-Consultants and provide the required information may disqualify any proposed Sub-Consultant from performing work under this RFP.

Consultants shall include in their responses the requested Sub-Consultant information and include all relevant information required of the Consultant. In addition, within five (5) working days after the identification of the award to the successful Consultant(s), the Consultant shall provide a list confirming the Sub-Consultant(s) that the Successful Consultant intends to utilize in the Contract, if applicable. The list shall include, at a minimum, the name, and location of the place of business for each Sub-Consultant, the services Sub-Consultant will provide relative to any contract that may result from this RFP, Sub-consultant's hourly rates or fees, any applicable licenses, references, ownership, and other information required of Consultant.

### 40. PRIOR CITY WORK:

If your firm has prior experience working with the City **DO NOT** assume this prior work is known to the evaluation committee. All firms are evaluated solely on the information contained in their proposal, information obtained from references, interviews, or presentations if requested. All submittals must be prepared as if the evaluation committee has no knowledge of the firm, their qualifications or past projects. Prior work done for the City may be used as a reference submitted by the Respondent if it is submitted within their proposal and similar to the work being requested in this RFP.

### 41. USE OF INFORMATION FROM OTHER SOURCES:

The City of North Port reserves the right to consider historic information and fact, whether gained from the submitted proposal, question and answer conferences, references, and/or other sources in the evaluation process.

The City reserves the right to conduct investigations as deemed necessary by the City to assist in the evaluation of any proposal and to establish the responsibility, qualifications and financial ability of Offerors,

subcontractors, suppliers and other persons and organizations to perform and furnish the work in accordance with the documents.

**42. DISCREPANCIES, ERRORS AND OMISSIONS:**

Any discrepancies, errors, or ambiguities in the RFP or addenda (if any) should be reported in writing to the City's Purchasing Department. Should it be necessary, a written addendum will be incorporated to the RFP. The City will NOT be responsible for any oral instructions, clarifications, or other communications.

**43. DISQUALIFICATION:**

The City reserves the right to disqualify responses before or after the submission date, upon evidence of collusion with intent to defraud or other illegal practices on the part of the Consultant. It also reserves the right to waive any immaterial defect or informality in any Responses, to reject any or all Responses in whole or in part, or to reissue a Request for Qualifications.

**44. RESPONSES / PROPOSAL RECEIPT:**

Sealed Responses will be accepted in accordance with the schedule detailed on the cover of this RFP. After that date and time, Responses will not be accepted. The Consultant shall file all documents necessary to support its Proposal and shall include them with its Proposal. Consultants shall be responsible for the actual delivery of Responses during business hours to the exact address indicated on the cover and in the RFP.

**45. E- VERIFY:**

The City, contractor and every subcontractor shall register with and use the E-Verify system of the United States Department of Homeland Security to verify the work authorization status of all new employees as required by Section 448.095, Florida Statutes. A contractor who enters into a contract with a subcontractor, must require that the subcontractor provides the contractor a certification by affidavit stating that at the time of such certification and during the term of the contract, the subcontractor does not and will not employ, contract, or subcontract with an unauthorized alien, who is not authorized under federal law to be employed in the United States, as described in 8 U.S.C. S. 1324A(H)(3). The Contractor shall comply with all other federal laws pertaining to the subcontractor.

**46. RESPONSES / PROPOSAL RECEIPT:**

Sealed Responses will be accepted in accordance with the schedule detailed on the cover of this RFP. After that date and time, Responses will not be accepted. The Consultant shall file all documents necessary to support its Proposal and shall include them with its Proposal. Consultants shall be responsible for the actual delivery of Responses during business hours to the exact address indicated on the cover and in the RFP.

**47. FORCE MAJEURE:**

Should performance of any obligation created under this Agreement become illegal or impossible by reason of:

- a. A strike or work stoppage, unless caused by a negligent act or omission of either Party;
- b. An act of God, tornado, hurricane, flood, sinkhole, fire, explosion, landslide, earthquake, epidemic, pandemic, quarantine, pestilence, or extremely abnormal and excessively inclement weather;
- c. An act of a public enemy, act of war, terrorism, effect of nuclear radiation, blockage, insurrection, riot, civil disturbance, state of martial law, or national or international calamity;
- d. A declared emergency of the federal, state, or local government; or
- e. Any other like event that is beyond the reasonable control of the non-performing party;

then the performance of any such obligation is suspended during the period of, and only to the extent of, such prevention or hindrance, provided that:

f. The non-performing party provides written notice within five (5) days of the event of force majeure, describing the event in sufficient detail, including but not limited to: the nature of the occurrence, a good faith estimate of the duration of the delay, proof of how the event has precluded the non-performing party from performing, and the means and methods for correcting the delay; and continues to furnish timely reports of all actions required for it to commence or resume performance of its obligations under this Agreement;

g. The excuse of performance is no greater in scope or duration than required by the event of force majeure;

h. No obligations of either party that arose before the force majeure are excused as a result of the event of force majeure; and

i. The non-performing party uses all reasonable diligence to remedy its inability to perform.

Economic hardship of a party does not constitute an event of force majeure. A party will not be excused from performance due to forces that it could have reasonably prevented, removed, or remediated prior to, during, or immediately after their occurrence.

The non-performing party's affected obligations under this Agreement will be temporarily suspended during, but not longer than, the continuance of the event of force majeure and a reasonable time thereafter as may be required to commence or resume performance of its obligations. Notwithstanding the above, performance shall not be excused under this Section for a period exceeding two (2) months, provided that in extenuating circumstances, the City may excuse performance for a longer term.

**The Consultant acknowledges that they have read the above information and agrees to comply with all the above RFP requirements.**

**END OF PART I**

## PART II – SCOPE OF SERVICE

**INTENT:** The scope of work is a general guide to the work the City expects to be performed by the Consultant and is not a complete listing of all services that may be required or desired. Services include coordination in the review of the 2008 Space Needs Analysis as the design team ensures its suitability for a projected 30 year growth, assist in the development of associated design criteria for the Road and Drainage Operations and Maintenance Division, Solid Waste Division, and outdoor repair facility for Fleet Maintenance Division, coordinate with the design team on the design and permitting of the Public Services Facility Phase II as well as evaluation of the uses of the existing public works facilities, prepare budget cost estimates at each phase of design for the construction. CM may be called upon to assist with and/or prepare exhibits as needed, and present to City Commission.

**PROJECT DESCRIPTION:** The existing Public Works Facility was constructed in 2010 as Phase I of the Master Plan based upon a 2008 Space Needs Analysis. The requested work includes coordination with the design team to analyze the 2008 Space Needs Assessment for projected needs 30 years into the future for Road and Drainage Operations and Maintenance, Solid Waste, and an outdoor repair facility for Fleet Maintenance. Based upon the updated space needs analysis, assist in the development of the design criteria and coordinate with the design team to complete the design and permitting for Phase II of the Public Services Facility which includes the Infrastructure and Facilities Division Facility, Solid Waste Division Facility, and an outdoor repair facility for Fleet Maintenance. This will also include employee and equipment parking for associated facilities. 37 Acres of property on the East side of the Creighton Waterway adjacent to the existing Public Works Facility was recently acquired by the City to be used for the Road and Drainage District Operations Facility, along with an Evidence Storage Facility for the Police Department. Construction services for the Evidence Storage Facility for the Police Department may be separately contracted.

**Project Objective:** Qualifications-based selection will be used in choosing the Contractor.

**Project Requirements:** This work shall include the following:

**Consultant Services:**

- a. Coordinate with the design team in reviewing the 2008 Space Needs Assessment and provide feedback on suitability for a projected 10-, 20-, and 30-year growth.
- b. Assist in the development of design criteria for the Road and Drainage Operations and Maintenance Division, Solid Waste Division, and outdoor repair facility for Fleet Maintenance Division.
- c. Assist in the development of the design for the Road and Drainage Operations and Maintenance Division, Solid Waste Division, and outdoor repair facility for Fleet Maintenance Division. This includes the development of construction plans, technical specifications, or any other documentation as needed to complete construction of the new facilities.
- d. Assist in the evaluation of the uses of the existing facilities to determine the most efficient use of the new and existing facilities.
- e. Assist in the completion of all required permitting for the construction of the new facilities, and/or renovations of existing facilities.
- f. Prepare budget cost estimates for construction at each phase of design.
- g. Assist in the preparation of exhibits and assist in presentations to City staff and City Commission, as needed.
- h. Assist in the periodic review and comment by City staff of the development of the design criteria and design plans.

**Anticipated Tasks:**

- a. Consultant shall provide feedback to the design team regarding the detailed space program requirements. Consultant shall participate in the series of meetings with public works staff, other applicable city departments, and stakeholders within the City.

b. Needs Assessment

- i. Consultant shall be responsible for assisting in the development of massing models and concept designs that analyze vision, trends, and various forms that a future building may adopt for specific and/or generic sites. Consultant shall provide estimates for construction for scenarios, as needed.
- ii. Consultant shall coordinate, as needed, with applicable permitting agencies having jurisdiction.
- iii. Consultant shall assist in the evaluation and cost models to support the security analysis which will include necessary measures for the development of both active and passive security systems inside and around the site.
- iv. Consultant shall develop estimates for probable construction costs, based on the project's total proposed construction area(s), design quality level, and other relevant factors. Consultant shall assist in the preparation of possible development phasing plans that allow the City to strategize on its capital improvement program budgets.

c. PROPOSED PROJECT BUDGET AND SCHEDULE:

- i. Consultant shall prepare a detailed construction phase Project budget for each design deliverable.
- ii. Consultant shall provide preliminary and detailed scheduling analysis and periodic updates for the Project construction.
- iii. Consultant shall provide value engineering options for consideration throughout all phases of the project

The total project budget for the design, construction, site work, furniture, fixtures and equipment, and all fees is to-be-determined.

**GENERAL SCOPE OF SERVICES:** The scope of services shall include, but not be limited to the following:

**A. Phase I Pre-Construction Services** – Design Review and Recommendations. All communications shall go through the single point of contact identified as the City Project Manager.

1. Become thoroughly familiar with the evolving plans and specifications and follow the development of design from schematic review through construction documents.
2. Complete budgetary reviews at each design phase
3. Make written recommendations regarding all construction aspects and cost reducing alternatives.
4. Assist architect and City Project Manager in alternative comparison verses long-term cost effects.
5. Work as a team with design consultants and City staff.
6. Bring to the attention of the City Project Manager and architect any known discrepancies in the design drawings and specifications.
7. Review and advise on life-cycle costs of proposed materials and equipment, as requested for major building systems.
8. Apply for the required building permits coordinating with the City Project Manager for making payment.
9. Publicly bid the project and negotiate a Guaranteed Maximum Price (GMP) with City staff.
10. Assist in the creation of a risk registry with the project team.
11. Included environmental mitigation in accordance with permitting requirements, as needed.
12. BIM Clash with Navisworks, coordinated with all models, at each design deliverable – CM will work with files provided by the design team.

**B. Phase II Construction Services** – During the construction phase, the Construction Manager shall become the single point of responsibility for performance of the construction contract for the project and shall function in the role of an independent General Contractor. That role will include:

1. Manage the resultant subcontracts / purchase orders after awarding bid packages for labor and materials.
2. The Contractor shall develop, update, and report progress on a Critical Path Method-based design schedule through 100% construction, including closed punch list items. Prepare the overall project schedule and providing periodic detailed updates.
3. Establish and maintain quality control standards.

4. Obtain the required building permits and complete required inspections closing all permits.
5. Provide all building construction activities, including all building manufacturer coordination, site, Civil, and utility work.
6. Provide quality control and quality assurance testing for construction.
7. Coordinate and review all shop drawings and submittals prior to forwarding to the design team for review and approval.
8. Coordinate all construction activities with any work performed on-site.
9. Guaranteeing the construction cost, within the limits of the GMP.
10. Conduct periodic construction progress meetings with design firm and City representatives.
11. Daily oversight of the construction site when work is being performed and circumstances may require determining the progress and quality of the construction project.
12. Conduct field inspections and provide monthly field/progress reports including contingency authorization logs and progress photos.
13. Ensure all permits are passed and the facility can obtain a Certificate of Occupancy.
14. Provide one (1) copy of close-out documentation one (1) copy in electronic format with subcontractor list with contact information, all submittals, operating manual, red-lined as-built drawings, Test and Balance Report, IT testing data, and any additional pertinent information. Maintain and finalize the City asset list and provide a copy of the permitted plans with marked changes.
15. Complete asset management inventory documents provided by the City for uploading into program software.
16. Coordinate and perform necessary warranty work for the period of one (1) year.

The Contractor shall present a comprehensive and integrated picture of the project team capabilities meeting all project objectives and completing a successful project. The proposal shall address, but not be limited to, the Contractor's experience, management plans, project organization, and budget and schedule performance. methodologies, strategies, and action plans rather than general description. Wherever possible, specific examples of past work shall be used to illustrate skills and capabilities in similar projects.

Information provided in Part I, General Instructions, Paragraph 1, Purpose, of this RFP, is included in this Part II, Scope of Service, by reference.

**END OF PART II**



## PART III – EVALUATION METHOD AND CRITERIA OF PROPOSALS

All proposals will be subject to a review and evaluation process. It is the intent of the City that all proposers responding to this RFP, who meet the requirements, will be ranked in accordance with the criteria established in these documents. The City will consider all responsive and responsible proposals received in its evaluation and award process.

Proposals shall include all of the information solicited in this RFP, and any additional data that the Proposer deems pertinent to the understanding and evaluating of the proposal. Proposers should not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration, since oral presentations or demonstrations **may not** be solicited.

During the evaluation process and at the sole discretion of the City, requests for clarification of one or more proposer submittals may be conducted. This request for clarification may be performed by the City in a written format, or through scheduled oral interviews. Such clarification request will provide proposers with an opportunity to answer any questions the City may have on a proposer’s submittal.

**AWARD CRITERIA:** Award will be made according to State of Florida statute 287.055 also known as the Consultants Competitive Negotiation Act (CCNA). Firms are ranked according to the evaluation criteria which will include, but shall not be limited to, considerations listed under Part II- THROUGH IV. The City shall be the sole judge as to the merits of the proposal(s), and the resulting agreement to the most qualified, responsive, and responsible proposer(s), who fulfills all requirements, and whose evaluation by the City indicates that the award will be in the best interest of the City. The City’s decision will be final. The City will initiate negotiations with the top ranked firm. If negotiations with the top ranked firm are not successful negotiations will begin with number two and then three if necessary. The City shall be the sole judge as to the merits of the proposal, and the resulting agreement. The City's decision will be final. ***Please note that proposals will be evaluated on content, not bulk.***

**EVALUATION CRITERIA:** Proposals will be reviewed by staff from the City of North Port and evaluated based on the format and content outlined in this proposal as follows:

- Remarks: The assigned value is judged on a scale of 0 through 5**  
**0=Information/documentation provided is not adequate for evaluation**  
**1=Poor, Unacceptable, Needs major help to be acceptable**  
**2=Marginal, Weak, Workable but needs clarifications**  
**3=Good, No major weaknesses, Fully Acceptable as is**  
**4=Excellent, Very good, Solid in all respects**  
**5=Outstanding, out-of-the-box, Innovative**

<b>EVALUATION CRITERIA</b>	<b>VALUE</b>	<b>ASSIGNED VALUE</b>	<b>WEIGHTSCORE 1-10</b>								
<b>1. Qualification of Firm</b>	(0-5)	_____ x 2	<b>=10 max</b>								
<b>2. Key Personnel</b>	(0-5)	_____ x 7	<b>=35 max</b>								
<b>3. Project Understanding and Approach</b>	(0-5)	_____ x 5	<b>=15 max</b>								
<b>4. Proficiency in Similar Projects</b>	(0-5)	_____ x 5	<b>=35 Max</b>								
<b>5. Overall Impression of the Firm, Its Capabilities &amp; References</b>	(0-5)	_____ x 1	<b>=5 max</b>								
<b>THE FOLLOWING CRITERIA WILL BE VERIFIED BY PURCHASING AND PROVIDED TO THE TEAM:</b>											
<b>6. MBE /WBE/VBE Certification</b>	(0 or 3) _____	<b>X1</b>	<b>=3 max</b>								
<table border="0" style="width: 100%;"> <tr> <td style="width: 10%;">A. <b>Certified Minority</b></td> <td style="width: 40%;">Value of 3</td> <td style="width: 30%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td>B. <b>Non-certified or N/A</b></td> <td>Value of 0</td> <td></td> <td></td> </tr> </table>				A. <b>Certified Minority</b>	Value of 3			B. <b>Non-certified or N/A</b>	Value of 0		
A. <b>Certified Minority</b>	Value of 3										
B. <b>Non-certified or N/A</b>	Value of 0										
<b>Minority, Women and Veteran Owned Business Ent have a point value either 0 or 3.</b>			<b>Total score =103 max</b>								

**SCORING:**

1. The Committee will score their evaluations independently through raw scores and the raw scores will be converted to ordinal score.
  - a) Committee member will score each Proposer 0 through 5 (5 being the highest score) on each criterion, unless the score for the criteria score is processed with a calculated formula.
  - b) The score will be multiplied by the criteria weight. The total raw score obtainable is 100 and bonus points (applicable preference points) will be added to the total points scored.
  - c) Each total raw score will be converted to an ordinal score.
2. Ordinal Scores are determined as the order of preference based on the individual member's raw scores.
  - a) The highest raw score will receive an ordinal score of one, 2nd highest raw score will receive an ordinal score of 2, and so on.
  - b) The individual ordinal score for each proposer by each committee member are added together for a total ordinal score.
3. The lowest total ordinal score will be ranked as #1, 2nd lowest ranked as #2 and so on.
4. The Committee will meet in a public meeting to discuss the responses, scoring, ranking, and all issues related to the project. The committee members have the right to either:
  - a) Adjust their scoring based on committee discussion; or
  - b) Re-rank the proposers based on committee discussion; or
  - c) Determine a ranking by the consensus of the committee.
5. The Committee will hold a 'closed' meeting (via Microsoft Teams/telephone discussions) with each of the proposers to further clarify the City's requirements and the Proposer's proposals prior to the public ranking meeting.

**SELECTION – EVALUATIONS, RANKING AND TELEPHONE DISCUSSIONS:** The Selection Committee shall evaluate and rank the proposals submitted by all responsive firms. Telephone discussions will be held **with all firms** submitting prior to ranking. Discussions are **not** open to the public Please see schedule below and ensure that a representative of your firm will be available via telephone when called by the Selection Committee. Each of the firms will be contacted via e-mail and informed of the time that the discussions will begin. The firms **may be** provided with additional information regarding the project requirements along with written questions from the selection committee. The discussions will be conducted with submitting firms in alphabetical order, with an anticipated time frame not to exceed **20 minutes** with each firm being called consecutively.

As stated above, discussions will be held via telephone utilizing the telephone number listed on the signature page of the submittal form. It is each firm's responsibility to have the appropriate personnel at that telephone site or respond to the questions and/or clarification. Once the telephone discussions (are **not** "Open" to the public) are completed, the Selection Committee will commence the discussions, evaluations and ranking portion of the meeting (which **is** "Open" to the public).

The firm ranked number one by the Selection Committee will be the firm recommended for contract negotiations. In accordance with §287.055, Purchasing on behalf of the Selection committee shall forward their recommendation to the City Manager in rank order the response or responses of which the Selection Committee deems to be in the best interest of the City. Purchasing shall be request the City Manager to authorize staff to negotiate a contract with the number one (top) ranked consultant. Following the negotiations, a final contract will be presented for City Commission approval.

**If presentations are not requested:** Contract negotiations will then commence with the top ranked firm pending City Manager approval. The department will prepare the agenda item for the next available commission meeting and request

the City Commission to approve the contract and authorize the City Manager to execute the contract with the top ranked, responsive and responsible firm.

**If presentations are requested** - Formal Oral Presentations: Purchasing will establish the schedule and proposers will be notified within a reasonable time period (date provided below), in advance of the date, time and place of the presentations. The specific format of each presentation will be provided to proposers with the notifications. Oral presentations will **NOT** be open to the public.

The City will allot equal time for each proposer. The format may consist of formal presentations, questions and answers, and discussion for clarification purposes. Oral presentations will provide an opportunity for the proposers to demonstrate their ability to use time efficiently, effectively and economically. The times allotted are maximums and no firm will be penalized for using less than the allotted time.

**Final Ranking (if presentations are requested) and Recommendation for Award:** Upon completion of the oral presentations, the Committee will rank the top three proposers on their oral presentations to determine the top ranked proposer considered to be the most capable of performing the required project in the best interest of the City. The Department will prepare the agenda item for the next available commission meeting requesting the City Commission approve the contract and authorize the City Manager to execute the contract with the top ranked, responsive and responsible firm.

Upon completion of the telephone discussions or oral presentations, the Committee will rank the proposals to determine the top ranked proposer. Committee recommendation will be submitted to the City Manager for approval to commence negotiations with the top ranked firm.

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## PROPOSED SCHEDULE

The anticipated time schedule as related to this solicitation is as follows:

<b><u>EVENT SCHEDULE</u></b>	<b><u>DATE/TIME (EST)</u></b>
<b>1. Issuance of Proposal</b>	<b>August 12, 2022</b>
<b>2. Pre-Proposal Meeting</b>	<b>N/A</b>
<b>3. Deadline to Submit Questions/Inquiries</b>	<b>September 6, 2022, 2:00 PM</b>
<b>4. Submittal Due Date</b>	<b>September 14, 2022, 2:00 PM</b>
<b>5. Telephone Discussions (Closed to Public) <i>Meeting will be held via Microsoft Teams Further Instructions will be provided.</i></b>	<b>October 4, 2022, 9:00 AM</b>
<b>6. Evaluation and Ranking Committee Meeting (Open to Public) <i>City Hall, Room 244</i></b>	<b>October 4, 2022, 2:00 PM</b>
<b>7. Negotiations Team Meeting or Presentations if required. TBD</b>	<b>(Closed to Public)</b>
<b>8. CONTRACT TO COMMISSION</b>	<b>TBD</b>

**END OF PART III**

## PART IV

# RULES, INSTRUCTIONS AND FORMS FOR PREPARING PROPOSALS & REQUIRED SUBMITTAL FORMS

### 1. RULES FOR PROPOSALS

A. The proposal must name all persons or entities interested in the proposals as principals of the Project Team. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to this RFP.

B. Any questions regarding a project or submittal shall be **directed to Purchasing**. There shall not be any contact between a Proposer and any member of the selection committee or negotiating committee or any member of the City Commission regarding the project or proposal submitted by any Proposer. Any Proposer contacting any committee member or member of the City Commission regarding a submitted proposal is subject to sanctions up to and including having the City disqualify that firm's submittal.

C. The Proposal Forms shall be used when submitting a Proposal. Use of any other forms shall result in the Proposer's submittal being deemed "Non-Responsive."

D. The Proposal will either be typed or completed legibly (handwritten) in blue ink. The Proposer's authorized agent will sign the Proposal Forms in blue ink, and all corrections made by the Proposer shall be initialed in ink by the authorized agent. The use of pencil or erasable ink or failure to comply with any of the foregoing may result in the rejection of the Proposal.

E. Proposer Registration with DemandStar is **not** required. The City utilizes [www.DemandStar.com](http://www.DemandStar.com) for their vendor database system: planholder list, and notification availability (ie. Addenda, Sign-In Sheets, Notice of Intent, etc.). Registration with DemandStar is **not** required to submit a Proposal. The City does **not** require the Proposer to complete a registration application with DemandStar to be recommended for the award of any Agreement. DemandStar is the City's method of notification for formal solicitations including but not limited to, addenda, sign-in, plans, tabsheets, Notice of Intent and any other related documents. Registration with DemandStar is optional, at the sole discretion of the Proposer. Proposers may register on-line at [www.DemandStar.com](http://www.DemandStar.com) or by requesting a faxed registration form by calling 800. 711.1712. **Note: If you are already registered with DemandStar for the City of North Port, you do NOT need to register again.**

Information regarding this project may be viewed and downloaded from DemandStar's website at [www.demandstar.com](http://www.demandstar.com) or through the link provided on the city web site at [www.cityofnorthport.com](http://www.cityofnorthport.com). Proposal documents are also posted on the City FTP site at <https://www.cityofnorthport.com/fileshare> (**select the Purchasing Folder and scroll to Project RFP 2022-36**); however, addendums are only posted on [www.demandstar.com](http://www.demandstar.com).

### **PROPOSAL FORMAT/REQUIREMENTS**

Proposers shall include the following information in their written proposal document and should use the following format when compiling their responses. Sections should be tabbed and labeled; pages should be sequentially numbered at the bottom of the page.

**TITLE PAGE:** Title Page shall show the request for proposal's subject, title and proposal number; the firm's legal name; points of contact information (name, telephone, cell, fax number and E-mail address).

**TABLE OF CONTENTS:** The Table of Contents shall provide listing of all major topics, their associated section number, and starting page. **(Maximum 1 single-sided page)**

**TAB 1 - TRANSMITTAL LETTER:** Provide a Letter on Interest indicating the project for which the firm is applying, and your firm’s commitment to the project. The response shall contain a cover letter signed in **blue ink** by a person who is authorized to commit the firm to perform the work included in the proposal and should identify all materials and enclosures being forwarded in response to the RFP. **(Maximum 1 single-sided page)**

**TAB 2 - QUALIFICATIONS OF THE FIRM:** Provide documentation that demonstrates the ability to satisfy all of the minimum qualification requirements. Indicate the firm’s number of years of experience in providing the professional services as it relates specifically to the project. Indicate business structure, IE: Corp., Partnership, LLC. Firm should be registered as a legal entity in the State of Florida; Minority or Woman owned Business (if applicable); Company address, phone number, fax number, E-Mail address, web site, contact person(s), etc. Relative size of the firm, including management, technical and support staff; licenses and any other pertinent information shall be submitted. Respondents must submit a complete **United States Government General Services Administration Standard Form 330 PART I**, Sections A, B and C and Standard Form 330 PART II for each branch office of the firm and for each subconsultant listed in PART I, C. Submittals that do not contain such documentation may be deemed as non-responsive. **(Maximum 2 single-sided pages plus the Standard Form 330)**

#### **SF330 PART I – Contract-Specific Qualifications**

##### **Section A. Contract Information.**

1. **Title and Location.** Enter the title and location of the contract for which this form is being submitted, exactly as shown in the public announcement or agency request.
2. **Public Notice Date.** Enter the posted date of the agency's notice on the Federal Business Opportunity website (FedBizOpps), other form of public announcement or agency request for this contract.
3. **Solicitation or Project Number.** Enter the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request for this contract.

##### **Section B. Architect-Engineer Point of Contact**

**4-8. Name, Title, Name of Firm, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address.** Provide information for a representative of the prime contractor or joint venture that the agency can contact for additional information.

##### **Section C. Proposed Team.**

**9-11. Firm Name, Address, and Role in This Contract.** Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the prime contractor or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the contracting officer. (See FAR Part 52 Clause "Subcontractors and Outside Associates and Consultants (Architect-Engineer Services)".) Attach an additional sheet in the same format as Section C if needed.

## SF330 PART II General Qualifications

**Prepare a Part II for the specific branch office seeking work if the firm has branch offices.** Prepare Part II for each branch office that will or may contribute on the project. Prepare Part II for each branch office of the firm and for each sub-consultant that will or may contribute to the project.

1. **Solicitation Number.** If Part II is submitted for a specific contract, insert the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request.

2a-2e. **Firm (or Branch Office) Name and Address.** Self-explanatory.

3. **Year Established.** Enter the year the firm (or branch office, if appropriate) was established under the current name.

4. **DUNS Number.** Insert the Data Universal Numbering System number issued by Dun and Bradstreet Information Services-(not required for this project).

5. **Ownership.**

a. **Type.** Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).

b. **Small Business Status.** Refer to the North American Industry Classification System (NAICS) code in the public announcement and indicate if the firm is a small business according to the current size standard for that NAICS code (for example, Engineering Services (part of NAICS 541330), Architectural Services (NAICS 541310), Surveying and Mapping Services (NAICS 541370)). The small business categories and the internet website for the NAICS codes appear in FAR Part 19. Contact the requesting agency for any questions. Contact your local U.S. Small Business Administration office for any questions regarding Business Status.

6a-6c. **Point of Contact.** Provide this information for a representative of the firm that the agency can contact for additional information. The representative must be empowered to speak on contractual and policy matters.

7. **Name of Firm.** Enter the name of the firm if Part II is prepared for a branch office.

8a-8c. **Former Firm Names.** Indicate any other previous names for the firm (or branch office) during the last six years. Insert the year that this corporate name change was effective.

9. **Employees by Discipline.** Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. If Part II is prepared for a firm (including all branch offices), enter the number of employees by disciplines in column c (1). If Part II is prepared for a branch office, enter the number of employees by discipline in column c (2) and for the firm in column c (1).

10. **Profile of Firm's Experience and Annual Average Revenue for Last 5 Years.** Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories

and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. A particular project may be identified with one experience category, or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.

11. **Annual Average Professional Services Revenues of Firm for Last 3 Years.** Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last 3 years) by the firm or branch office. Indicate Federal work (performed directly for the Federal Government, either as the prime contractor or subcontractor), non-Federal work (all other domestic and foreign work, including Federally assisted projects), and the total. If the firm has been in existence for less than 3 years, see the definition for "Annual Receipts" under FAR 19.101.

12. **Authorized Representative.** An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

**TAB 3 –INDIVIDUAL QUALIFICATIONS: KEY PERSONNEL/PROJECT TEAM:** List the members of the project team. Provide a list of the personnel to be used on each project and their qualifications. An organizational chart can be included in this tab of Key Personnel. A **brief** resume including education, experience, licenses and any other pertinent information shall be included for each team member, for each project, including subconsultants to be assigned to each project. Provide any other documentation that demonstrates their ability to satisfy all of the minimum qualification requirements. Submittals that do not contain such documentation may be deemed non-responsive. **(Maximum 3 single-sided pages plus the Standard Form 330)**

This information must be included in the Standard Form 330 submittal.

3.1 Please note the form requirements for Sections E.

- **SF 330 Section E** – Include a complete Section E form (12 through 19) for EACH key person you anticipate assigning to this project.

3.2 **Sub-consultants:** Consultant must clearly reflect in its Proposal any Sub-consultants proposed to be utilized along with a summary of their background and qualifications. The City retains the right to accept or reject any Sub-consultants proposed.

**TAB 4 - TEAM'S PREVIOUS EXPERIENCE/PROFICIENCY IN SIMILAR PROJECTS:** Include a Section F form for EACH project used to represent your firms' experience in similar projects. Include each representative project your firm has completed in the past 10 years but do not exceed 5 examples. Include a Section G form which indicates the involvement of those key personnel that may be assigned to this project. **(Maximum 1 single-sided page plus the standard form 330 sections)**

Section F – Example Projects.

- **SF 330 Section F.** Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract.



Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Present ten projects, unless otherwise specified by the agency. Complete the following blocks for each project:

20. **Example Project Key Number.** Start with "1" for the first project and number consecutively.

21. **Title and Location.** Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.

22. **Year Completed.** Enter the year completed of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to This Contract (block 24).

23a. **Project Owner.** Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.

23b. **Point of Contact Name.** Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.

23c. **Point of Contract Telephone Number.** Self-explanatory.

24. **Brief Description of Project and Relevance to This Contract.** Indicate scope, size, cost, principal elements and special features of the project. Discuss the relevance of the example project to this contract. Enter any other information requested by the agency for each example project.

25. **Firms from Section C Involved with This Project.** Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as Section C.

**SF 330 Section G.** Key Personnel Participation in Example Projects.

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F.

26. and 27. **Names of Key Personnel and Role in this Contract.** List the names of the key personnel and their proposed roles in this contract in the same order as they appear in Section E.

28. **Example Projects Listed in Section F.** In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.

29. **Example Projects Key.** List the key numbers and titles of the example projects in the same order as they appear in Section F.

**TAB 5 – MANAGEMENT APPROACH/PROJECT CONTROL:** The firm shall demonstrate its capabilities in managing similar completed projects, and evidence of and adherence to time and budget constraints, on projects completed within the last ten (10) years. Also provide information on your firm's current workload and how this project will fit into your workload and the techniques that are planned to assure project schedules will be met.

Describe available facilities, technological capabilities and other available resources you offer for the project.  
**(Maximum single-sided 2 pages)**

**TAB 6 – REFERENCES:** Include at least two (2) References and no more than five (5) References within the last 10 years of projects with similar scope as listed in this RFP. The Project Manager and the key design engineer(s) in the proposed project team must show relevant experience in two (2) referenced similar projects. **(Maximum 1 single-sided page per Reference).**

Information should include:

- Client Name, address, contact person, title, telephone numbers and E-mail addresses.
- Description of work.
- Involvement in project.
- Year the project was completed.
- Total cost of the project (include separate design cost and separate construction cost).

**TAB 7 - LITIGATION AND INSURANCE:** Have you been involved in litigation in the last five (5) years? If so, describe circumstances and outcome. The proposer shall advise the amount of liability insurance you have. **(Maximum 2 single-sided pages)**

**TAB 8 – ADDITIONAL INFORMATION:** Any other pertinent information the proposer chooses to provide. **(Maximum 4 single-sided pages plus the standard form 330)**

SF 330 Section H. Additional Information.

30. Use this section to provide additional information specifically requested by the agency or to address selection criteria that are not covered by the information provided in Sections A-G.

Section I. Authorized Representative

31. and 32. **Signature of Authorized Representative and Date.** An authorized representative of a joint venture or the prime contractor must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.

33. **Name and Title. Self-explanatory.**

**THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK  
CONTINUED BELOW**

## REQUIREMENTS AND METHOD OF SUBMITTAL

**TAB 9 CITY REQUIRED FORMS** – This checklist is provided to assist each Proposer in the preparation of their response. Included in this checklist are important requirements, which is the responsibility of each Proposer to submit with their response in order to make their response fully compliant. It is the responsibility of each Proposer to read and comply with the solicitation in its entirety.

**A. REQUIRED SUBMITTAL FORMS:** Provide fully executed forms.

- ATTACHMENT 1:** Proposal Submittal Signature Form
- ATTACHMENT 2:** Statement of Organization
- ATTACHMENT 3:** References – Consultant is to contact the references and advise his/her references that the City will be sending an e-mail and reference form which needs to be completed and e-mailed back to the City in a timely fashion.
- ATTACHMENT 4:** Drug-Free Workplace
- ATTACHMENT 5:** Public Entity Crime Information
- ATTACHMENT 6:** Non-Collusive Affidavit
- ATTACHMENT 7:** Lobbying Certification
- ATTACHMENT 8:** Conflict of Interest Form
- ATTACHMENT 9:** Disclosure Form (Consultant/Engineer/Architect)
- ATTACHMENT 10:** Scrutinized Company Certificate
- ATTACHMENT 11:** Vendor’s Certification For E-Verify System

**SAMPLE INSURANCE CERTIFICATE:** Demonstrate your firm’s ability to comply with insurance requirements. Provide a previous certificate or other evidence listing the Insurance Companies names for both Professional Liability and General Liability and the dollar amounts of the coverage.

**MBE/WBE/VBE:** If claiming either Minority Business Enterprise/Women Business Enterprises/Veteran Business Enterprise, the Prime Firm (not sub-consultant) **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.

**YES, CLAIMING STATUS AS PRIME ONLY**

**YES, I’VE ATTACHED THE CERTIFICATE OF MBE/WBE STATUS FROM THE STATE OF FLORIDA AS OUTLINED SECTION 1.**

**NOT CLAIMING MBE/WBE /VBE**

PLEASE INITIAL AND RETURN WITH YOUR PROPOSAL. \_\_\_\_\_  
INITIALS

**THIS PAGE MUST BE COMPLETED AND SUBMITT**

**B. METHOD OF SUBMITTAL:**

**1. NUMBER OF SUBMITTAL PACKAGES:**

- **ONE (1) ORIGINAL HARD COPY UNBOUND, SIGNED** (marked “ORIGINAL” ON THE FRONT COVER).
- **NUMBER OF COPIES:** SIX (6) hard copies **BOUND, signed identical copies** (marked “COPY”).
- **USB FLASH DRIVE:** One (1) electronic version in Portable Document Format (PDF) **on a USB Drive** containing the entire submittal. **CDs will not be accepted.**

**2. NUMBER OF PAGES:** The proposal **shall not exceed (20) pages (one-sided)** in length.

**3. LETTER SIZE:** 8.5”x11” /**FONT SIZE:** Calibri 11, PDF FORMAT.

*(The Title Page, City Required Forms, 330 Form, resumes and tabs do not count towards the TOTAL NUMBER OF PAGES).*

- When compiling a response, sections should be tabbed and labeled; pages should be sequentially numbered at the bottom of the page; proposals should be bound to allow flat stacking for easy storage; **do not use three ring binders of any kind**; and sections should be compiled in the sequence list above.
- Place proposal with all the required items in a sealed envelope clearly marked for specification number, project name, name of proposer, and due date and time.

**4. SUBMIT TO:**

**City of North Port**

**Finance Department - Purchasing Division**

**Alla V. Skipper, CPPB, Senior Contract Administrator**

**4970 City Hall, 3 RD Floor, Suite 337**

**North Port, Florida 34286**

**RFP NO. 2022-36 PUBLIC SERVICES FACILITY PHASE II – CONSTRUCTION  
MANAGER (CM) AT RISK**

Note: Submissions received after the time and date stated on the Public Notice/Advertisement page will not be accepted.

**ATTACHMENT 1**

**PROPOSAL SUBMITTAL SIGNATURE FORM**

The undersigned attests to his/her authority to submit this proposal and to bind the firm herein named to perform as per Agreement, if the firm is awarded the Agreement by the City.

The undersigned further certifies that he/she has read the Request for Proposal, Terms and Conditions, Insurance Requirements and any other documentation relating to this request and this proposal is submitted with full knowledge and understanding of the requirements and time constraints noted herein.

As addenda are considered binding as if contained in the original specifications, it is critical that the firm acknowledge receipt of same. The submittal may be considered void if receipt of an addendum is not acknowledged.

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature (Person authorized to bind the company): \_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL**

**ATTACHMENT 2**

**STATEMENT OF ORGANIZATION**

(Information Sheet for Transactions and Conveyances Corporation Identification)

The following information will be provided to the City of North Port for incorporation in legal documents. It is, therefore, vital all information is accurate and complete. Please be certain all spelling, and capitalization is exactly as registered with the state or federal government.

**Business Name:** \_\_\_\_\_

**DBA (if any):** \_\_\_\_\_

**Type of Entity** (Sole Proprietor, Corporation, LLC, LLP, Partnership, etc): \_\_\_\_\_

**Business Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-Mail** \_\_\_\_\_

**Address of Office Servicing City of North Port, if different than above:** \_\_\_ SAME AS ABOVE

\_\_\_\_\_

**Name and Title of City of North Port Rep. (please print):**

\_\_\_\_\_

**Name and Title (individual binding the firm, please print):** \_\_\_\_\_

**Federal Identification Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL***

Respondent shall submit proof that it is authorized to do business in the State of Florida unless registration is not required by law.

(Please Check One)

Is this a Florida Corporation:  Yes or  No

If not a Florida Corporation,

In what state was it created: \_\_\_\_\_

Name as spelled in that State: \_\_\_\_\_

What kind of corporation is it:  "For Profit" or  "Not for Profit"

Is it in good standing:  Yes or  No

Authorized to transact business

in Florida:  Yes or  No

State of Florida Department of State Certificate of Authority Document No.: \_\_\_\_\_

Does it use a registered fictitious name:  Yes or  No

Names of Officers:

President: \_\_\_\_\_ Secretary: \_\_\_\_\_

Vice President: \_\_\_\_\_ Treasurer: \_\_\_\_\_

Director: \_\_\_\_\_ Director: \_\_\_\_\_

Other: \_\_\_\_\_ Other: \_\_\_\_\_

Name of Corporation (As used in Florida):

\_\_\_\_\_  
(Spelled exactly as it is registered with the state or federal government)

Corporate Address, if different than above:  SAME AS ABOVE

\_\_\_\_\_  
\_\_\_\_\_

Name of Individual (print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature (Person authorized to bind the company): \_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL.**

## ATTACHMENT 3

### REFERENCES/CLIENT LISTING

Include at least two (2) References and no more than five (5) References within the last 10 years of projects with similar scope as listed in this RFP. The Project Manager and the key design engineer(s) in the proposed project team must show relevant experience in two (2) referenced similar projects. References email and telephone number must be current.

1. Business/Customer Name: \_\_\_\_\_

Name of Contact Person/Title: \_\_\_\_\_

Telephone# \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Duration of Contract or business relationship \_\_\_\_\_ Project completion date: \_\_\_\_\_

Type of Services Provided \_\_\_\_\_

Cost of Project: Design \_\_\_\_\_ Construction: \_\_\_\_\_

2. Business/Customer Name: \_\_\_\_\_

Name of Contact Person/Title: \_\_\_\_\_

Telephone# \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Duration of Contract or business relationship \_\_\_\_\_ Project completion date: \_\_\_\_\_

Type of Services Provided \_\_\_\_\_

Cost of Project: Design \_\_\_\_\_ Construction: \_\_\_\_\_

3. Business/Customer Name: \_\_\_\_\_

Name of Contact Person/Title: \_\_\_\_\_

Telephone# \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Duration of Contract or business relationship \_\_\_\_\_ Project completion date: \_\_\_\_\_

Type of Services Provided \_\_\_\_\_



Cost of Project: Design \_\_\_\_\_ Construction: \_\_\_\_\_

4. Business/Customer Name: \_\_\_\_\_

Name of Contact Person/Title: \_\_\_\_\_

Telephone# \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Duration of Contract or business relationship \_\_\_\_\_ Project completion date: \_\_\_\_\_

Type of Services Provided \_\_\_\_\_

Cost of Project: Design \_\_\_\_\_ Construction: \_\_\_\_\_

5. Business/Customer Name: \_\_\_\_\_

Name of Contact Person/Title: \_\_\_\_\_

Telephone# \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Duration of Contract or business relationship \_\_\_\_\_ Project completion date: \_\_\_\_\_

Type of Services Provided \_\_\_\_\_

Cost of Project: Design \_\_\_\_\_ Construction: \_\_\_\_\_

Date: \_\_\_\_\_

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature (Person authorized to bind the company): \_\_\_\_\_

**THIS FORM MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL.**

## ATTACHMENT 4

### DRUG FREE WORKPLACE FORM

The undersigned Consultant in accordance with Florida Statute 287.087 hereby certifies that  
\_\_\_\_\_ does:

(Company Name)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug free workplace through implementation of this section.

**Check one:**

\_\_\_\_\_ As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.

\_\_\_\_\_ As the person authorized to sign this statement, this firm **does not** comply fully with the above requirements.

**Date:** \_\_\_\_\_

**Name (print):** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature (Person authorized to bind the company):** \_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL**

**ATTACHMENT 5**

**PUBLIC ENTITY CRIME INFORMATION**

As provided by F.S. §287.133, 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 bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids 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, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

I, \_\_\_\_\_, being an authorized representative of the Respondent, \_\_\_\_\_, located at \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_, have read and understand the contents above. I further certify that Respondent is not disqualified from replying to this solicitation because of F.S. §287.133.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Federal ID #: \_\_\_\_\_

STATE OF \_\_\_\_\_

CITY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of \_\_\_\_\_ physical presence or \_\_\_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_ 2022, by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public – State of \_\_\_\_\_

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

Date: \_\_\_\_\_

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature (Person authorized to bind the company): \_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL.**

**ATTACHMENT 6**

**NON-COLLUSIVE AFFIDAVIT**

STATE of \_\_\_\_\_

COUNTY of \_\_\_\_\_

Before me, the undersigned authority, personally appeared:

\_\_\_\_\_ who, being first duly sworn, deposes and says that:

1. He/She is the \_\_\_\_\_ (Owner, Partner, Officer, Representative or Agent) of \_\_\_\_\_, the Respondent that has submitted the attached reply;
2. He/She is fully informed respecting the preparation and contents of the attached reply and of all pertinent circumstances respecting such reply;
3. Such reply is genuine and is not a collusive or sham reply;
4. Neither the said Respondent nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other respondent, firm, or person to submit a collusive or sham reply in connection with the work for which the attached reply has been submitted; or have in any manner, directly or indirectly sought by agreement or collusion, or communication or conference with any respondent, firm, or person to fix the price or prices in the attached reply or of any other respondent, or to fix any overhead, profit, or cost elements of the reply price or the reply price of any other respondent, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the reply work.

Signed, sealed and delivered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of \_\_\_ physical presence or \_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_ 2022, by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public – State of \_\_\_\_\_

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL**

**ATTACHMENT 7**

**LOBBYING CERTIFICATION**

“The undersigned hereby certifies, to the best of his or her knowledge and belief, that”:

STATE OF \_\_\_\_\_

CONTY OF \_\_\_\_\_

This \_\_\_\_\_ day \_\_\_\_\_ of 2022

\_\_\_\_\_, being first duly sworn, deposes and says that he or she is the authorized representative of \_\_\_\_\_ (Name of the contractor, firm or individual), and that the vendor and any of its agents agree to have no contact or communication with, or discuss any matter related in any way to any active City of North Port solicitation, with any City of North Port elected officials, officers, their appointees or their agents or any other staff or outside individuals working with the city in respect to this request other than the designated Procurement Official Contact and to abide by the restrictions outlined in the General Terms and Conditions of the Solicitation. Technical questions directed to the project manager, is prohibited. These persons shall not be lobbied, either individually or collectively, regarding any questions for bid, proposal, qualification and/or any other solicitations released by the city. To do so is grounds for immediate disqualification from the selection process. The selection process is not considered final until such a time as the Commission has made a final and conclusive determination.

(a) No City appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence either directly or indirectly an officer or employee of the City, City Commission in connection with the awarding of any City Contract.

(b) If any funds other than City appropriated funds have been paid or will be paid to any person for influencing or attempting to influence a member of City Commission or an officer or employee of the City in connection with this contract, the undersigned shall complete and submit Standard Form-L “Disclosure Form to Report Lobbying”, in accordance with its instructions.

**Signed, sealed and delivered this \_\_\_\_\_ day of \_\_\_\_\_, 2022.**

By: \_\_\_\_\_

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

STATE OF \_\_\_\_\_

CITY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of \_\_\_ physical presence or \_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_ 2022, by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public – State of \_\_\_\_\_

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL**

**ATTACHMENT 8**

**CONFLICT OF INTEREST FORM**

F.S. §112.313 places limitations on public officers (including advisory board members) and employees' ability to contract with the City either directly or indirectly. Therefore, please indicate if the following applies:

**PART I.**

I am an employee, public officer or advisory board member of the City  
\_\_\_\_\_ (List Position Or Board)

I am the spouse or child of an employee, public officer or advisory board member of the City  
Name: \_\_\_\_\_

An employee, public officer or advisory board member of the City, or their spouse or child, is an officer, partner, director, or proprietor of Respondent or has a material interest in Respondent. "Material interest" means direct or indirect ownership of more than 5 percent of the total assets or capital stock of any business entity. For the purposes of [§112.313], indirect ownership does not include ownership by a spouse or minor child.  
Name: \_\_\_\_\_

Respondent employs or contracts with an employee, public officer or advisory board member of the City  
Name: \_\_\_\_\_

None Of The Above

**PART II:**

Are you going to request an advisory board member waiver?

I will request an advisory board member waiver under §112.313(12)

I will NOT request an advisory board member waiver under §112.313(12)

N/A

The City shall review any relationships which may be prohibited under the Florida Ethics Code and will disqualify any vendors whose conflicts are not waived or exempt.

Date: \_\_\_\_\_

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature (Person authorized to bind the company): \_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL**

**ATTACHMENT 9**  
**DISCLOSURE FORM FOR**  
**CONSULTANT/ENGINEER/ARCHITECT**

Please select (only) one of the following three options:

\_\_\_ Our firm has no actual, potential, or reasonably perceived, **financial\*** or **other interest\*\*** in the outcome of the project.

\_\_\_ Our firm has a potential or reasonably perceived **financial\*** or **other interest\*\*** in the outcome of the project as described here: \_\_\_\_\_.

\_\_\_ Our firm proposes to mitigate the potential or perceived conflict according to the following plan:  
\_\_\_\_\_.

\_\_\_ Our firm has an actual **financial\*** or **other interest\*\*** in the outcome of the project as described here:  
\_\_\_\_\_.

**\*What does “financial interest” mean?**

If your firm, or employee of your firm working on the project (or a member of the employee’s household), will/may be perceived to receive or lose private income depending on the government business choices based on your firm’s findings and recommendations, this must be listed as a financial interest. An example would be ownership in physical assets affected by the government business choices related to this project. The possibility of contracting for further consulting services is not included in this definition and is not prohibited.

**\*\*What does “other interest” mean?**

If your firm, or employee of your firm working on the project (or a member of the employee’s household), will/may be perceived to have political, legal or any other interests that will affect what goes into your firm’s findings and recommendations, or will be/may be perceived to be affected by the government business choices related to this project, this must be listed as another interest.

Date: \_\_\_\_\_

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature (Person authorized to bind the company): \_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL**

## ATTACHMENT 10

### Scrutinized Company Certification Form

Company Name: _____			
Authorized Representative Name and Title: _____			
Address: _____	City: _____	State: _____	ZIP: _____
Phone Number: _____	Email Address: _____		

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with the City of North Port for goods or services of any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Florida Statutes, section 215.4725, or is engaged in a boycott of Israel.

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with the City of North Port for goods or services of \$1 million or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Florida Statutes, section 215.473, or with companies engaged in business operations in Cuba or Syria.

#### CHOOSE ONE OF THE FOLLOWING

\_\_\_ This bid, proposal, contract or contract renewal is for goods or services of less than \$1 million. As the person authorized to sign on behalf of the above-named company, and as required by Florida Statutes, section 287.135(5), I hereby certify that the above-named company is not participating in a boycott of Israel.

\_\_\_ This bid, proposal, contract or contract renewal is for goods or services of \$1 million or more. As the person authorized to sign on behalf of the above-named company, and as required by Florida Statutes, section 287.135(5), I hereby certify that the above-named company is not participating in a boycott of Israel, is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and it does not have business operations in Cuba or Syria.

I understand that pursuant to Florida Statutes, section 287.135, the submission of a false certification may result in the termination of the contract if one is entered into, and may subject the above-named company to civil penalties, attorney's fees and costs.

Certified By: \_\_\_\_\_  
AUTHORIZED REPRESENTATIVE SIGNATURE

Print Name and Title: \_\_\_\_\_

Date Certified: \_\_\_\_\_

Solicitation/Contract/PO Number (Completed by Purchasing): \_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL.**



**ATTACHMENT 11**

**VENDOR’S CERTIFICATION FOR E-VERIFY SYSTEM**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The undersigned Vendor/Consultant/Contractor (Vendor), after being duly sworn, states the following:

1. Vendor is a person or entity that has entered into or is attempting to enter into a contract with the City of North Port (City) to provide labor, supplies, or services to the City in exchange for salary, wages or other remuneration.
2. Vendor has registered with and will use the E-Verify System of the United States Department of Homeland Security to verify the employment eligibility of:
  - a. All persons newly hired by the Vendor to perform employment duties within Florida during the term of the contract; and
  - b. All persons, including sub-contractors, sub-vendors or sub-consultants, assigned by the Vendor to perform work pursuant to the contract with the City.
3. If the Vendor becomes the successful Contractor who enters into a contract with the City, then the Vendor will comply with the requirements of Section 448.095, Fla. Stat. “Employment Eligibility”, as amended from time to time.
4. Vendor will obtain an affidavit from all subcontractors attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien as defined in 8 United States Code, Section 1324A(H)(3).
5. Vendor will maintain the original affidavit of all subcontractors for the duration of the contract.
6. Vendor affirms that failure to comply with the state law requirements can result in the City’s termination of the contract and other penalties as provided by law.

VENDOR: \_\_\_\_\_ (Vendor’s Company Name)

\_\_\_\_\_ (Vendor signature)

\_\_\_\_\_ (Vendor’s name printed)

\_\_\_\_\_ (Title)

Sworn to and subscribed before me by means of \_\_\_physical presence or \_\_\_online notarization, this \_\_\_\_ day of \_\_\_\_\_, 2022 , by \_\_\_\_\_, as \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL**

**END OF PART IV**



**City of North Port**  
**FINANCE DEPARTMENT/PURCHASING DIVISION**  
**4870 CITY HALL BLVD, STE 337**  
**NORTH PORT, FLORIDA 34287**  
**Office: 941.429.7170**  
**Fax: 941.429.7173**  
**Email: [purchasing@cityofnorthport.com](mailto:purchasing@cityofnorthport.com)**



**July 17, 2022**

**TO: PROSPECTIVE PROPOSERS**

**RE: RFP NO. 2022-36 PUBLIC SERVICES FACILITY PHASE II – CONSTRUCTION  
MANAGER AT RISK**

**LAST DAY FOR  
QUESTIONS: SEPTEMBER 6, 2022, AT 2:00 PM**

**RFP DUE DATE: NO LATER THAN 2:00 PM, SEPTEMBER 14, 2022**

**ADDENDUM NO. 2**

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Proposers are hereby notified that this addendum shall be made part of the above-named proposal and contract documents. The following changes to the above proposal are issued to modify, and/or clarify the proposal and contract documents (the deletions are as ~~striketroughs~~ and additions as underlined). These items shall have the same force and effect as the original documents, and proposals to be submitted on the specified date shall conform with the additions, deletions and revisions as listed herein.

**ITEM #1: QUESTIONS/ANSWERS**

- Q1 Is there a cost estimate, budget or ballpark figure for the project listed?**  
**A1** At this time, only design and pre-construction have been budgeted for the project. Total project cost will be determined in the execution of pre-design phase.
- Q2 Is there an actual start date for the project?**  
**A2** Like the cost, the start date will be determined in the execution of the pre-design phase.

**ITEM #2: DELETE AND REPLACE**

**D/R** DELETE SECTION IV in its entirety AND REPLACE WITH, **PART IV – REVISED RULES, INSTRUCTIONS AND FORMS FOR PREPARING PROPOSALS & REQUIRED SUBMITTAL FORMS.**

Firms are required to acknowledge receipt of this addendum on their proposal forms. All other terms and conditions of the original proposal and contract documents remain the same.

Alla V. Skipper, CPPB  
 Senior Contract Administrator

*Purchasing Division  
4970 City Hall Blvd.  
North Port, Florida 34286  
Tel: 941.429.7172  
Fax: 941.429.7173  
City Cell: 941.705.8883  
E-mail: [askipper@cityofnorthport.com](mailto:askipper@cityofnorthport.com)*

**Receipt of Addendum No. 2 shall be noted within the Proposal Form in the appropriate section.**

**End of Addendum No.2**

**PART IV - REVISED**  
**RULES, INSTRUCTIONS AND FORMS FOR PREPARING PROPOSALS &**  
**REQUIRED SUBMITTAL FORMS**

**RULES FOR PROPOSALS**

- A. The proposal must name all persons or entities interested in the proposals as principals of the Project Team. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to this RFP.
- B. Any questions regarding a project or submittal shall be ***directed to Purchasing***. There shall not be any contact between a Proposer and any member of the selection committee or negotiating committee or any member of the City Commission regarding the project or proposal submitted by any Proposer. Any Proposer contacting any committee member or member of the City Commission regarding a submitted proposal is subject to sanctions up to and including having the City disqualify that firm's submittal.
- C. The Proposal Forms shall be used when submitting a Proposal. Use of any other forms shall result in the Proposer's submittal being deemed "Non-Responsive."
- D. The Proposal will either be typed or completed legibly (handwritten) in blue ink. The Proposer's authorized agent will sign the Proposal Forms in blue ink, and all corrections made by the Proposer shall be initialed in ink by the authorized agent. The use of pencil or erasable ink or failure to comply with any of the foregoing may result in the rejection of the Proposal.
- E. Proposer Registration with DemandStar is **not** required. The City utilizes [www.DemandStar.com](http://www.DemandStar.com) for their vendor database system: planholder list, and notification availability (ie. Addenda, Sign-In Sheets, Notice of Intent, etc.). Registration with DemandStar is **not** required to submit a Proposal. The City does **not** require the Proposer to complete a registration application with DemandStar to be recommended for the award of any Agreement. DemandStar is the City's method of notification for formal solicitations including but not limited to, addenda, sign-in, plans, tabsheets, Notice of Intent and any other related documents. Registration with DemandStar is optional, at the sole discretion of the Proposer. Proposers may register on-line at [www.DemandStar.com](http://www.DemandStar.com) or by requesting a faxed registration form by calling 800. 711.1712. **Note: If you are already registered with DemandStar for the City of North Port, you do NOT need to register again.**

Information regarding this project may be viewed and downloaded from DemandStar's website at [www.demandstar.com](http://www.demandstar.com) or through the link provided on the city web site at [www.cityofnorthport.com](http://www.cityofnorthport.com). Proposal documents are also posted on the City FTP site at <https://www.cityofnorthport.com/files> (***select the Purchasing Folder and scroll to Project RFP 2022-36***); however, addendums are only posted on [www.demandstar.com](http://www.demandstar.com).

**PROPOSAL FORMAT/REQUIREMENTS**

Proposers shall include the following information in their written proposal document and should use the following format when compiling their responses. Sections should be tabbed and labeled; pages should be sequentially numbered at the bottom of the page.

**TITLE PAGE:** Title Page shall show the request for proposal's subject, title and proposal number; the firm's legal name; points of contact information (name, telephone, cell, fax number and E-mail address).

**TABLE OF CONTENTS:** The Table of Contents shall provide listing of all major topics, their associated section number, and starting page. **(Maximum 1 single-sided page)**

**TAB 1 - TRANSMITTAL LETTER:** Provide a Letter on Interest indicating the project for which the firm is applying, and your firm's commitment to the project. The response shall contain a cover letter signed in blue ink by a person who is authorized to commit the firm to perform the work included in the proposal and should identify all materials and enclosures being forwarded in response to the RFP.

## **TAB 2 – DOCUMENTS**

**Licenses and Certifications** – Provide copies of required licenses and certifications

**Resumes** – Provide resumes of Key Personnel demonstrating the minimum and preferred qualifications.

**Project Approach** – Provide a detailed Project Approach, including, but not limited to:

- Project management techniques, controls, program and technologies to be employed to meet project schedule and budget requirements.
- Assignment of personnel to provide the most efficient service.
- Where elements of the work will be performed, and who in the organizational chart will oversee performance of the work to provide the most efficient services.
- Detailed information explaining how location of the firm, key personnel and sub-contractors will affect the project, including how impact of any physical distance will be mitigated through the use of technology, processes or other means.
- Organizational chart delineating personnel assigned to the project (including sub-contractors, if applicable.)
- Organizational chart showing the corporate management structure of the Proposer.

**Schedule / Timeline** – Provide a graphical representation of the proposed schedule / timeline indicating major milestones and deliverables.

**Additional Information:** Any other pertinent information the proposer chooses to provide.

**TAB 3 – TEAM'S PREVIOUS EXPERIENCE / PROFICIENCY IN SIMILAR PROJECTS:** Include a page for EACH project used to represent your firms' experience in similar projects. Include each representative project your firm has completed in the past 10 years but do not exceed 5 examples. Include information which indicates the involvement of those key personnel that may be assigned to this project.

**Example Projects** – Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one page for each of the five (5) required projects. Include the following information for each project:

**Example Project Key Number.** Start with "1" for the first project and number consecutively.

**Title and Location.** Title and location of project

**Year Completed.** Enter the year construction completed. If any of the construction projects are not complete, indicate the status in Brief Description of Project.

**Project Owner.** Project owner or user, such as a government agency, an institution, a corporation or private individual.

**Point of Contact Name.** Provide name of a person associated with the project owner or the organization which contracted for the construction services, who is very familiar with the project and the firm's (or firms') performance.

**Point of Contract Telephone Number.** Self-explanatory.

**Brief Description of Project and Relevance to This Project.** Indicate scope, size, cost, principal elements and special features of the project. Discuss the relevance of the example project to this project.

**TAB 4 – REFERENCES:** Include at least two (2) References and no more than five (5) References within the last 10 years of projects with similar scope as listed in this RFP.

The Project Manager and the key project members in the proposed project team must show relevant experience in five (5) referenced similar projects.

Information should include:

- Client Name, address, contact person, title, telephone and FAX numbers and E-mail addresses.
- Description of work.
- Involvement in project.
- Year the project was completed.
- Total cost of the project (include separate design cost and separate construction cost).

**TAB 5 – LITIGATION AND INSURANCE:** Have you been involved in litigation in the last five (5) years? If so, describe circumstances and outcome. The proposer shall advise the amount of liability insurance you have.

**THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK**

**TAB 6 – CITY REQUIRED FORMS:** This checklist is provided to assist each Proposer in the preparation of their response. Included in this checklist are important requirements, which is the responsibility of each Proposer to submit with their response in order to make their response fully compliant. It is the responsibility of each Proposer to read and comply with the solicitation in its entirety.

**A. REQUIRED SUBMITTAL FORMS:** Provide fully executed forms.

- ATTACHMENT 1:** Proposal Submittal Signature Form
- ATTACHMENT 2:** Statement of Organization
- ATTACHMENT 3:** References – Consultant is to contact the references and advise his/her references that the City will be sending an e-mail and reference form which needs to be completed and e-mailed back to the City in a timely fashion.
- ATTACHMENT 4:** Drug-Free Workplace
- ATTACHMENT 5:** Public Entity Crime Information
- ATTACHMENT 6:** Non-Collusive Affidavit
- ATTACHMENT 7:** Lobbying Certification
- ATTACHMENT 8:** Conflict of Interest Form
- ATTACHMENT 9:** Disclosure Form (Consultant/Engineer/Architect)
- ATTACHMENT 10:** Scrutinized Company Certificate
- ATTACHMENT 11:** Vendor’s Certification For E-Verify System

**SAMPLE INSURANCE CERTIFICATE:** Demonstrate your firm’s ability to comply with insurance requirements. Provide a previous certificate or other evidence listing the Insurance Companies names for both Professional Liability and General Liability and the dollar amounts of the coverage.

**MBE/WBE/VBE:** If claiming either Minority Business Enterprise/Women Business Enterprises/Veteran Business Enterprise, the Prime Firm (not sub-consultant) **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.

**YES, CLAIMING STATUS AS PRIME ONLY**

**YES, I’VE ATTACHED THE CERTIFICATE OF MBE/WBE STATUS FROM THE STATE OF FLORIDA AS OUTLINED SECTION 1.**

**NOT CLAIMING MBE/WBE /VBE**

PLEASE INITIAL AND RETURN WITH YOUR PROPOSAL. \_\_\_\_\_  
INITIALS

**THIS PAGE MUST BE COMPLETED AND SUBMITT**

**B. METHOD OF SUBMITTAL:**

1. **NUMBER OF SUBMITTAL PACKAGES:** One (1) original hard-copy **UNBOUND** (marked “**ORIGINAL**”) and signed in blue ink. **NUMBER OF COPIES:** three (3) hard copies **BOUND** (marked “**COPY**”).  
**(1 original + 5 copies = 6 total submittals).**
2. **NUMBER OF PAGES:** The proposal shall not exceed (20) pages (one-sided) in length. **LETTER SIZE:** 8.5”x11”  
**/FONT SIZE:** Calibri 11, PDF FORMAT.
3. **USB FLASH DRIVE:** One (1) electronic version in Portable Document Format (PDF) **on a** USB Drive containing the entire submittal. **CDs will not be accepted.**

*(The Title Page, City Required Forms, resumes and tabs do not count towards the **TOTAL NUMBER OF PAGES**).*

- 1.1 When compiling a response, sections should be tabbed and labeled; pages should be sequentially numbered at the bottom of the page; proposals should be bound to allow flat stacking for easy storage; **do not use three ring binders of any kind**; and sections should be compiled in the sequence list above.
- 1.2 Place proposal with all the required items in a sealed envelope clearly marked for specification number, project name, name of proposer, and due date and time.

**4. SUBMIT TO:**

**City of North Port**

**Finance Department - Purchasing Division**

**Alla V. Skipper, CPPB, Senior Contract Administrator**

**4970 City Hall, 3 RD Floor, Suite 337**

**North Port, Florida 34286**

**RFP NO. 2022-36 PUBLIC SERVICES FACILITY PHASE II – CONSTRUCTION  
MANAGER (CM) AT RISK**

Note: Submissions received after the time and date stated on the Notice of Availability will not be accepted.





**City of North Port**  
**FINANCE DEPARTMENT/PURCHASING DIVISION**  
**4870 CITY HALL BLVD, STE 337**  
**NORTH PORT, FLORIDA 34287**  
**Office: 941.429.7170**  
**Fax: 941.429.7173**  
**Email: [purchasing@northportfl.gov](mailto:purchasing@northportfl.gov)**



**August 29, 2022**

**TO: PROSPECTIVE PROPOSERS**

**RE: RFP NO. 2022-36 PUBLIC SERVICES FACILITY PHASE II – CONSTRUCTION  
MANAGER AT RISK**

**LAST DAY FOR  
QUESTIONS: SEPTEMBER 6, 2022, AT 2:00 PM**

**RFP DUE DATE: NO LATER THAN 2:00 PM, SEPTEMBER 14, 2022**

**ADDENDUM NO. 3**

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Proposers are hereby notified that this addendum shall be made part of the above-named proposal and contract documents. The following changes to the above proposal are issued to modify, and/or clarify the proposal and contract documents (the deletions are as ~~strikethroughs~~ and additions as underlined). These items shall have the same force and effect as the original documents, and proposals to be submitted on the specified date shall conform with the additions, deletions and revisions as listed herein.

**ITEM #1: QUESTIONS/ANSWERS**

After reviewing Addendum #2, I have a few questions. Please see my questions below in red.

**TAB 4 – REFERENCES:** Include at least two (2) References and no more than five (5) References within the last 10 years of projects with similar scope as listed in this RFP.

**Question 1:** Can you please clarify if Tab 4 is where we place the completed Attachment 3: References that is also listed under Tab 6 – City Required Forms?

**ANSWER 1:** Please place completed Attachment 3: References under Tab 4

**B. METHOD OF SUBMITTAL:**

**1. NUMBER OF SUBMITTAL PACKAGES:** One (1) original hard-copy UNBOUND (marked “ORIGINAL”) and signed in blue ink. **NUMBER OF COPIES:** Delete ~~three (3)~~ and **REPLACE with six (6)** hard copies BOUND (marked “COPY”).

(1 original + ~~5~~ 6 copies = ~~6~~ 7 total submittals).

**Question 2:** Can you please confirm the number of copies that are required

**ANSWER 2: 6 COPIES**

**2. NUMBER OF PAGES:** The proposal shall not exceed (20) pages (one-sided) in length. **LETTER SIZE:** 8.5"x11"  
**/FONT SIZE:** Calibri 11, PDF FORMAT.

**Question 3:** I noticed that the only section with a maximum page limit now is the Table of Contents. Does the 20 page proposal limit still apply?

**ANSWER 3:** Total proposal should not exceed twenty (20) one-sided pages.

**Question 4:** The 2008 Space Needs Analysis is referenced several times in the proposal document. Can the analysis be shared for review?

**ANSWER 4:** Study has been incorporated into this addendum. **Note:** This study incorporates data for numerous City facilities and departments, so only the portion related to Public Works (starting on pdf page 96) is applicable for this project.

Firms are required to acknowledge receipt of this addendum on their proposal forms. All other terms and conditions of the original proposal and contract documents remain the same.

Alla V. Skipper, CPPB  
Senior Contract Administrator  
*Purchasing Division*  
4970 City Hall Blvd.  
North Port, Florida 34286  
Tel: 941.429.7172  
Fax: 941.429.7173  
City Cell: 941.705.8883  
E-mail: [askipper@northportfl.gov](mailto:askipper@northportfl.gov)

**Receipt of Addendum No. 3 shall be noted within the Proposal Form in the appropriate section.**

**End of Addendum No. 3**

# Comprehensive Facility Study

## Final Report

ADG Project No. 775-06

*City of North Port, Florida*

January 28, 2009



**Architects Design Group**

*Winter Park • Fort Myers, Florida*



January 28, 2009

**Mr. Marcello A. Ranalli, P.E.**  
**Project Manager**  
**City of North Port**  
4970 City Hall Blvd.  
North Port, FL 34286

**RE: Comprehensive Facility Study and Master Plan – Executive Summary**  
**City of North Port, Florida**  
**ADG Project No. 775-06 / 1.2**

Dear Marce,

Enclosed for the City's review and consideration is the final report for the Comprehensive Facility Study. The project was conducted as a Two Phase approach. Phase One was concluded in April, 2008 – the Conceptual Master Plan for Dallas White Park. This report concludes Phase Two Services – Comprehensive Facility Study with a focus on the current and long-term spatial needs of the Public Utilities and Public Works Departments. The Phase Two project consists of an inventory of existing City facilities; Space Needs Assessment for Public Utilities and Public Works; a proposal of Development Options; and a plan for Project Development Cost to implement the Year 2015 Space Needs.

Elements and/or issues investigated in the study that we wish to bring to the attention of the City Commission and Administrative Staff are summarized as follows:

**1. Current Facilities:**

The City of North Port was incorporated in 1959 with only a few residents. The pace of growth has been rapid as the population has more than doubled since the 2000 census counted 22,797 residents. Although North Port similar to the rest of Florida, has been affected by the current economic turmoil, the pace of growth is expected to resume with a projected population increase of over 30% reaching 65,000 people between the years of 2015 and 2020. The initial municipal facilities were developed in the northwest area of the City at the site of what is now Dallas White Park. A new municipal center has been completed closer to the geographic center of the City near Sumter and W. Price Boulevard. This new municipal center has adequate site area available for future expansion and provides facilities for City Hall, Law Enforcement, Fire-Rescue Administration, Fire Station and Recreation Facilities at the Mullens Center.



**Architects and Planners**

I.S.K. Reeves V., F.A.I.A.  
President

Kevin Ratigan, A.I.A.  
Senior Vice President

Ian A. Reeves  
Vice President

Mailing Address:  
P.O. Box 1210  
Winter Park, Florida 32790

Street Address:  
333 North Knowles Avenue  
Winter Park, Florida 32789

Mailing Address:  
P.O. Box 2680  
Fort Myers, Florida 33902

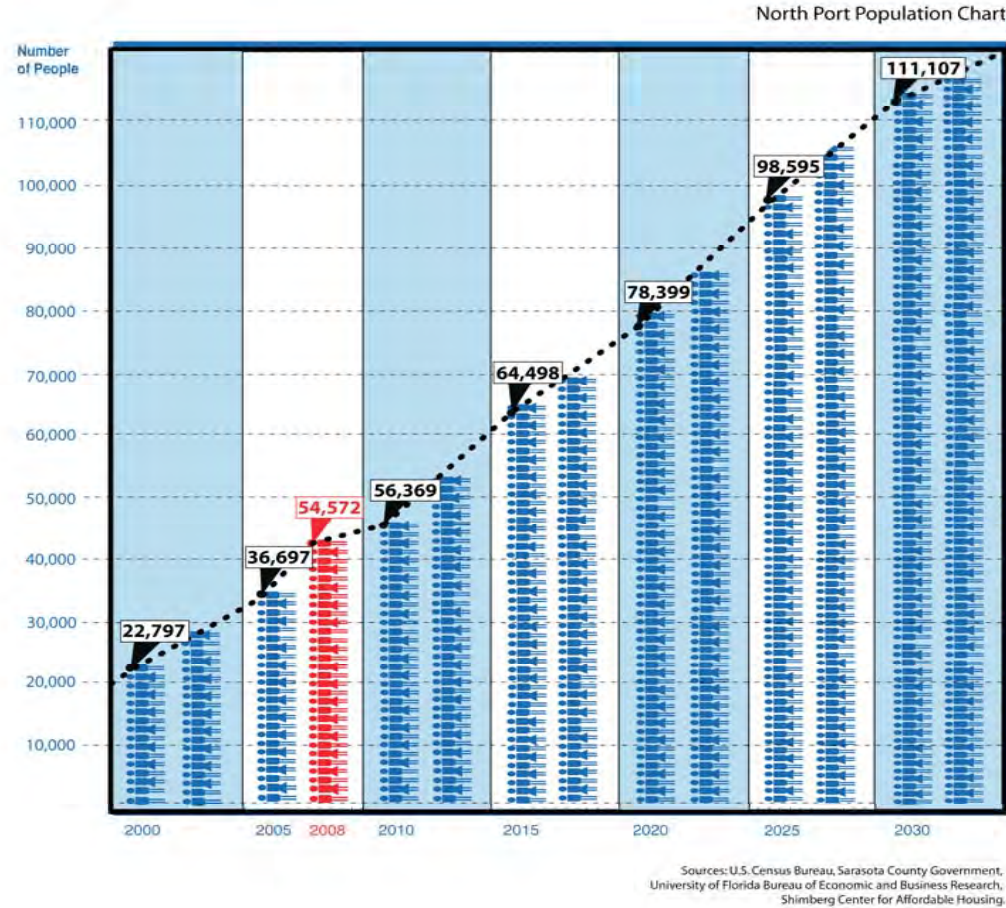
Street Address:  
1518 Hendry Street  
Fort Myers, Florida 33901

Tel. 407/647-1706  
Fax 407/645-5525  
email: adg@adgusa.org  
www.adgusa.org

The City Hall was constructed with “shell space” that has been assigned and occupied. The occupied areas serve as “flex” space available to accommodate expansion/contraction of operational support activities. Presently for example, owing to the decline of property development activity in the community, space occupied by the Building Department has been reduced. The Police Department is fully occupied and will require future expansion to address the need for additional space in CID, and Property / Evidence. The undeveloped site area adjacent to the existing buildings is large enough to accommodate future expansion. The police “sub-station” concept to provide small operation areas in future Fire Stations will help accommodate increased space requirement in the patrol staff.

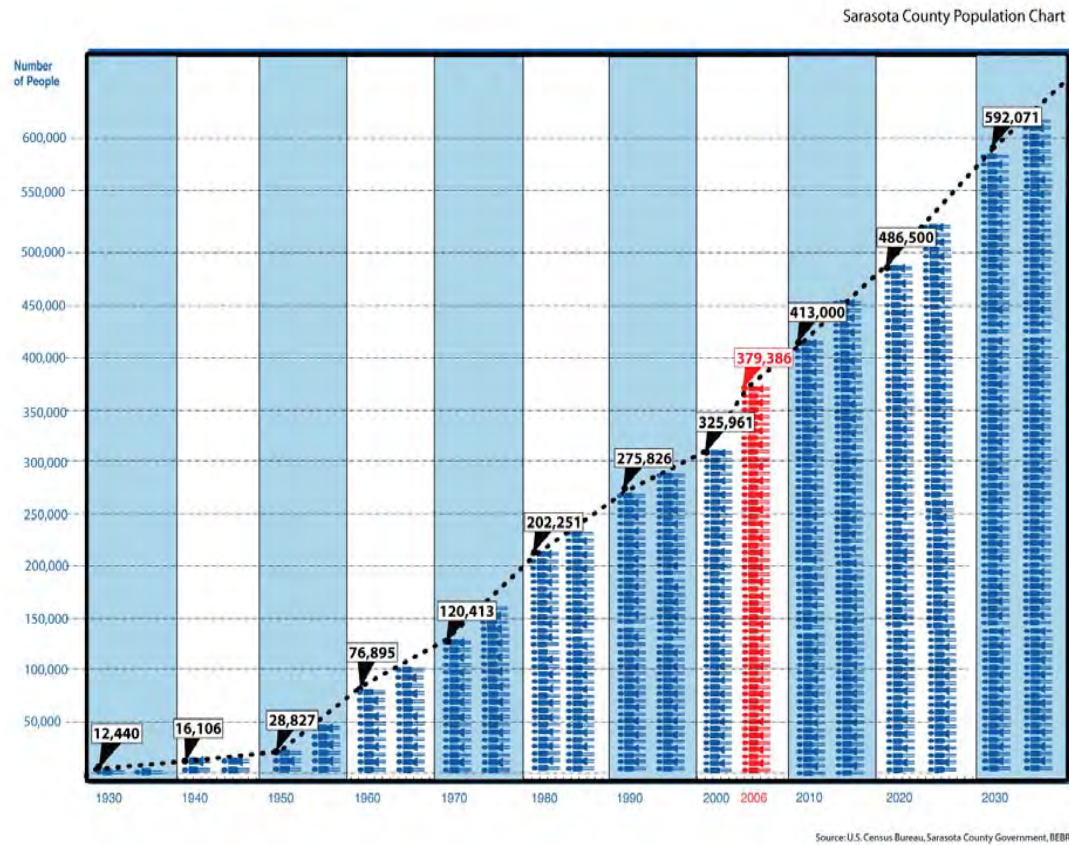
It is apparent that the greatest facility need is providing adequate space for the Public Works Department. Public Utilities is also impacted, though operational considerations of Administration, Plant Operations and Field Operations indicate that the need is not as critical as Public Works. The development options also identify the needs of Fleet and Property Maintenance, currently located adjacent to Public Utilities WWTP on Pan American in the west edge of the original municipal center. Fleet and Property Maintenance current facilities have exceeded the productive life of the buildings and the site is seriously insufficient to accommodate current operational needs.

Population Projections – City of North Port



When the national and Florida’s economy stabilize, the City’s growth rate is expected to average 3,000 new residents and 1,900 new households a year over the subsequent five years. This fast growth rate is in contrast to Sarasota County’s projected increase of 10% and the United States projected increase of less than 5% for the same five year period.

Population Projections – Sarasota County



**2. Spatial Needs – Public Works & Utilities Department:**

A detailed Space Needs Assessment has been completed for Public Works, Utilities Department, Property Maintenance and Fleet Maintenance facilities. The process consisted of an inventory of the existing facilities; a questionnaire distributed to the users to begin gathering information; one-on-one interviews with the users; development of a “draft” space needs assessment; and meetings with the City of North Port Management Team to review findings. The consultant has presented and reviewed several Master Plan Concepts for addressing the needs of these services. Among the issues discussed were a “decentralized” approach that relocates Utilities to the Waste Water Treatment Plant (WWTP) on Pan American Boulevard. The existing Utilities Administrative facility and warehouse on West Price Boulevard would be re-used for Property Maintenance grounds and buildings. A consolidated Public Works / Fleet Maintenance Center would be developed at the existing Public Works site on West Price Boulevard.

The analysis also investigates a “centralized” approach to Public Utilities / Public Works / Fleet and Property Maintenance. The centralized approach considers both the existing Public Works site on West Price Boulevard and a City owned parcel north of I-75 in the proposed Activity Center-6 (AC-6) between N. Yorkshire and Kamain Road. Several issues are considered in reviewing the potential for a centralized facility. These include phasing of the development to retain operations while the new facility is being constructed; land area required for operations that require a significant amount of open-storage of vehicles and equipment; vehicular circulation, access/egress and impact on surrounding areas; and finally long-term impact as the City continues to grow.



Facility Requirement	SPATIAL REQUIREMENTS (In Gross Square Feet)		
	Phase I Year 2008	Phase II Year 2015	Phase III Year 2025
Public Utilities	22,808	28,286	42,918
Fleet Maintenance	36,305	36,483	55,053
Property Maintenance	9,698	10,452	15,808
Public Works	22,895	28,495	39,970
<b>Total</b>	<b>91,706</b>	<b>103,716</b>	<b>153,749</b>

**3. Public Works – Existing Site and Facilities:**

The current facilities on W. Price Boulevard near Toledo Blade have numerous deficiencies. The original pre-engineered steel buildings have exceeded the useful life of such structures. Considerable site area is required for parking, dumpster / roll-off storage, material storage and exterior operations area. These operational considerations have grown in an un-planned way that makes continued development inefficient. Additionally, several temporary modular structures have been located at the site to accommodate administrative personnel and a portion of the field operations.

The site is also occupied by Fire Station No. 84 in modular, temporary facilities. Fire Station #84 is planned to be accommodated in a new facility centered in the response area close to the Toledo Blade and W. Price intersection. The new facility for Fire Station #84 is budgeted in the 2008-9 Capital Improvement Program (C.I.P.) and is necessary for redevelopment of the Public Works site.

The Public Works site area is composed of the current partially utilized 15 acre parcel west of the canal that runs north/south that separates an additional 37 acre undeveloped parcel. The undeveloped parcel is understood to include an environmental conservation area that makes effective utilization uncertain. Additionally access/egress from the site to W. Price Boulevard needs to be carefully evaluated to confirm development potential. Developing a portion of the site, linking activity by a bridge over the canal to the existing site is possible; however the cost / benefit of the site development and bridge may not be practical.

The existing Public works site is bordered by N. Chamberlain Boulevard to the west that separates land-use activity from single-family residential development. The north edge of the site is a 20 acre undeveloped parcel owned by the Diocese of Venice in Florida. Acquisition by the City of the Diocese property would provide adequate development area for future Public Works Department need without relying on the 37 acre Public Works parcel east of the canal. Further, investigation beyond the scope of this study is necessary to determine the development potential of the east canal site.

**Public Works Office/Yard & Fire Station #84**



2 Fire Station #84



1 Public Works Office & Yard

Trailers and Pre-engineered Metal Building;  
Various Sheds



**4. Public Utilities:**

The current Public Utilities Operations and Administration facility near the west terminus of W. Price Boulevard is not large enough to accommodate future needs of the Utility. The existing administration building and warehouse building minimally meets current need and both the site area and construction constraints of the buildings cannot be expanded. There are also several small buildings located at the north edge of the operations yard, including a lawn mowing maintenance shed. Immediately adjacent to the west is a large vehicle operation training course utilized by the Sarasota School District and Sarasota Sheriff. It is understood that the City owns this parcel, however it is dedicated on a long-term lease to the County and not available for redevelopment.

The existing Wastewater Treatment Plant on the west side of Pan American Boulevard is the Utility's largest Plant Operation Center. This site is also the location of Fleet and Property Maintenance. There are out-parcels on the south edge and adjacent to the north edge, fronting Pan American Boulevard that have potential for acquisition to increase developable area. Public Utilities expressed a desire to consolidate operations at the site by relocating Fleet and Property Maintenance; along with acquisition of one of the out parcels fronting Pan American property.

### Utilities Office & Yard



1 Utilities Office

2 Utilities Yard

*Metal Warehouse;  
Various Covered Storage*



Verizon Tower



**5. Fleet & Property Maintenance Facilities:**

The 2.7 acre site on Pan American Boulevard is inadequate to accommodate the operational needs. The buildings located here are in very poor condition and long beyond the useful life. Additionally, the customer service needs cannot be effectively managed at this facility.

Recently, the Fleet Maintenance division has been assigned to the Public Works Department. This group is the critical current need for new facilities and can be adequately addressed as part of the redevelopment solution with Public Works.

The maintenance activities for the City's parks are divided between Sarasota County for most athletic facilities and Parks and Recreation. The current administration offices are located at City Hall and the nearby Mullens Center. No specific facilities are provided for Parks and Recreation maintenance needs. Additionally, the inter-local agreement with Sarasota County for maintenance of athletic facilities is not guaranteed for renewal when it expires in April 2010.

Parks maintenance activities have recently been assigned to Property Maintenance – Grounds and Buildings Division. Facilities for this group can effectively be provided with reassignment of the Public Utilities site.

**FLEET Maintenance & Facilities**



**FLEET Maintenance**

*Land-locked*

*Pre-engineered Metal Building; New Fueling Station  
Miscellaneous Covered Storage*



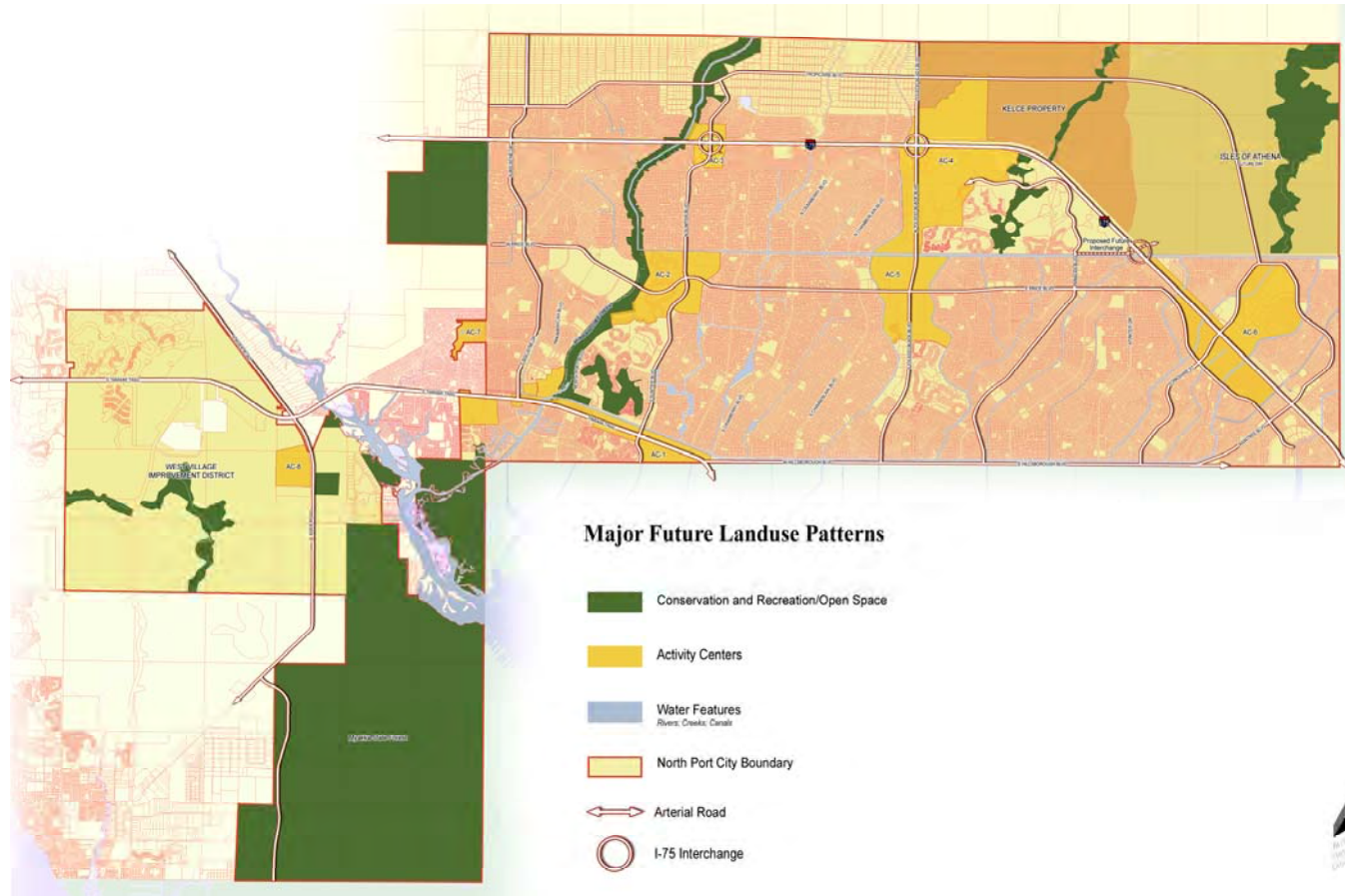
**6. Planning for the Future – Comprehensive Plan:**

The City's population will increase with time. The land area of approximately 105 square miles is projected to have a total build-out of over 105,000 households. Because of the numerous residential lots in the City and the overall lower cost of housing and property in the City, it is inevitable that growth will once again proceed. North Port was primarily platted as a residential community. The future foresees commercial development starting to catch up to the residential growth of the past 15 years. Very little land was set aside for non-residential uses. The un-platted non-residential areas are termed "Activity Centers" in the North Port Comprehensive Plan. North Port's Comprehensive Plan and Future Land Use Map identifies five activity centers concentrated at the major intersections of North port's arterial roadways, at the two I-75 interchanges, and along the US-41 corridor as it transverses the City's southern limits.

Future Land Use will encompass the West Village Improvement District, also known as Thomas Ranch (AC-8) at the extreme northwest edge of the City and the Kelce Property and Isles of Athena future DRI at the extreme southeast edge. When planning the future of Public Utilities and Public Works Operations facilities it is important to consider locations that are central to the City to serve the existing built areas and the future developments. The existing Public Works yard is nearly in the geographic center of the City. The consultant proposes in the study that the City approve a development plan for Public Utilities and Public Works that will accommodate the long-term build-out. The proposal in addition to presenting development scenarios for "decentralized" facilities that separate Utilities from Public Works and "centralized" facilities that join Utilities and Public Works; a series of Satellite yards should be implemented over a series of years to allow field operations in the various quadrants of the City.

The satellite operation yards are proposed to be 2 acre sites with minimal facilities (fenced secure enclosure and restrooms/storage building). The satellite yards will allow maintenance and development operations (road and bridge) to "stage" in the areas that work is proceeding, thus saving commute/travel time and the cost associated with travel from the central operations/administrative facility to outlying areas.





**7. Master Plan Development Options:**

The consultant presents for the City’s consideration several options to accommodate the critical departmental facility needs of Utilities, Public Works, Fleet and Property Maintenance. The options propose a decentralized solution that consolidate Public Utilities needs at the Waste Water Treatment Plant (WWTP) on Pan American Blvd. Two centralized solutions are presented to consolidate all users either at the existing Public Works yard on West Price Blvd. or to develop the City owned parcel in the proposed Activity Center (AC-6), northeast of I-75 between N. Yorkshire and Kamain Streets. As stated previously, the Master Plan scenarios also recommend the implementation of “Satellite” Public Works Yards of 2-acre (minimum) site area to facilitate operational efficiency across the large 105 square mile City area, regardless of the option endorsed by the City

Planning Option	Estimated Cost
Option “A” Decentralized Solution	\$28,010,876.00
Option “B-1” Centralized Solution Public Works Complex	\$28,736,051.00
Option “B-2” Centralized Solution AC-6	\$34,252,801.00

**7.1 Decentralized Solution: Option “A”:**

This solution recommends that Public Utilities facility needs are accommodated at the Waste Water Treatment Plant on Pan American Blvd. The solution requires relocation of Fleet and Property Maintenance and acquisition of an outparcel. At the time of this study, it is understood the parcel to the south, known as the “Tenbusch” parcel, is available with a motivated seller. Public Utilities endorsed this solution as facilities are consolidated at the largest Plant Operation that serves the largest customer base.

The existing Public Utilities Operations facility would be re-used with relatively minor renovation costs for a Property Maintenance Center. The premise being that the existing facility is not only re-used, but that use is compatible with the customer service demand of the municipal users.

The Fleet Maintenance Facility would be relocated from the existing Pan American Blvd. site and new facilities provided at a consolidated Public Works Complex.

The existing Public Works site at W. Price Blvd. near Toledo Blade would be redeveloped upon the vacating of Fire Station No. 84. It is estimated that site area required could be as much as 19.8 acres; the existing site area, however, is approximately 15 acres. We believe that it is possible, through careful planning and phasing of the redevelopment, for the existing site area to adequately accommodate the operational needs. It is however recommended that the City consider acquisition of the Church property to the north to accommodate future needs.

**Total Project Development Cost Option A .....\$ 28,010,876**

- Includes \$250,000 for property acquisition at Public Utilities WWTP.  
Future expansion of services at the Public Works site requires either purchase of additional property or bridging canal to east City parcel.

**7.2 Centralized Solution: Option “B-1”:**

This solution investigates the feasibility of consolidating all users at the existing Public Works site. Clearly, a variation of this solution would be to locate Public Utilities at the WWTP on Pan American. Either with total consolidation or omitting Public Utilities, the current Utilities site on W. Price Blvd. is available for other City uses or could be sold. This solution requires the acquisition of the Diocese Property or careful development of the Public Works area to the east of the canal.

**Total Project Development Cost Option B-1 .....\$ 28,736,051**

- Existing site area of 15 acres requires either Church Property or bridge to undeveloped parcel.
- Development cost does not include value for Property acquisition.
- Environmental constraints of site east of canal unknown.
- Consolidation of all users may result in reduction to space needs owing to joint-use activities.
- “Satellite” Public Works Yards recommended at budgeted cost of \$300,000/site.

**7.3 Centralized Solution: Option “B-2:**

This solution investigates the feasibility of developing the City’s site in proposed Activity Center-6, northeast of I-75 between N. Yorkshire and Kamain Streets. The site is adequate in size and provides area for future expansion. There is a small lake in the middle of the site. It is unknown if the lake presents environmental constraints relative to conservation areas. Although the area is platted and a minimal road network exists, the area is remote from the center of population (service requirements) and likely will have increased site development costs for site infrastructure.

The Architect has reviewed the “Draft” Activity Center Report on the Long Range Planning Division website and discussed the feasibility of developing the with the City’s Economic Development Director (Allan Lane). The City’s Long Range Planning initiative identifies a potential future I-75 interchange in this area and the need to stimulate development of commercial, industrial, hospitality activity along the I-75 corridor. This site is viewed as a prime holding for long-term economic development.

**Total Project Development Cost Option B-2 .....\$ 34,252,801**

- Developable site area estimated at 46 acres appears adequate for current and future needs.
- Infrastructure improvements of \$4,659,288 included in budget estimate.
- Increased operational cost likely, due to remote location.
- Concern expressed owing to potential “Highest and Best Use” of the parcel.
- City owned, no site acquisition cost.

**8. Potential Funding Sources:**

ADG recently hosted a Public Facilities Funding Seminar to explore various methods for Florida Cities and Counties to fund projects similar to the plan presented in this report. The current economic climate of deteriorating revenue sources makes this a very challenging time for civic leaders. There is no single “silver bullet” that makes these projects feasible. Rather, it is the leveraging of incremental opportunities and creative thinking that can make continued municipal facility construction possible.

While grant funding opportunities are limited particularly relative to current State budget shortfalls, there still remain a few, select opportunities, such as grants from the Department of Community Affairs for Emergency Management facilities (Police and Fire) and recreational grant opportunities.

All sources for potential grants should be explored by the City, as well as other potential sources of revenue such as existing bond issues that may be reaching maturity. It is also important that the City begin planning of select “infrastructure” improvement projects in anticipation of the Federal Government Economic Stimulus Program. There has been considerable discussion of “shovel-ready” projects that might be eligible for funding under the needed Economic Stimulus. Likely, funds will be disbursed to the States to finance projects intended to get our workforce productive. Clearly owing to the collapse of the housing industry, Florida has been hard hit by the current recession and may be positioned to receive funds. Municipal leaders must lobby both State legislators and Congressional Representatives to make a strong case for the need to finance much delayed infrastructure improvement projects.

**9. Conclusion:**

There have been numerous individuals who have been generous of their time in helping us to accumulate information, test potential solutions, provide guidance and arrive at conclusions when such was warranted. In particular, we would like to acknowledge and express our sincere appreciation to the following individuals:

Steven S. Crowell, Jr. – City Manager  
Daniel Schult – Assistant City Manager  
Patrick Collins – Director, Planning Zoning and Engineering Department  
Cindi Mick – Director, North Port Utilities  
Branford Adumuah, P.E. – Director, Public Works  
William Ward – Parks and Recreation Manager  
Sherry Borgsdorf – Director of General Services  
William Taaffe – Fire Chief  
Chris Garland – Fleet Manager  
Monica Bramble – Solid Waste Division Manager  
Rick Newkirk – North Port Utilities  
Jennifer Derosiers – North Port Public Utilities  
Lynn Banish – Business Manager, Public Works Administration Division  
Kevin Vespia – North Port Police Department

We also express our appreciation to yourself and all City Staff, who assisted ADG in all aspects of this study. Their in-depth awareness of City issues and elements of this study have been very much appreciated.

We are hopeful that the documentation of these needs as well as the other information contained in this study will lend to successful resolution of the spatial needs of the City.

This report is respectfully submitted for your consideration.



**Kevin Ratigan, AIA**  
**Senior Vice President, Architects Design Group, Inc.**

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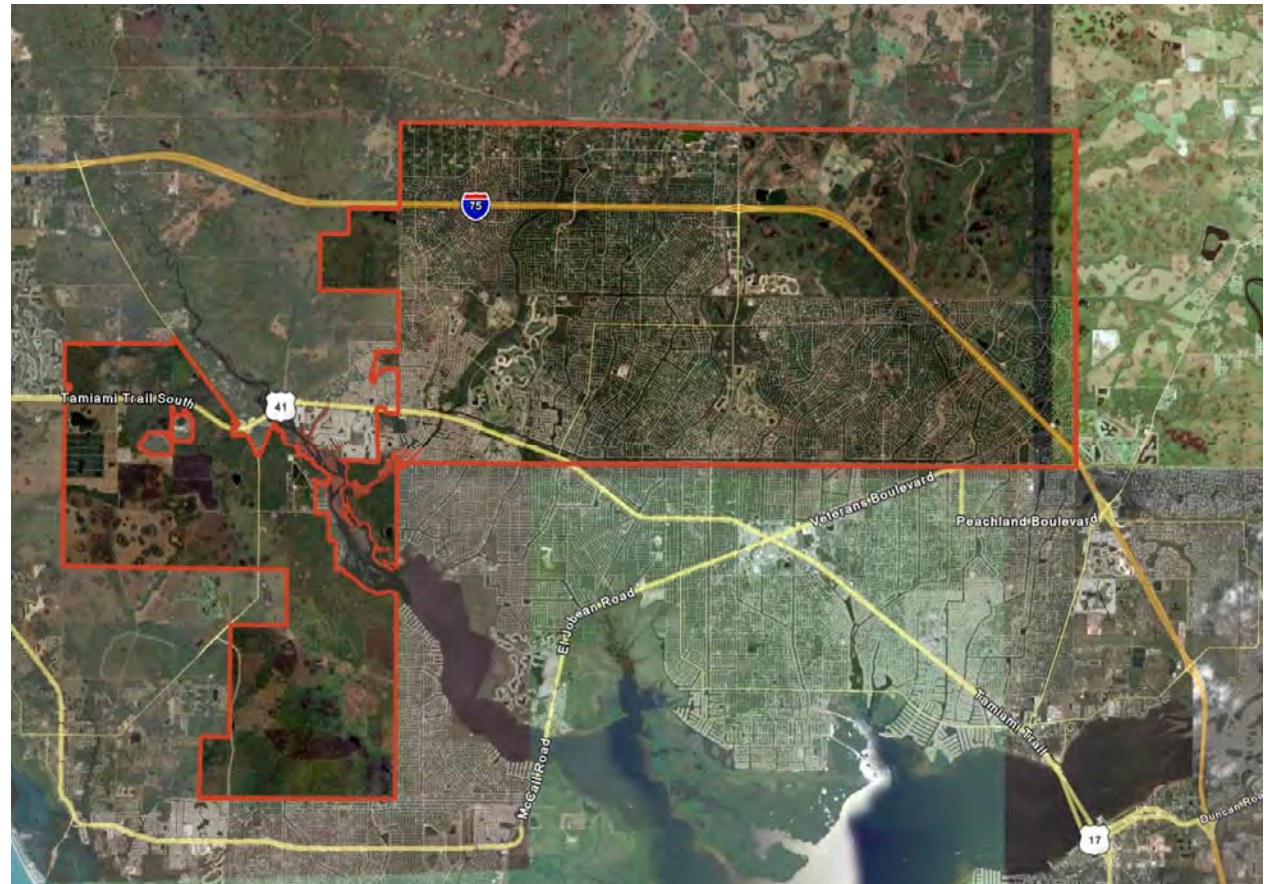
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## **1.0 Overview**

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**1.0 Project Overview:**

The City of North Port was incorporated in 1959, developed primarily as a platted residential community. The City occupies approximately 105 square miles. The past fifteen years has seen explosive population growth. In the year 2000, the population was approximately 23,000 people. Today, the City's population is estimated at approximately 50,000 people. The City's municipal services facilities are not sufficient to provide adequate space for staff size and the operations that the community requires.



The demographics of the City in many respects reflects the changing nature of the State of Florida. The population, while expanding, is also growing younger. In many respects, the population growth has been fueled by affordable housing for younger, first time buyers. The City was initially established on the US-41 corridor between Sarasota and Ft. Myers. The municipal facilities were developed in this area of the oldest homes and residents. In early 2005, a New Municipal Complex was completed, consisting of a 3-story 65,000 SF City Hall, 30,000 SF Police Station, Mullens Recreation Center, and Fire Station No. 81 that also houses Fire Administration. The New Municipal Complex, near the geographic center of the City at Sumter Blvd., just north of West Price Blvd., is the focus of Municipal Government and provides appropriate space for administration of many City services and programs. The needs of the Utilities and Public Works Departments, however, are not accommodated at the New Municipal Complex. Additionally, though expansion space (shelved area) was included with the New Police Station and City Hall, future “build-out” of the City requires consideration of future needs for services at the Municipal Complex.

In March of 2007, the City tasked Architects Design Group, Inc. (Consultant) with evaluation of the City’s facility needs in light of the dramatic growth up to that time. The project was organized as a Two Phase endeavor. Phase One – Dallas White Park Master Plan (the old municipal complex site) was completed in April 2008. Phase Two – Comprehensive Facilities Study, focuses on the City’s Space Needs, particularly those associated with Utilities and Public Works Departments.

The Consultant met on several occasions with departments individually and the management team as a group to gather information, review conclusions and determine recommendations. The project methodology is similar to that implemented by Architects Design Group for numerous Florida cities and counties. General conclusions and recommendations are presented for Parks and Recreation, Police Department, and the Fire Rescue District and City Hall. A detailed Spatial Needs Assessment and Project Development Options has been prepared for Utilities Department, Public Works Department and Property Maintenance – buildings and grounds.

**1.1 The Process:**

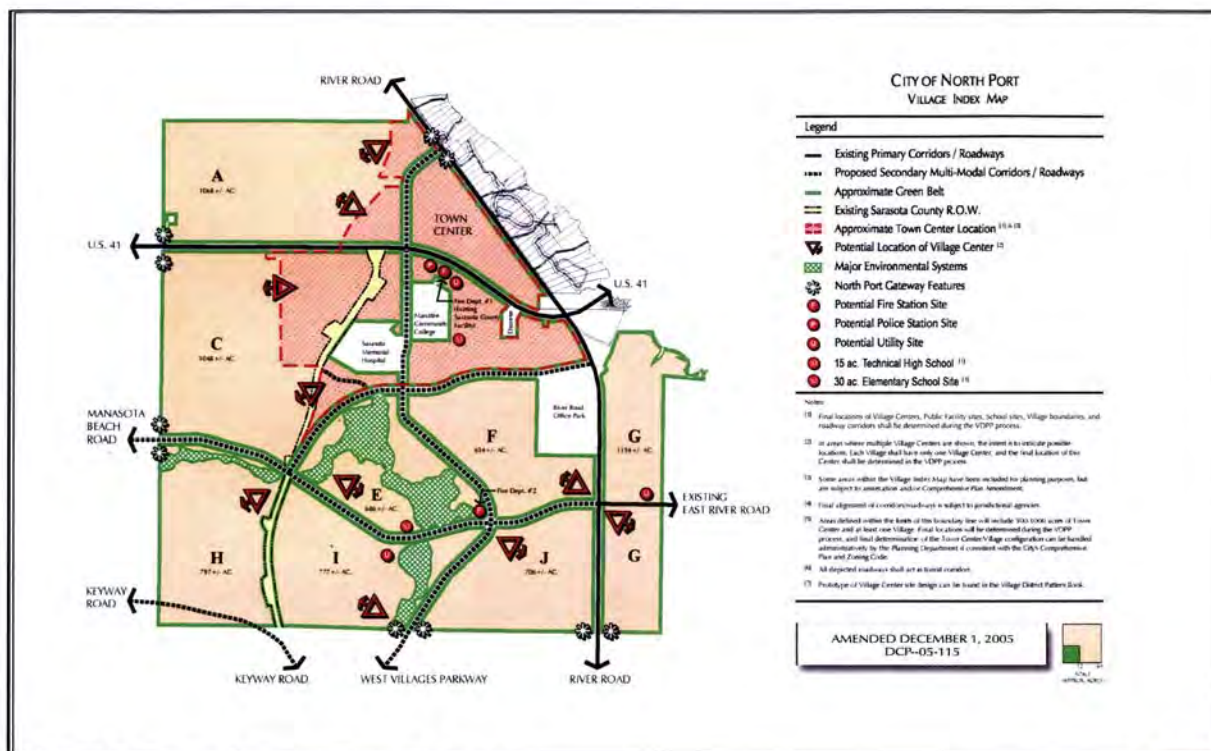
The Consultant conducted the study in a systematic procedure that completed the following tasks:

- **Inventory of Facilities (Section 2.0):**  
The Consultant toured and documented City facilities, considering location, size, age, physical condition and potential impact upon current and future facility needs.
- **Inventory of City owned property:**  
The Consultant gathered a list of all City owned parcels for the purpose of identifying potential development options related to size, location and environmental characteristics.
- **Interviews with Department Personnel:**  
The Consultant met with representatives of all City departments to generally understand facility needs, current space utilization and plans for future facility needs.
- **Detailed Spatial Needs Assessment (Section 3.0):**  
A questionnaire, interview and review process with staff and management team provides a detailed space-by-space tabulation of facility needs for Utilities, Public Works and Property Maintenance.
- **Development Options (Section 4.0):**  
The conclusion of the Spatial Needs Assessment is proposed Development Options identifying properties available to solve the facility needs and potential project cost associated with each development option.
- **Conclusions and Recommendation (Section 5.0):**  
The Consultant provides a series of recommendations for how the City should plan for current and future facility needs.

**1.2 The Future of North Port:**

The nation is in a severe economic recession that makes fiscal planning difficult for all municipalities. Revenue streams have been drastically reduced and difficult budget cuts are the result. The recession began in high growth states like Florida as early as the end of calendar year 2007 with the collapse of the housing industry. Communities like North Port have been severely affected. At the time this project began, North Port was in the process of developing new communities in the northwest and southeast edges of the City. The community known as West Villages Improvement District (Thomas Ranch) has developed a specific agreement to provide public facilities including Fire Stations, a Law Enforcement Substation, Parks and a Town Center Village that includes a City Hall Annex. At the time of the report, the proposed developments in the southeast edge of the City known as the Kelce Property and Isles of Athena was in the Development of Regional Impact (DRI) process required to receive a development order from the State of Florida. Construction activity and approval process in both the northwest and southeast have been significantly delayed by the current economic conditions.

At the present, much uncertainty surrounds the economic future. We expect, however, that at some point the current fiscal challenges will be resolved and expansion will once again resume. Given the large geographic area of the City, it is prudent to consider satellite municipal service centers as agreed upon in the West Villages Improvement District. Certainly, public safety facilities are mandated and the City has responded with a commitment to provide Police Substations in new Fire Stations. Additionally, there are municipal oriented community centers that can provide administrative “flex” space for code enforcement, planning and plans review/permitting functions. Municipal oriented community centers can also provide flexible assembly type space that allows City Boards and Commission meetings to, on occasion, meet with the special communities that comprise a diverse, dynamic, geographically dispersed City.



**West Villages Improvement District**

**West Villages Index Map - "A"**

NORTH PORT, FLORIDA



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## **2.0 Facility Inventory**

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**2.0 Facility Inventory:**

At the outset of the process, the Consultant was charged with the task of touring and generally documenting the facilities and sites to be considered during the course of the project. The Consultant obtained information relative to existing facilities, including architectural and engineering site plans, building floor plans, aerial photographs and County maps, surveys, etc., that were utilized to document the size and location of primary features, including building, paved areas, major landscaping elements and other physical aspects that potentially affect or impact upon current and future facilities needs.

The following sites and facilities were inventoried (GIS/City Boundary/January 17, 2007) as a part of the process:

- All Municipal Parks (excluding Golf Center, Marina and Myakkahatchee Parks)
- Fire Stations (located for response time/ISO rating only)
- Fleet and Facilities Maintenance Yard
- City owned Parcels (undeveloped)
- North Port Health & Family service Center
- Dallas White Park
- Public Works Offices
- Public Works Operations Office and Yard
- Utilities Office and Yard
- Vehicle Training Area
- Water Treatment Plant
- Isles of Athena (co-locate facilities east of I-75)
- Sarasota School Board (High Schools for co-sitting facilities)

**2.1 Dallas White and Municipal Parks:**

Phase One of the project was the creation of a Conceptual Master Plan for Dallas White Park. The Dallas White Master Plan was concluded in April, 2008 with submittal of final report and a second presentation to the City Commission on May 27, 2008 and unanimous endorsement by the Parks Advisory Board after a presentation at their



meeting on June 19, 2008. The inventory of Municipal Parks was utilized primarily for the purpose of understanding the distribution, type and facilities provided to North Port community parks for the programming of services and activities proposed for Dallas White Park. Further, the inventory of Municipal Parks provided the Consultant with an understanding of maintenance and operation needs of the complete North Port network of Parks.

## **Inventory – City Owned Property**

### **Parks & Recreation**



The **Parks and Recreation Department** is responsible for the maintenance and promotion of North Port's park and natural areas, including:

Butler Park	Marius Park	La Brea Park
Blue Ridge Park	McKibben Park	Dallas White Park
Atwater Park	Pine Park	Garden of the Five Senses
Highland Ridge Park	Narramore Park	Myakkahatchee Park
Hope Park	Oaks Park	Mullens Center
Kirk Park	Veteran's Memorial Park	Skate Park



## Inventory – City Owned Property

### Parks & Recreation

	Sports Amenities		Other Amenities																		
	Baseball	Basketball	Football	Gymnasium	Racquetball	Shuffleboard	Skateboard	Soccer	Softball	Swimming	Tennis	Volleyball	Boat Ramp	Concession Stand	Fitness Room	Meeting Room	Nature Trail	Pavillion	Picnicking	Playground	Rest Rooms
Butler Park																					
Blue Ridge Park																					
Atwater Park																					
Highland Ridge Park																					
Hope Park																					
Kirk Park																					
Marius Park																					
McKibben Park																					
Pine Park																					
Narramore Park																					
Oaks Park																					
Veteran's Memorial Park																					
La Brea Park																					
Dallas White Park																					
Garden of the Five Senses																					
Myakkahatchee Park																					
Mullens Center																					
Skate Park																					



## Inventory – City Owned Property

### Butler Park



#### Butler Park

*Playground; Shelter  
(3) Baseball Fields;  
(3) Soccer Fields  
Maintenance Building;  
Hiking Trail*



## Inventory – City Owned Property

### Narramore Park



## Inventory – City Owned Property

### Blue Ridge, McKibben, Pine Park



Blue Ridge Park



McKibben & Pine Park



Blue Ridge Park



McKibben Park



Pine Park

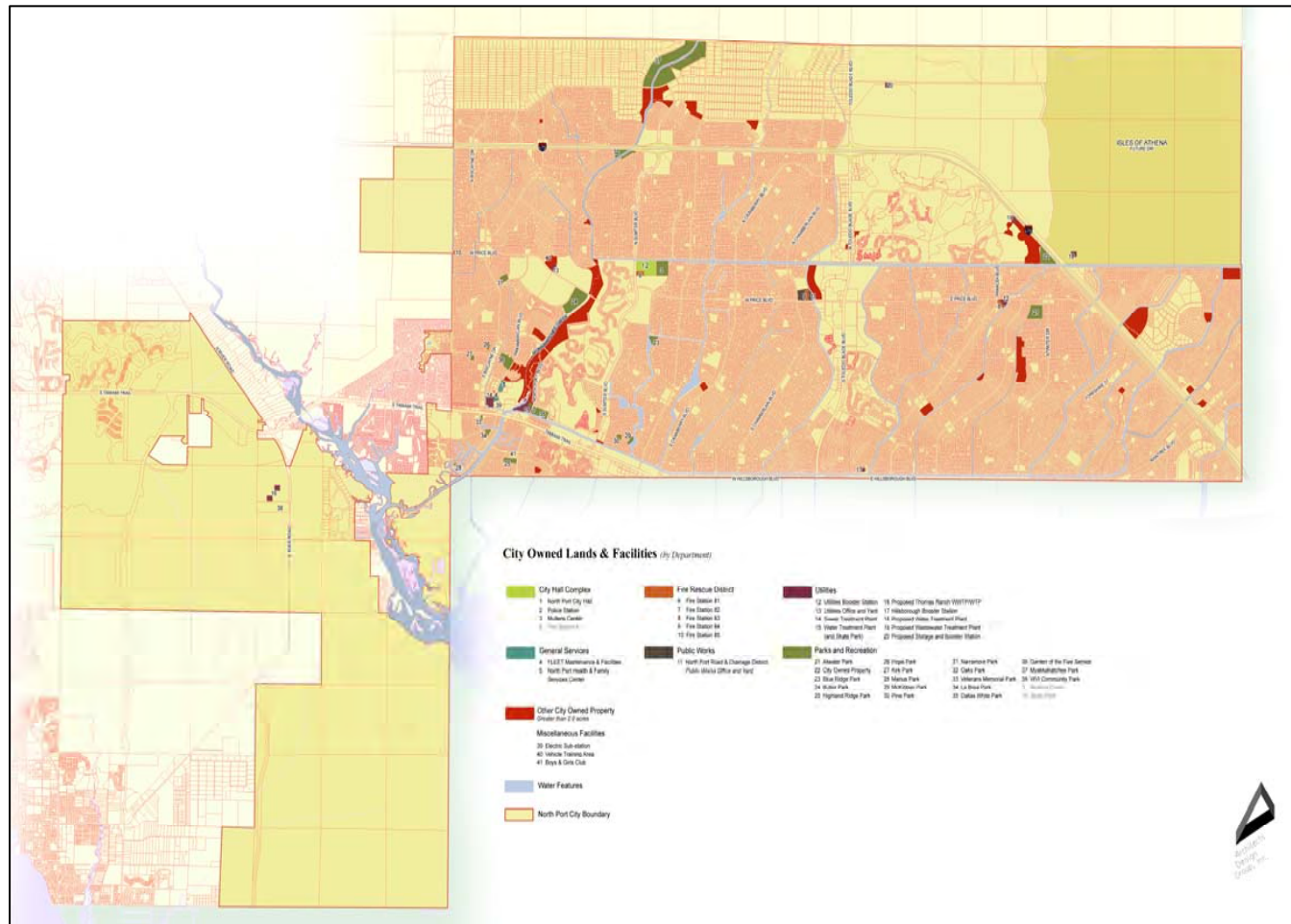
**2.2 Other Municipal Facilities:**

Phase Two of the project tasked the Consultant with determining through established and accepted facility standards, statutes/regulations, experience....etc. with determining appropriate type of facilities, locations, budget cost and interdepartmental sharing considerations for current and future needs of the following departments:

- Public Works Department
  - Road and Drainage
  - Solid Waste Division
  
- Fleet and Property Maintenance
  
- Utilities Department
  - Field Operations Division
  - Plant Operations Division

The inventory of City owned property and detailed evaluations of the current Utilities and Public Works facilities were conducted for the purpose of creating the Space Needs Assessment and Master Plan Development Options.

**City Owned Lands & Facilities (By Department)**



## Inventory – Existing Facilities

### City Hall Complex & Mullens Center



4 Fire Station #81



2 Police Department



1 City Hall



3 Mullens Center





## Inventory – Existing Facilities

### City Hall Complex – First Floor Plan



#### City Hall Complex

First Floor Plan

-  Planning & Zoning
-  Receiving
-  Purchasing
-  Building Department
-  Cashier






## Inventory – Existing Facilities

### City Hall Complex – Second Floor Plan



#### City Hall Complex

Second Floor Plan

-  City Clerk
-  Commission Chambers & Offices
-  Human Resources



## Inventory – Existing Facilities

### City Hall Complex – Third Floor Plan



#### City Hall Complex

Third Floor Plan

-  Engineering
-  Finance
-  City Manager
-  City Attorney
-  MIS Division



## Inventory – City Owned Property

### North Port Health & Family Service Center



**A** Community Educational Center

*Senior Center*

**B** Health and Family Service Center

**C** Sarasota County "Kids First"

*Child Development Center*



## Inventory – City Owned Property

### Public Works Office / Yard & Fire Station # 84



2 Fire Station #84



1 Public Works Office & Yard

Trailers and Pre-engineered Metal Building,  
Various Sheds



## Inventory – City Owned Property

### Utilities Office & Yard



1 Utilities Office

2 Utilities Yard

*Metal Warehouse;  
Various Covered Storage*



Verizon Tower



## Inventory – City Owned Property

### FLEET – Maintenance & Facilities



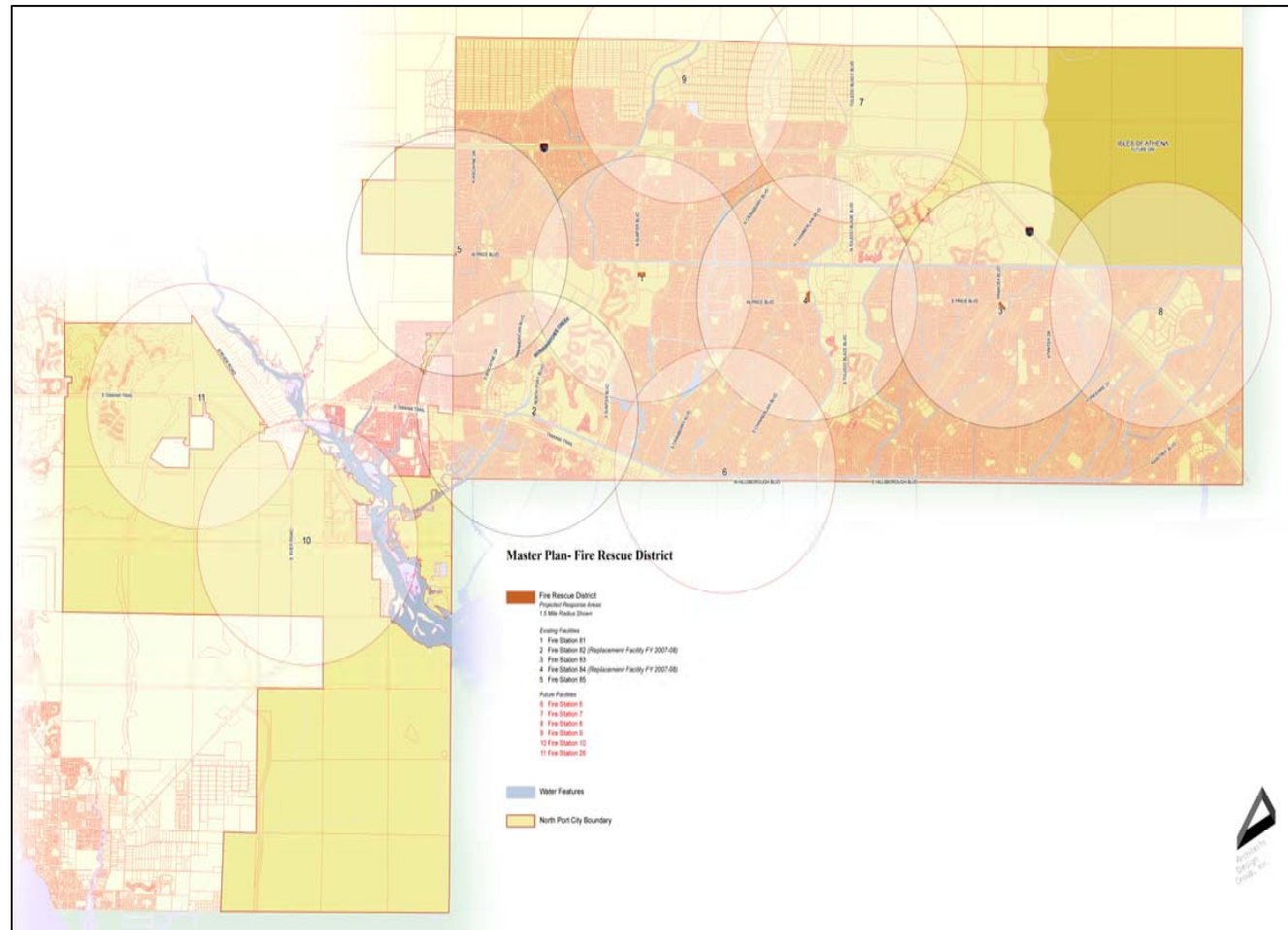
FLEET Maintenance

*Land-locked*

*Pre-engineered Metal Building; New Fueling Station  
Miscellaneous Covered Storage*



## Master Plan – Fire Rescue District





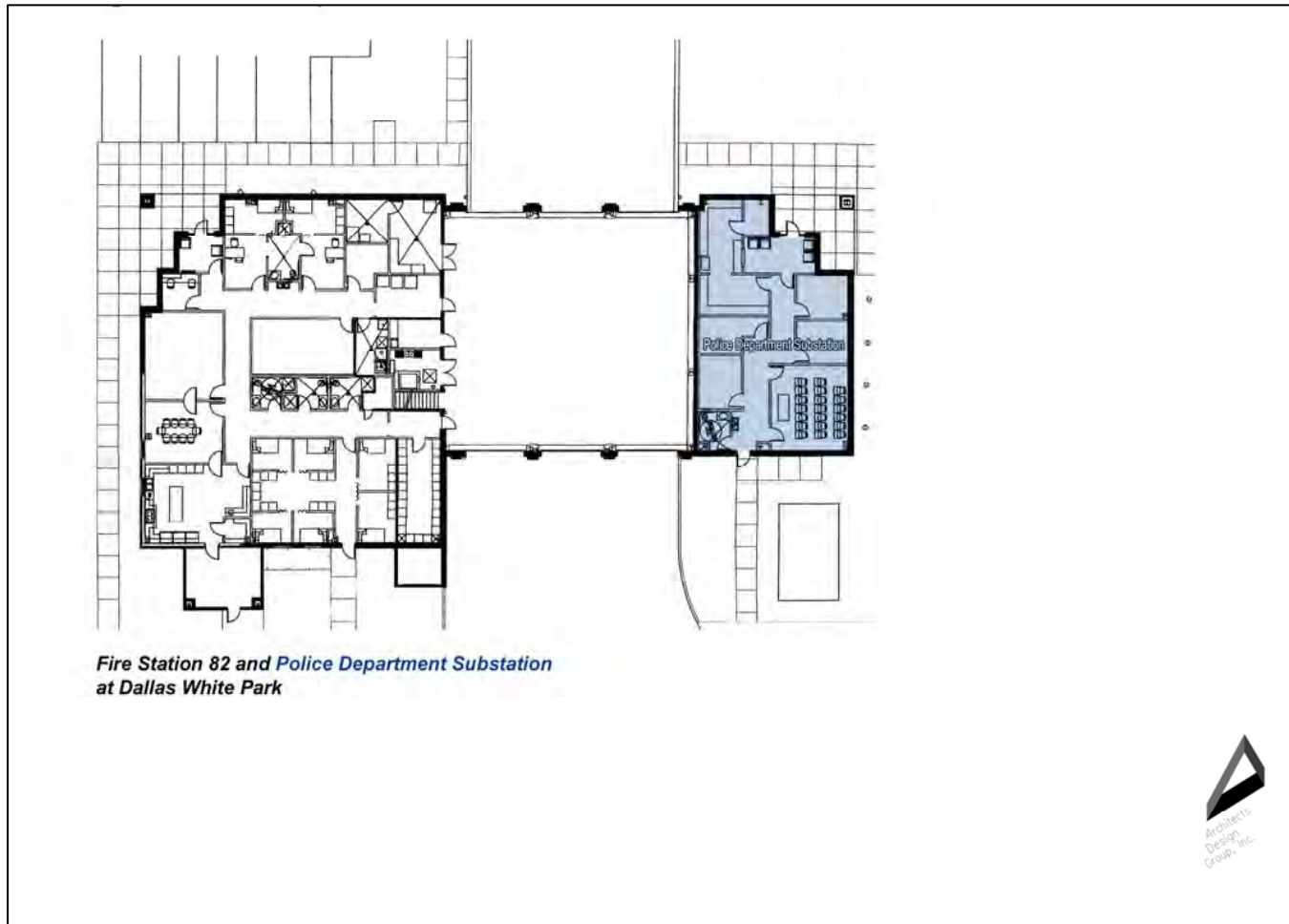
**Inventory – City Owned Property**

**Fire Station #83**

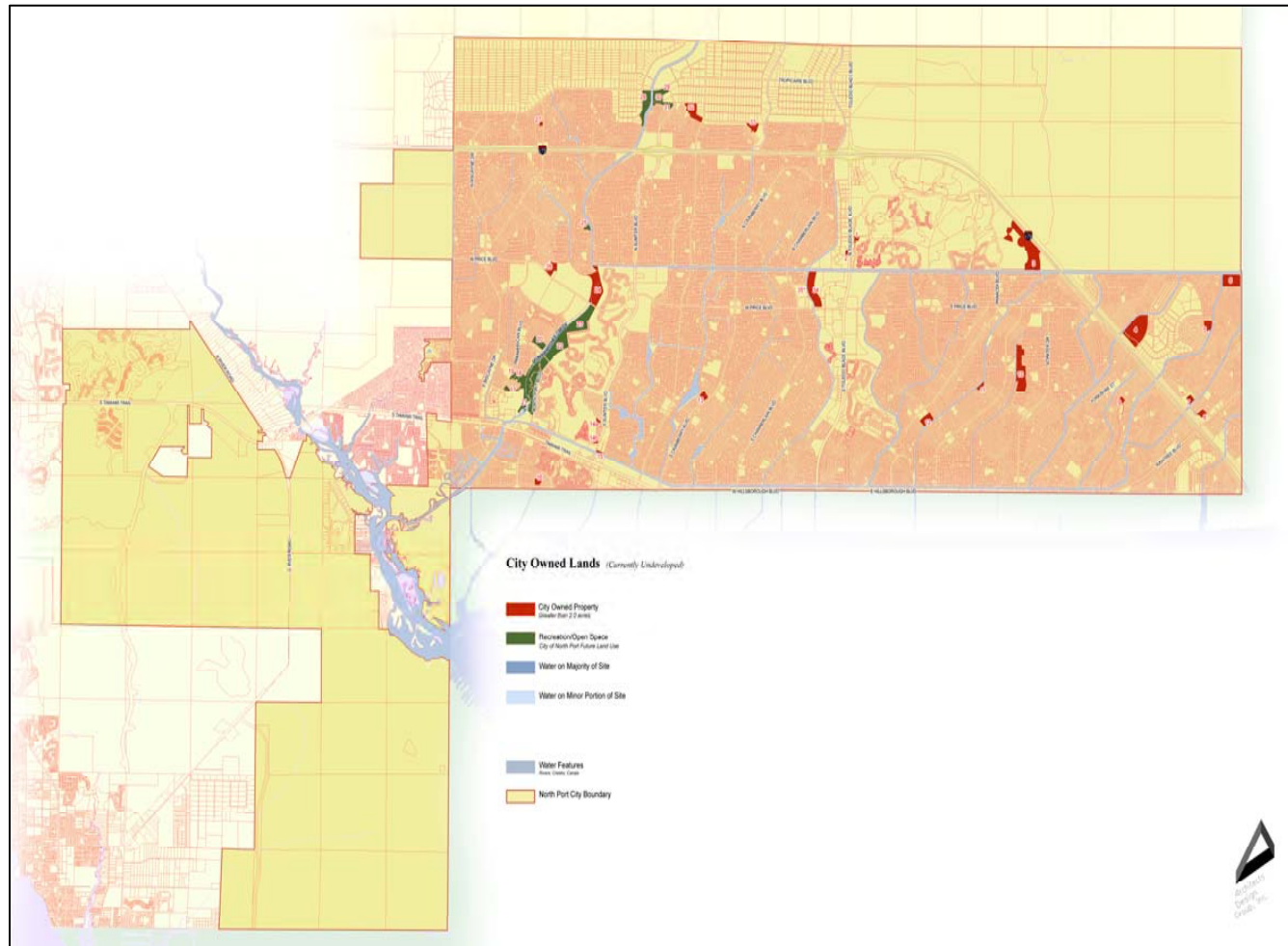


## Inventory – Fire Stations

### Fire Station 82 and Police Department Substation



## Undeveloped City Property



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City Owned Land

Property Number	Description/Location	Square Footage	Acreage
1	1116-01-0433 Sycamore St., East of N Toledo Blade Blvd.	115,170	2.7
2	0963-11-0080 N Toledo Blade Blvd. and Plantation Blvd.	92,074	2.1
3	1112-00-3000 South of I-75, Adjacent to City Parcel	3,649,586	83.8
4	1126-23-3666 NE of I-75, Between N. Yorkshire St. and Kamain 1126-23-3667 1126-23-3668 1126-23-3669 1126-23-3418	2,721,121	62.6
5	1128-22-7630 East of N. Yorkshire St., South of Silverleaf	395,089	9.1
6	1127-22-5736 North of Fireleaf, West of City's Eastern Boundary	1,186,574	27.2
7	1130-22-1943 NE of I-75, SE of Kimberly Dr.	248,292	5.7
8	1130-21-2302 NE of I-75, Between N. Yorkshire St. and Wilders Rd.	265,716	6.1
9	1132-20-9636 SE of Yorkshire St, SW of E. Price Blvd.	159,865	3.7
10	1135-10-0210 East of New London, Site Originally Designated for Graveyard; talk of plans for Linear Park	2,057,774	47.2
11	1136-10-1418 NW of Congress, South of Kacher	179,031	4.1
12	1143-17-7325 SW of Edwin Ave., NE of Chickasaw Ave	590,673	13.6
13	1003-01-6135 Between Cavater, Pretzel Ln., and Albitier	273,992	6.3
14	1001-18-0515 North End of Greenwood Court and North of Greenwood Ave, West of Sumter Blvd.	159,937	3.7
15	1001-16-0005 East of Sumter Blvd, Peace River Rd.	74,750	1.7
16	1000-25-0101 Between Gabo Rd., Mayland St., and Talbrook Road	169,921	4.4
17	0996-26-3224 Between Lullaby Rd. and Myakkahatchee Creek	568,022	13.0
18	0996-26-3411 Between Lullaby Rd. and Nekoosa St.	109,335	2.5
19	0996-26-3113 Between Nekoosa St. and Pan American Blvd.	143,748	3.3
20	0993-26-4130 NE of Appomattox Dr.	575,750	13.3
21	0993-00-2000 East and West of (South) Myakkahatchee Creek	3,639,674	83.6
22	0993-00-4134 East and West of (South) Myakkahatchee Creek	2,787,840	64.0
23	0993-00-4010 East and West of (South) Myakkahatchee Creek, South of Price Blvd.	2,352,240	54.0
24	0977-00-1020 East and West of (South) Myakkahatchee Creek, North of Price Blvd.	1,903,572	43.7
25	0989-06-2569 Between Delmat Dr. and Vanness Ave.	136,342	3.1
26	0975-00-1002 Vehicle Training Yard	644,688	14.8
27	0951-14-1107 Between Roman Ave., Ponce De Leon Blvd., and Debris Rd. 0951-14-1108 0951-14-1109 0951-14-1110 0951-14-1111 0951-14-1112	61,246	1.4
28	0953-14-1801 South of Tropicaine Blvd., West of Rennerstown Rd. 0953-14-1802 0953-14-1803 0953-14-1804	1,142,143	26.2
29	0942-04-1902 West of N. Sumter Blvd., South of Tropicaine Blvd.	170,319	3.9
30	0942-04-1901 South of Tropicaine Blvd.	674,744	15.5
31	0942-04-1908 West of N. Sumter Blvd.	382,040	9.0
32	0942-04-2617 East of N. Sumter Blvd.	914,760	21.0
33	0957-12-3028 Narensuster, South of Albin Ave.	325,992	8.8
34	0983-00-1010 North of W Price Blvd., West of Toledo Blade Blvd., Adjacent to Public Works	1,615,640	37.1
35	0983-04-8836 Church Property, Borders North End of the Public Works Office and Yard	871,200	20.0

Water on Majority of Site      Recreation/Open Space  
 Water on Minority of Site      City of North Port Future Land Use



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### **3.0 Space Needs Assessment**

- **Public Utilities Department**
- **Public Works Department**
- **Fleet and Property Maintenance**

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**3.0 Spatial Needs Assessment:**

The Spatial Needs Assessment of the study provides the City a space by space definition of current and future needs. The methodology used by ADG to determine the City's need for new Utilities, Public Works and Property Maintenance space was initiated with distribution of a detailed questionnaire to department administrators for the purpose of documenting issues associated with current facilities and the requirements for adequate facilities. The questionnaire directs the user toward a critical evaluation of facilities and investigates historical patterns and future impacts on space utilization. Upon receipt of the completed questionnaire, the Consultant conducted one-on-one conferences with facility users to further clarify questionnaire response and to walk-through and document actual space conditions.

The City of North Port has experienced explosive growth over the past fifteen years which has recently abated with the collapse of the housing industry in Florida and the severe National economic recession. The Utilities administration, operations and warehouse facility located on West Price Blvd. is inadequate to support the service that the City requires; let alone the ability to expand in the future to serve the growth that inevitably will proceed. The Public Works Complex at West Price Blvd. near the intersection of Toledo Blvd has similar issues though more acute than Utilities. Administrative and Operations Staff is housed in several modular, temporary structures located at the site. Materials and equipment is open to the sun, rain and wind to deteriorate before the end of a typical useful life and Solid Waste Fleet Maintenance is not practical in the pre-engineered steel building that has outlived the designed useful life. The area available for redevelopment at Public Works, however, is sufficient for initial redevelopment opportunities. Fleet Maintenance and Property Maintenance is the most critically impacted owing to the aged facilities and land-locked inadequate size of the site adjacent to the Waste Water Treatment plant (WWTP) on Pan American Blvd..

During the course of this task, the Consultant was charged with projecting the potential spatial needs as the City continues toward build-out of the 105 square mile municipal area. The tabulation of current and future spatial need is therefore cumulative and identified as Phase I (current) Year 2008, Phase II (future) Year 2015 and Phase III (future) Year 2025 need. The executive summary in the cover letter further discusses the City's Comprehensive Plan and space needs required toward build-out. The Consultant has chosen to utilize the Phase II (future) Year 2015 need for purposes of developing Master Plan development options.

An important element of the methodology for determining spatial need requirements is the utilization of Space Standards. These standards are presented in Section A-4 of the Appendix. The space standards are work area layouts that have been endorsed by similar municipalities throughout Florida. The work area layouts provide a standard for personnel advancement grade and work task requirements.

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*Insert Space Needs Program Here*



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## **4.0 Development Options**

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**4.0 Development Options:**

In this section, we identify options for consideration in solving the various issues associated with the facility needs, as defined by this report. Our review of existing facility infrastructure has led to the conclusion that the next capital improvement project (CIP) entities should include in facilities for Utilities, Public Works and Property Maintenance. It is the Consultant's understanding that the Fire Stations are funded by impact fee collection and will be constructed according to the approved implementation schedule.

The City of North Port is faced with an important decision regarding the most desirable development option. Each option has attributes that impact future delivery of services. The Consultant proposes two distinct approaches:

- Decentralized Facilities – Utilities and Public Works facilities are constructed on individual sites and the existing Utilities Operations Center on W. Price Blvd. is adaptively reused for Property Maintenance. Utilities Administration and Operations relocates to the Waster Water Treatment Plant (WWTP) on Pan American Blvd. Public Works develops new facilities on the vacant land area the City owns adjacent to the current Operations Center on W. Price Blvd. near Toledo Blade.
- Centralized Facilities – Utilities, Public Works and Property Maintenance are co-sited at a common site with the opportunity to share some common facility support and infrastructure. Option B-1 consolidates all users at the existing Public Works site. Option B-2 consolidates all users at City owned property in Activity Center-6, northeast of I-75 between N. Yorkshire and Kamain Streets.

All of the Development Options presented here plan for the Year 2015 Space Requirements detailed in the Space Needs Analysis. The Consultant believes that this approach is adequate to serve the City's current needs and to some point in the near future. It is however of critical importance that the City acquire sufficient site area with whatever option is selected to ensure that long-term future expansion can be accomodated. The following options are presented for the City's consideration:

**4.1 Development Option “A” – Decentralized Solution:**

This solution recommends that Public Utilities facility needs are accommodated at the Waste Water Treatment Plant on Pan American Blvd. The solution requires relocation of Fleet and Property Maintenance and acquisition of an outparcel. At the time of the presentation, it was understood the parcel to the south, known as the “Tenbusch” parcel, was available with a motivated seller. Public Utilities endorsed this solution as facilities are consolidated at the largest Plant Operation that serves the largest customer base.

The existing Public Utilities Operations facility would be re-used with relatively minor renovation costs for a Property Maintenance Center. The premise being that the existing facility is not only re-used, but that use is compatible with the customer service demand of the municipal users.

The Fleet Maintenance Facility would be relocated from the existing Pan American Blvd. site and new facilities provided at a consolidated Public Works Complex.

The existing Public Works site at W. Price Blvd. near Toledo Blade would be redeveloped upon the vacating of Fire Station No. 84. It is estimated that site area required could be as much as 19.8 acres; the existing site area, however, is approximately 15 acres. We believe that it is possible, through careful planning and phasing of the redevelopment, for the existing site area to adequately accommodate the operational needs. It is, however, recommended that the City consider acquisition of the Church property to the north to accommodate future needs.

**Total Project Development Cost Option “A” .....\$ 28,010,876**

- Includes \$250,000 for property acquisition at Public Utilities WWTP.
- Future expansion of services at the Public Works site requires either purchase of additional property or bridging canal to east City parcel.

**Project Development Cost: Option “A” – Decentralized Solution**

**A-1 Redevelop Public Works Site (2015 need)**

A-1.1	Demolition (FS #84, Existing Buildings, Paving)	
	Lump Sum (6.0 acres).....	\$ 135,000
A-1.2	Public Works/Road and Drainage	
	22,854 SF @ \$180/SF.....	\$ 4,113,720
A-1.3	Public Works/Solid Waste	
	5,641 SF @ \$180/SF.....	\$ 1,015,380
A-1.4	Fleet Maintenance	
	36,483 SF @ \$145/SF.....	\$ 5,290,035
A-1.5	Site Development	
	Public Works @ 11 acres/Fleet Maintenance @ 4 acres	
	15 acres @ \$250,000/acre.....	\$ 3,750,000
A-1.6	Fueling Station	
	Lump Sum.....	\$ 325,000
A-1.7	Wash Rack	
	Lump Sum.....	\$ 295,000
<b>A-1.8</b>	<b>Subtotal Public Works Construction Cost.....</b>	<b>\$ 14,924,135</b>
<b>A-1.9</b>	<b>Professional Fees/Miscellaneous Cost</b>	
	\$14,924,135 @ 15%.....	\$ 2,238,620
<b>A-1.10</b>	<b>Furniture and Equipment</b>	
	64,978 SF @ \$13.50/SF.....	\$ 877,203
<b>A-1.11</b>	<b>Total Cost – Public Works (2008 Value).....</b>	<b>\$ 18,039,958</b>

**Consolidated Public Works / Fleet Maintenance  
Current Public Works / W. Price Blvd.**



**Project Development Cost: Option “A” – Decentralized Solution**

**A-2 Develop Public Utilities at WWTP**

A-2.1	Demolition old Fleet Maintenance Lump Sum (2.7 acres).....	\$ 85,000
A-2.2	Purchase “Tenbusch” Parcel 1.8 acres (assessed @ \$280,000/2007) .....	\$ 250,000
A-2.3	Public Utilities Administration Building 9,897 SF @ \$180/SF.....	\$ 1,781,460
A-2.4	Public Utilities Warehouse 18,389 SF @ \$130/SF.....	\$ 2,390,570
A-2.5	Site Development 6.5 acres @ \$250,000/acre.....	<u>\$ 1,625,000</u>
<b>A-2.6</b>	<b>Subtotal Public Utilities Construction Cost.....</b>	<b>\$ 6,132,030</b>
<b>A-2.7</b>	<b>Professional Fees/Miscellaneous Cost</b> \$6,132,030 @ 15%.....	<b>\$ 919,805</b>
<b>A-2.8</b>	<b>Furniture and Equipment</b> 28,286 SF @ \$10.50/SF.....	<b><u>\$ 297,003</u></b>
<b>A-2.9</b>	<b>Total Cost – Public Utilities (2008 Value).....</b>	<b>\$ 7,348,838</b>

**Consolidated Public Utilities Operation  
WWTP / Pan American Blvd.**



**Project Development Cost: Option “A” – Decentralized Solution**

**A-3 Property Maintenance at Existing Utilities Administration**

A-3.1	Remodel Buildings (including demolition)	
	10,452 SF @ \$90/SF .....	\$ 940,680
A-3.2	Redevelop Site	
	2.5 acres @ \$130,000/acre .....	<u>\$ 325,000</u>

**A-3.3 Subtotal Property Maintenance.....\$ 1,265,680**

**A-4 Professional Fees/Miscellaneous Cost**

\$1,265,680 @ 15% .....\$ 189,852

**A-5 Contingency/Escalation (All Components)**

\$26,985,430 @ 38% .....\$ 1,025,446

**A-6 Grand Total Option “A” Decentralized Approach .....\$ 28,010,876**



**Property Maintenance**  
**Current Utilities / W. Price Blvd.**



**4.2 Development Option “B-1” – Centralized Solution:**

This solution investigates the feasibility of consolidating all users at the existing Public Works site. Clearly, a variation of this solution would be to locate Public Utilities at the WWTP on Pan American. Either with total consolidation or omitting Public Utilities, the current Utilities site on W. Price Blvd. is available for other City uses or could be sold. This solution requires the acquisition of the Diocese Property or careful development of the Public Works area to the east of the canal.

**Total Project Development Cost Option “B-1” .....\$ 28,736,051**

- Existing site area of 15 acres requires either Church Property or bridge to undeveloped parcel.
- Development cost does not include value for Property acquisition.
- Environmental constraints of site east of canal unknown.

**Project Development Cost: Option “B-1” – Centralized Approach  
Existing Public Works Site**

**B-1.1 Acquire Catholic Diocese Property ..... Unknown**

**B-1.2 Demolition (FS #84, Existing Buildings, Paving)  
 Fire Station No. 84 (Toledo Blade/Price)**  
 Lump Sum (6.0 acres).....\$ 135,000

**B-1.3 Redevelop Public Works Site (2015 need)**  
 B-1.3.1 Public Works/Road and Drainage  
 22,854 SF @ \$180/SF.....\$ 4,113,720  
 B-1.3.2 Public Works/Solid Waste  
 5,641 SF @ \$180/SF.....\$ 1,015,380  
 B-1.3.3 Fleet Maintenance  
 36,483 SF @ \$145/SF.....\$ 5,290,035

B-1.3.4	Property Maintenance 10,452 SF @ \$165/SF .....	\$	1,724,580
B-1.3.5	Public Utilities		
	▪ Administration 9,897 SF @ \$180/SF .....	\$	1,781,460
	▪ Warehouse 18,389 SF @ \$130/SF .....	\$	<u>2,390,570</u>
B-1.3.6	Site Development		
	▪ Public Works @ 11 acres		
	▪ Fleet Maintenance @ 4 acres		
	▪ Property Maintenance @ 2 acres		
	▪ Public Utilities @ 6.5 acres		
	▪ (23.5 acres @ \$250,000/acre).....	\$	<u>5,875,000</u>
B-1.3.7	Fueling Station Lump Sum.....	\$	325,000
B-1.3.8	Wash Rack Lump Sum.....	\$	<u>295,000</u>
<b>B-1.3.9</b>	<b>Subtotal Construction Cost.....</b>	<b>\$</b>	<b>22,945,745</b>
<b>B-1.3.10</b>	<b>Professional Fees/Miscellaneous Cost</b>		
	\$22,945,745 @ 15% .....	\$	<u>3,441,862</u>
<b>B-1.3.11</b>	<b>Furniture and Equipment</b>		
	103,716 SF @ \$12.50/SF (average).....	\$	<u>1,296,450</u>
<b>B-1.3.12</b>	<b>Total Project Costs (2008 Value).....</b>	<b>\$</b>	<b>27,684,057</b>
B-1.3.13	Contingency/Escalation \$27,684,057 @ 3.8% .....	\$	<u>1,051,994</u>
<b>B-1.3.14</b>	<b>Grand Total Option “B-1” Centralized Approach.....</b>	<b>\$</b>	<b>28,736,051</b>

**Centralized Solution- Utilities / Public Works / Property Maintenance  
Current Public Works / W. Price Blvd.**



**4.3 Development Option “B-2” – Centralized Solution**

This solution investigates the feasibility of developing the City’s site in proposed Activity Center-6, northeast of I-75 between N. Yorkshire and Kamain Streets. The site is adequate in size and provides area for future expansion. There is a small lake in the middle of the site. It is unknown if the lake presents environmental constraints relative to conservation areas. Although the area is platted and a minimal road network exists, the area is remote from the center of population (service requirements) and likely will have increased site development costs for site infrastructure.

The Architect has reviewed the “Draft” Activity Center Report on the Long Range Planning Division website and discussed the feasibility of developing this site with the City’s Economic Development Director (Allan Lane). The City’s Long Range Planning initiative identifies a potential future I-75 interchange in this area and the need to stimulate development of commercial, industrial, hospitality activity along the I-75 corridor. This site is viewed as a prime holding for long-term economic development.

**Total Project Development Cost Option B-2.....\$ 34,252,801**

- Developable site area estimated at 46 acres appears adequate for current and future needs.
- Infrastructure improvements of \$4,659,288 included in budget estimate.
- Increased operational cost likely, due to remote location.
- Concern expressed owing to potential “Highest and Best Use” of the parcel.
- City owned, no site acquisition cost.

**Project Development Cost: Option “B-2” – Centralized Approach Undeveloped City Property (N. Yorkshire/Kamain)**

<b>B-2.1</b>	<b>Land Acquisition</b> .....		N/A
	Not required – City Owned Property		
<b>B-2.2</b>	<b>Demolition</b> .....		N/A
<b>B-2.3</b>	<b>Infrastructure Improvements</b> .....	\$	<b>4,659,288</b> <sup>*1</sup>
	• Road & Drainage District @ .....	\$ 2,295,289	
	• Utilities District @ .....	\$ 2,363,999	
B-2.4	New Buildings (See Option B-1)		
	103,716 SF @ \$157.31/SF (average).....	\$ 16,315,745	
B-2.5	Site Development		
	23.5 acres @ \$280,000/acre.....	\$ 6,580,000	
	(acknowledges undeveloped infrastructure-utility connections)		
B-2.6	Fueling Station		
	Lump Sum.....	\$ 325,000	
B-2.7	Wash Rack		
	Lump Sum.....	\$ 295,000	
<b>B-2.8</b>	<b>Subtotal Construction Cost</b> .....	\$	<b>23,515,745</b>
<b>B-2.9</b>	<b>Professional Fees/Miscellaneous Cost</b>		
	\$23,515,745 @ 15% .....	\$	3,527,362
<b>B-2.10</b>	<b>Furniture and Equipment</b>		
	103,716 SF @ \$12.50/SF (average).....	\$	1,296,450
<b>B-2.11</b>	<b>Total Project Cost (2008 Value)</b> .....	\$	<b>32,998,845</b>
B-2.12	Contingency/Escalation		
	\$32,998,845 @ 3.8% .....	\$	1,253,956
<b>B-2.13</b>	<b>Grand Total Option “B-2” Centralized Approach</b> .....	\$	<b>34,252,801</b>

<sup>\*1</sup> Source – Table 6.2. Future Activity Center 6 – “Draft” Report/Long Range Planning Division

**Centralized Solution – Utilities / Public Works / Property Maintenance**  
**N. Yorkshire at Kamain St.**



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## **5.0 Recommendations**



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**5.0 Recommendations:**

The City of North Port made a significant investment in the community's future when the Municipal Complex at Sumter and W. Price Blvd was completed in 2005. The new Municipal Complex provides adequate space for the present needs of municipal government, public safety and creates a focus for the growing dynamic City. The complex has significant area for future expansion as well as outparcels for other compatible governmental type services. The Post Office is now being completed at the site and sufficient land is available to increase recreational opportunities with the Mullens Center. The next important decision is how to proceed with the needs of Utilities and Public Works. This report provides the City with an analysis of the Space Need requirements, the cost to construct facilities and options for sites that may be developed to accommodate the facility needs.

The current economic situation however presents many challenges for all Florida municipalities to maintain existing services, let alone finding funds to contract new facilities. The much anticipated economic stimulus bill will likely become a reality in the first quarter of 2009. The final price tag will be debated, but could reach a value of more than \$800 billion. About half of that amount is being proposed to go to specific tax relief measures helping individuals, families and businesses. The other half will go to programs and projects that are intended to stimulate job growth, provide the capital to fuel our nations economic engine and create momentum that will move the United States towards a much needed economic recovery. Early discussions have been directed toward a two-year funding bill committed to infrastructure projects. There is considerable uncertainty of how much, is any funding would trickle down to municipal capital improvements. Clearly, however now is the time for the City to plan projects whether immediate relief comes from the economic stimulus; or a longer range increase in revenues results from the hope for economic recovery.

This section of the report addresses a series of recommendations which we believe are appropriate for consideration by the City of North Port. They define specific actions and issues which we consider critical to the continued success and growth of North Port.

**5.1 Select a Development Option:**

The City Commission should discuss the proposed options for solving the needs of the Utilities, Public Works and Property Maintenance. Each option has merits however the Centralized Solution (Option B-1) that develops the area around the current Public Works site on W. Price Blvd has the potential of creating synergies among the various users and importantly, is close to the geographic center of the City.

**5.2 Acquire the Property Necessary for Current and Future Needs of Utilities and Public Works Department:**

Sufficient City owned property is available at the current Public Works site east of the drainage canal (Option B-1) or at the proposed Activity Center-6 (A-6); however we understand that both sites may have environment conservation issues that must be addressed beyond the scope of this report.

We also believe that should the City choose to select Option B-1 to develop the existing Public Works site, it is in the City's best interest to enter into discussions with the Catholic Diocese to acquire the adjacent property to the north.

**5.3 Implement the Satellite Yard Concept:**

The report identifies parcels owned by the City (minimum 2-acre) strategically located throughout the broad geographic area of the City. These parcels can be developed with minimum facilities that allow "staging" of Public Works projects minimizing the cost of moving people and equipment to the job.

**5.4 Plan for Future Expansion at the Municipal Complex:**

The current space needs of City Hall, Law Enforcement and Fire-Rescue Administration are being met at the Municipal Complex; however future growth will require expansion. Specifically, the Police Station will soon require additional Property & Evidence facilities; and longer term needs will require expansion of Criminal Investigations and Support Services areas.

**5.5 Implement the Police “Sub-Station” Concept With Future Fire Stations:**

Public Safety is a community based service. The visual presence of a police officer in neighborhoods is critical to crime prevention and response. Additionally, Fire Stations continue to be the focus of neighborhood Public Safety programs. The administrative space and community meeting areas such as provided with FS#82 at Dallas White Park, is a critical City asset that in the long term, reduces space needs at the Police Headquarters.

**5.6 West Village Improvement District (WVID):**

Although the estimated schedule for development of this community is delayed, the City should implement the “General Principles of Agreement”. The municipal facilities that would be located here could be a Community Services and Building Department Satellite at a proposed “City Hall Annex”.

This area has also been identified as a location for the Public Works Satellite Yard which should be at the planned Water Treatment/Waste Water Treatment Plant.

**5.7 Isle of Athena / East Villages:**

The City should negotiate an Inter-local / General Principles of Agreement with the Developer that is similar to the East Village Improvement District (WVID) agreement. It is important that resolution is reached on the future I-75 interchange as this will also have a profound impact on how Activity Center-6 (AC-6) will develop.

**5.8 Joint Facilities with Sarasota County School District:**

The School Board will primarily be supportive of joint-use Parks & Recreation opportunities. The City owned property adjacent to the School Board property (future High School) east of Panacea Blvd at I-75 could be leverage to create a regional athletic facility.

**5.9 Capital Improvement Plan:**

The unstable revenue projection makes creation of a reliable CIP difficult at best. The City should determine the capital improvement priorities and monitor the CIP to make adjustments when possible. The City should proceed with planning and design of priority projects to be “shovel ready,” positioning the City, when the economic stimulus focus becomes clear.

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## **Appendix**

- **A-1 Facility Survivability Criteria**
- **A-2 Factors that Influence Facility Size**
- **A-3 Funding Opportunities**
- **A-4 Space Needs Standards**

**A-1 FACILITY SURVIVABILITY CRITERIA:**

The importance of survivability for a critical facility, such as envisioned for the Utilities and Public Works projects for North Port cannot be understated. Incidents that impact upon a facility vary greatly and include both natural events as well as those that are man-made. In the case of North Port, the proximity of the City to the Gulf Coast of Florida makes consideration of storm-hardened construction, among other issues, a critical concern. Contained in this section are recommendations for systems that will assist the building with that premise of being survivable and capable of continued functionality.

**A-1.1 Criteria for Redundant Facility Systems:**

The nature of a multi-use facility (Municipal, Utilities, Public Works) mandates that major portion of the facility remain operational prior to, during and after an emergency/event. In order to achieve this goal it is of critical importance that the facility itself be “survivable”, including all of its critical facility systems. The failure of any singular system can, and often does, result in an inability for the facility to remain operational. Few, if any jurisdictions, have back-up facilities to which emergency response functions can be transferred in the event of an inability to continue utilization of the primary facility.

**A-1.2 Redundant Systems:**

Redundant Systems, defined as those of a highly critical nature are summarized as follows:

- Power/Emergency Generators
- Water/Back-up Potable Water Systems
- Sewer/Waste Water Systems
- Communications/Back-up or Secondary Systems
- Air Handling Systems

**A-1.2.1      Power/Emergency Generators:**

During an event it is highly probable that standard electrical service to a facility will be adversely affected or disrupted. The various response systems of a Public Works Facility, as an example, are such that power must continue to be provided to the facility and that it be designed to provide 100% of the electrical demand.

It is our belief and recommendation at a minimum, a connection for redundant emergency generators be provided so that the failure of a single emergency generator does not result in the facility becoming inoperable. Dual Emergency Generators, while expensive, provide the capability for a facility to continue to provide service, even if one of the generators fails to operate. The dual generators should be considered in addition to the “plug-in” capability, where a portable emergency generator can be transported to the facility and is easily accommodated.

Emergency generators must be tested and operated on a regularly scheduled basis in order to be sure that they are in operable condition. Certain fuels for emergency generators have the characteristic of deterioration over a period of time if they are not utilized. The maintenance and testing of these systems must be part of a comprehensive ongoing facility review process, which is recorded in order to ensure compliance.

It is recommended as noted above, that emergency generators be sized to accommodate 100% of facility electrical needs, including all Mechanical equipment power needs. A/C systems which are not at full capacity, when needed, quickly render a facility un-useable. Moving air, with a fan system, is not sufficient as the outdoor temperatures, quickly become indoor temperatures, despite the benefits of thermal mass that could be provided by the building. Higher temperatures begin to adversely affect both equipment performance and the ability of individuals to provide acceptable levels of service.

**A-1.2.2 Water/Redundant Water Systems:**

Most water systems that service buildings are part of a pumped or pressurized system and as such are contingent upon a continued supply of electrical service to pumping stations. Gravity systems are unusual and can equally be disrupted by the dynamic forces of an event. It is important, in that respect, to anticipate that potable water systems, serving the facility on a day-to-day basis, will be unavailable during and after an event.

Potable water is utilized not only for human consumption but for the other critical functions of food preparation, the cooling of certain mechanical equipment systems, for plumbing systems (flushing of toilets), and basic human sanitation.

Many facilities, such as envisioned by North Port, should be designed to provide water storage facilities, either of a permanent nature (tanks) or inflatable bladders which can be filled just prior to an event, if such can be anticipated. Man-made events generally are not expected, thus the need to have a storage tank system that can be utilized until such time as a redundant system can be activated and in a mode to provide sufficient capacity to allow even limited functions to be provided.

The inability to have sufficient water to flush toilets, as an example, can result in the operational failure of a facility within a relatively short time frame as well as providing a health hazard to those within the facility.

Secondary well systems, accommodated in protected environments, should be considered for incorporating into the design of a Public Works Facility or, in the case of North Port, to that portion of any building dedicated to Public Safety. Preferably, a well system would be located within the facility in order to provide a secure and protected environment, rather than in a secondary building. Most well systems are utilized in conjunction with pumps and there is a need to maintain, repair and/or replace pumps during and after an event. A well system



that cannot be accessed for maintenance or repair, as a result of its location may result in a lack of potable water being available.

Some jurisdictions (Health Departments) have regulatory guidelines relative to potable water systems as well as to their location. The treatment of the soil below a building slab may, as an example, preclude the ability to locate a well system in that environment. It is critically important, in that respect, to review options with local regulatory agencies prior to selecting and locating a potable water system.

It is also recommended that provisions be made to accommodate water supplies that may be brought to the site. Transported water should be provided with a receptive building water intake system, without contamination of that system.

#### **A-1.2.3 Sewer/Waste Water Systems:**

Standard sewer systems are generally of three types: force-fed, in which sewage is pumped to a central collection system because of geological conditions (elevation); gravity-fed in which the waste water is also transmitted to a treatment system and as a result of elevation flows to that facility by gravity; the third type of system, generally utilized where sewer/waste water systems are not yet available, are septic tanks. These are collection systems, which utilize bacteria to break-down solids and which are then distributed, below ground, in drain fields.

All new critical facilities should consider providing a redundant sanitary sewer system in order to remain operational. It is recommended that the secondary system for a septic and/or collection/storage system be provided to ensure that the facility remains functional.

Large holding tanks can be incorporated into a facility complex and pumped when the opportunity is available. It may be best, in our experience, to incorporate a system that combines both systems; i.e. a septic tank and a holding tank. Some natural events have the capability of saturating a site with large quantities of water, with an impact upon the ability of septic systems to operate efficiently. Soil testing for such a system is mandated by local regulatory agencies and it is important for those agencies to understand the critical nature of Public Safety Facilities as well as the importance of remaining fully operational during and after a natural event.

**A-1.2.4 Communications/Secondary Systems:**

Utilities, Public Works and other Municipal Facilities, by their nature, must retain fully operational communications capability on a 24/7 basis. Most facilities utilize a primary communications tower which is subject to the forces of a natural and man-made event. Failure of this system poses significant problems, even with back-up capability.

If, in that respect, there is such as back-up capability and a communications tower on the site it would be important to take into consideration the “fall-down” radius, i.e. does a collapsing tower have the ability to physically damage the Center. If at all possible, consider locating the tower a sufficient distance from the facility to ensure that it cannot damage the structure and make it inoperable.

Secondary towers should be designed into the facility, using appropriate tie-down and/or fold down capability when an event is anticipated. Communication towers can also be stored within a protected environment and deployed when the situation warrants.

The “tie-down” of a communications tower requires additional structural systems beyond those normally provided. It is equally important to locate towers in secure environments that are electronically monitored and covered by a CCTV system, both of which should be alarmed to provide intrusion notification.

**A-1.2.5 Air Handling Systems:**

Another critical system for facility survivability is that of the mechanical equipment. This system should be located within the facilities sheltered environment. An out-door cooling tower, as an example is subject to air borne debris (impact) which can quickly result in the failure of the mechanical system.

While it may not be economically feasible to provide redundant mechanical systems, it is important to maintain an on-site supply of critical parts; those which experience suggests have the highest potential for failure over a sustained period such as fan belts, lubricants, etc. Maintenance and operational manuals as well as on-site personnel trained in basic systems maintenance are important criteria to consider and to incorporate into your response procedures.

There are, as reflected in this chapter, many variables to consider when designing critical public support facilities. These redundant systems have a direct relationship to facility construction costs and explain the higher costs associated with Public Works Facilities as compared to other governmental facilities.

Utilities and Public Works Facilities, as a result of their critical function, are extremely important facilities. In some instances these facilities have become a temporary “seat of government” if traditional facilities become unusable. It is important, in that respect, to ensure that the facility is protected and can continue to operate even if it is subject to a directed terrorist act.

There are numerous and varied ways in which to disable a building or render it unusable. The purpose of this discussion is to consider some ways, and clearly not all, in which a facility can be protected.

### **A-1.3 Biological Acts of Terrorism:**

Most biological events can be defined by their respective delivery system, i.e. airborne, introduction of a substance into a building system or by the deliberate introduction of a hazard into a facility. New and emerging technology is now being utilized in order to counter each of these events and noted as follows:

#### **A-1.3.1 Systems Protection:**

Most facilities are served by a wide variety of standardized systems; water, sanitary sewer, power, gas, etc. Each of these systems, when subjected to a deliberate act of terrorism, has the potential of causing catastrophic failure of a facility by rendering spaces unusable or by impacting directly upon its inhabitants.

As an example the introduction of biological agents into a potable water supply can contaminate a facility water supply system as well as its users. A newly developed system scans water supply systems for micro-organisms, such as pathogens, like E. Coli or Anthrax, or particles that should not be present in ordinary drinking water.

This information, as documented in a news article,<sup>\*3</sup> is then processed thru a computer program which has the ability to "...instantaneously identify dangerous particles in water". The system has also been designed to "...scan for living bio-organisms, but not for chemicals. If water was poisoned with chemicals, the system would only tag them as foreign or unidentified...".

Most importantly if abnormalities are noted, even if they cannot be specifically identified, they will alert the security monitor.

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\*<sup>3</sup> New York Times, March 10, 2003: (Patents, Page C4)

Sewage systems are also subject to attack, given the ability to force sanitary systems back into a facility if appropriate “back-flow” preventions are not incorporated.

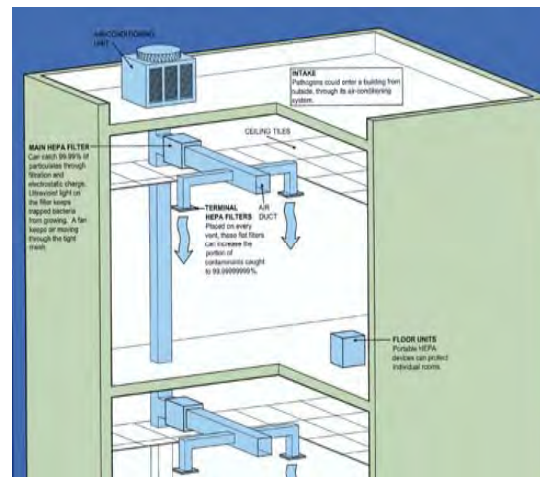
The point to be made is that every exterior system or utility that serves a Critical Municipal Facility is capable of being utilized in a terrorist attack, if such is directed to a specific building. Over-pressurization of gas lines, electrical power surges, contamination of water supply lines, etc. can be accomplished in off-site locations and away from any facility traditional security system, thus the need to carefully evaluate the security or hazard risk and determine what level of security for a facility is pragmatic and/or feasible.

In that regard, it is important to provide specialized systems which physically secure all intakes and exhaust systems, as well as other penetrations in exterior surfaces of the building.

The ability to protect against introduced air-borne contaminants, such as Anthrax spores, is a recent example of how a facility can be made unusable and result in a specific threat to human health. Recommendations to guard against these types of terrorist acts include:

- Maintaining a slightly elevated air pressure (positive pressure) which negates the incidental intake of contaminated exterior air.
- Monitoring of all intakes for fresh air as well as exhaust systems.
- Utilization of specialized air filter systems such as HEPA filters.
- Creation of “clean-room” environments.
- Utilization of ducted return air systems that are zoned to protect or separate highly sensitive areas, such as incident command centers and communication centers.

HEPA filters, as an example, have been shown to “capture” approximately 99.9% of particulate matter, utilizing specialized filters and a process of electro statically charging the air. \*4



### HEPA FILTER SYSTEM

Typical HEPA filter system for a facility centralized mechanical equipment system. Note the potential utilization of portable devices for redundant protection in specialized areas that require added levels of security.

\*4 “Experts say spores won’t spread in ventilation systems”, The New York Times, Oct, 18, 2001, B6

**A-2 FACTORS THAT INFLUENCE MUNICIPAL AND PUBLIC SAFETY FACILITY SIZE:**

**A-2.1 Social and Legislative Impact:**

Social and Legislative actions can, and often do, impact upon organizational structure and staffing responsibilities. In particular, regarding Public Safety Facilities, we note a national trend to place increased emphasis upon "crimes against children" an increased awareness of juvenile issues and emphasis on community-oriented policing. We anticipate that this issue will affect North Port in the near future, and will have the potential to impact future spatial needs. We also note the impact of other issues: All of which will result, in the near future, in Public Safety staff and specifically those individuals that will need to be accommodated with office space in the facility.

**A-2.2 Impact of New Technology:**

We would also note a trend toward providing more sophisticated services such as relative to Evidence Intake, Processing and Retention. We anticipate that court guidelines regarding the "control" of evidence will eliminate the outsourcing of photographic processing and that the technology that is becoming available is significantly enhancing the information that can be obtained from evidence. We also anticipate that state provided assistance, such as the A.F.I.S. program, will eventually be directly available to all municipalities and result in the need for separate and specialized additional areas.

It should also be anticipated that increased use of video communications, such as that would be utilized for bonding, consultation with legal representation, and contact with the Judicial System, will have an impact upon facility spatial need.

These and other similar factors need to be considered when planning new facilities that must meet the needs, at a minimum, for the next 20-30 years. Ease of expandability and facility flexibility are issues of major importance that mandate the attention of the user agency and the Architect when the facility progresses into the design stage.

**A-2.3 Population Growth:**

As noted previously, there are direct relationships between population, service demand and facility size. As population grows, so does the level of staffing. While not all staffing is accommodated in a facility, it does affect certain areas, such as locker rooms, restrooms, the size of a briefing/master room, etc.

The recognized need to create opportunities for business and commerce in North Port has the potential of generating new residential development. These factors will generate an increase in population for the city, a factor which will impact upon future spatial needs. As we have noted, it is critically important for the city to monitor this growth and plan for future expansion of facilities, as well as other services provided by the city.

**A-2.4 “New” Crime:**

North Port, like other Florida Municipalities, will likely experience higher levels of crime related to drug manufacturing and/or distribution. The recent trend of drug suppliers to pay for distribution costs by drugs, in lieu of money, has further contributed toward the growth of drug addiction and crime.

Many municipalities, in response to this impact, have created special task force entities, as well as having to increase staffing, generally within the Investigative Services Division of department. We believe that this issue/problem has direct impact upon the North Port Police Department and thus upon future facility size.

The department is also experiencing, or will experience the advent of a new emphasis on specific areas of crime, such as crimes against children, cyber crime, identity theft, etc. Fifteen years ago, as an example, domestic violence did not have the impact upon Law Enforcement as it currently does; the enhanced emphasis on DUI enforcement is significantly greater than 15-20 years ago, etc., etc. The point being that societal emphasis on “New Crime” has a direct relationship to Law Enforcement staffing, as well as facility size required to accommodate additional personnel and related functions.



**A-2.5 Future Facilities:**

As noted in this study, North Port should plan for satellite facilities located throughout in the City such as the West Village Improvement District (WVID). It is anticipated that some of these will be relocated and combined with other City facilities, such the proposed Fire Station. Included in this study is a discussion of various long-range facility needs, which should be considered and funded for construction by the year 2025.

The potential of combining the Multi-use Centers with other City facilities that are, as of yet, not planned, may represent an opportunity to achieve cost development savings, by the sharing of some building areas, such as mechanical and electrical rooms, restrooms, etc.

As noted, critical Municipal Facilities are a flexible, ever evolving entity, much like a hospital or health care facility. In that context, it is important that the proposed new or expanded facilities be designed to accommodate those areas that typically are subject to increase staffing, such as in the Police Department, Investigative Services, Evidence Retention, Dispatch, etc.

**A-3 FUNDING OPPORTUNITIES:**

One of the factors in the consideration of new City facilities, such as is envisioned by the City of North Port, is the necessity to identify a funding source or, as is true in most cases, a variety of funding sources. In essence, it is important to not only identify project spatial need, but to also provide meaningful information as to how a project can be funded.

The following is a summary of potential sources of funding. Clearly, jurisdictional factors are an important factor as City's vary significantly in how public funds are obtained and utilized.

**A-3.1 Federal Grants "Homeland Security":**

While Federal Grants have traditionally been rare for local facilities, the events of September 11<sup>th</sup>, coupled with the current economic recession, have created an environment which may result in funds becoming available in the near future. Many cities and counties, in that respect, have initiated studies in order to have appropriate documentation assembled for Federal Grants. Additionally, they have contacted their respective legislative delegation members in order "to make their case". Clearly, time becomes of the essence, as when Federal Funds become available they will go to those that are prepared and who are situated in a geographically and politically important location.

**A-3.2 State Grants:**

Several States fund City and County Capital Improvement projects based upon political leadership of elected officials from geographical areas. The State of Florida also has specialized grant programs which provide funds for having facilities that will serve as Emergency Operational facilities and Emergency Shelters. As an example, the State of Florida, in response to the devastation of Hurricane Andrew, created an "Emergency Preparedness Fund" under the oversight of the State Department of Community Affairs. Twice a year, grant applications are accepted, reviewed, prioritized and funds awarded to cities and counties for such projects as Emergency Operation Centers, the "hardening" of existing or new facilities, and for spaces within facilities that can serve as an emergency response facility.

**A-3.3 Development Impact Fees:**

As communities grow, as is projected for the City of North Port, so does the demand for service with a direct impact upon City services and facility needs. Many communities have adopted a program of “impact fees”, where permitting fees for new development include monies for a trust fund, with these funds utilized to construct new or expanded facilities, as well as other associated improvements. The impact of adopting such fees can be significant as developers typically are politically involved. From their perspective, any additional cost of development is of significance. Conversely, there is the theory that new residents or businesses should be responsible for additional costs of City services that are a result of new development. Given the current recession’s impact on development and new construction, many Cities have determined that a moratorium on impact fees is in the best interest of stimulating new developments. This should be a temporary program.

**A-3.4 Voter Referendums/Tax Based:**

Many governmental entities, either as a political necessity or as a statutory requirement, require voter referendums to approve the funding of new facilities. Generally speaking, voters are asked to approve (or disapprove) additional revenue such as increased property taxes, an increase in sales taxes, adoption of a special fee or tax, or a “one time” assessment. State laws govern permissible sources and the use of funds with a significant difference between what different jurisdictions allow.

It is of merit to note that high levels of public sensitivity to public safety and the perceived quality of Law Enforcement has a direct relationship upon voter attitudes, thus this is of importance to North Port if it considers the issue of an expanded Police facility. This methodology has the ability to fund an entire project and has proven to be successful in many jurisdictions. The approach to funding new Utilities and Public Works facilities is much more uncertain. Carefully thought out strategies for “selling” the need for other types of Municipal Facilities is a daunting challenge.

We are aware of positive voter responses to referendums in which new Municipal Support Facilities have been approved. A positive voter response is largely dependent upon “making the case” in a professional and pro-active manner by directly informing the citizens of the community of the necessity for improved or new facilities.

**A-3.5 Tax Exemption Programs:**

The State of Florida will permit governmental entities, such as the City of North Port, to exempt their infrastructure improvements from sales tax. The State of Florida, as an example, has a 6% to 7% sales tax, depending on geographical location, which applies to materials for the construction of a new facility. Being able to “save” this project cost can result in significant cost savings to the project and can be utilized for expanding the project scope or for purchasing furnishings or equipment. The potential savings when equated to a multi-million dollar project can result in significant monetary savings.

**A-3.6 Law Enforcement Trust Funds:**

The State of Florida allows the Criminal Justice System (i.e. the Courts) to add fees that are set aside in trust funds and are permissible to utilize for the development and construction of facilities. While incremental fees may be relatively small, they have the potential to grow into significant funds over a period of time. Examples include increases in traffic fines, court filing charges or even the utilization of funds from 911 telephone costs. Again, this issue is discussed only to relate to the issue of the City providing a Law Enforcement service in the future.

**A-3.7 Community Redevelopment:**

Many jurisdictions are adopting tax district programs (Community Redevelopment Authority) that designate economically disadvantaged areas and whose property tax base is “set aside” for future infra-structure improvements including the construction of new City facilities. It is important to review the legal issues related to such programs

by checking with State Authority. Many communities have adopted similar entities and it would be very beneficial to learn from their experiences if such a program is to be considered.

**A-3.8 Developer “Set Asides”:**

In those areas of Florida that had been experiencing growth, many jurisdictions had required developers to set aside property for governmental usage or in lieu of property, to contribute toward the cost of future facilities. Many developers would prefer to provide land in lieu of monetary grants. While less desirable to a City, such an agreement should include the ability or right of the City to trade or sell this property in order to generate funds. The location of donated property, as well as its zoning and development rights, becomes an important factor if it is considered in terms of its future sale.

**A-3.9 Capital Improvement Bonds:**

There are a wide variety of bonds that can be used for a funding source. Bonds, however, require a dedicated revenue source but may be very attractive investments for citizens of your community. Existing bonds, perhaps utilized for previous road improvements, utility systems or similar infrastructure improvements, may be in the final stages of payout. In many cases, these dedicated revenue sources can then be utilized to fund a community need, such as new city facilities.

A general rule of thumb is that each \$100,000 of dedicated bond revenue can equate to approximately \$1,000,000 in bond funding for improvements. Typically, bond issues are a very attractive funding source and, as such, utilized by many jurisdictions for funding a variety of projects. Additionally, additional funds can be acquired by the temporary investment of bond proceeds until such time as the funds are needed for construction.

**A-3.10 Franchise Fees:**

Many communities have, or are adopting, franchise fees that charge entities, such as cable or dish TV systems, telephone systems, 911 service, etc., a specific fee with that source of revenue being used to acquire a bond issue or funding from a lending institution. Franchise fees are typically based upon levels of participation and can generate significant funds with the potential of growth in the future. Florida law is changing how City's can utilize franchise fees so a careful review of this methodology is important.

**A-3.11 Private Finance:**

There are several private sector companies that specialize in the funding of governmental facilities. Basically they advance the construction/development costs for improvements in return for annual payments; almost a "rent-to-buy" process. A City will still need to have a revenue source in which to repay this loan, which can come from general revenue or as a budgetary set-aside. In many cases, we have found that the rental cost of existing facilities provides a significant portion of the monies required to fund improvements.

**A-3.12 Capital Improvement Programs:**

Almost all Cities adopt long term Capital Improvement Program's (C.I.P.) which, in essence, budgets for projects and improvements over an extended time frame, typically five or ten years. This process begins with establishment of facility need, initially providing funding for detailed studies, then fees for design of the facility and subsequently, funds for construction. This "process" may take as long as three or four years with the majority of the funds being required at the later stages during the construction of the facility.

Funds typically come from the general revenue of the City and specifically that portion which is allocated for infrastructure improvements. The important factor is to become a part of this system, recognizing that it is not an overnight process.

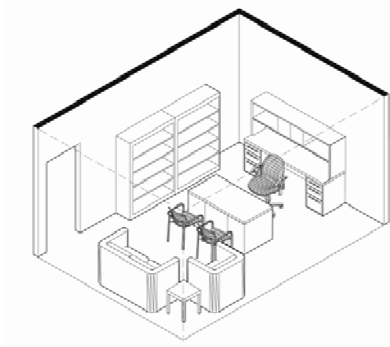
**A-3.13 F.E.M.A.:**

The Federal Government has not provided any funding of significance for new projects for several years due to a cutback in funding to the Agency. Recent discussions with the Regional Office in Thomasville, Georgia, confirms that no funds were allocated to this program in the recent fiscal years and while no final budget has been approved for 2009 to 2010, it is not anticipated that funds will be available during the present year.

F.E.M.A., in the last quarter of each fiscal year, requests that funded projects that have not been completed or initiated return those funds for reallocation to qualified agencies. In recent fiscal years, no funds were returned to the Regional Office. Because of the significant impact on Federal Emergency Preparedness' budgets, as a result of Hurricane Charley and other significant natural disasters for the period of 2004-2009, it is not probable that "turn back" funds to the Regional Office will be available.

#### A-4 SPACE NEEDS STANDARDS:

Contained in this section are illustrations of typical standards utilized by many governmental entities. These correspond to specific areas designated in this report, and serve as a visual guide to spaces that are similar in nature to those proposed. As an example, several variations of Conference Rooms are illustrated, based typically upon the desired capacity. Obviously, as seating capacity increases, the size and general proportion of the drawings are utilized to allow the viewer to perceive the recommended space in conjunction with typical furniture and equipment layouts. Variations as to placement of furniture will occur but generally the area recommended is a product of the type of proportion (length to width) that is illustrated in the drawings.



Typical executive/director office, consisting of 220 square feet. Drawings, such as this example, inform the reader of this report, as to furniture and equipment layout.

##### A-4.1 Technology & Equipment:

The value of drawings, such as these, included in this report, is that they are utilized for the placement of dedicated computer network connections, telephone connections for duplex receptacles and for dedicated electrical circuits. Additionally, the placement and orientation of ceiling lighting can be established by furniture locations, so as to ensure that foot candles of light are appropriate at the task surface, i.e. at desk height.

Modern offices, and particularly for Municipal Facilities that are a product of this study, have significant technological requirements, exceeding those of a traditional office. Thus the need to obtain consensus as to a particular office layout and, in that context, the reader of this report is encouraged to carefully consider if the proposed office arrangements are appropriate for the designated areas noted in the spatial needs section of this report (Chapter 3).

##### A-4.2 Specialized Areas:

Also illustrated in this section are drawings of certain specialized areas, particularly those related to training areas, locker rooms, break areas, including crew restroom modules and decontamination rooms. There are numerous spaces, in Public Works type facility, that are of a specialized nature and which will be reviewed with user agencies in the design phase of the project.



**January 28, 2009**  
**Comprehensive Facility Study and Master Plan**  
**City of North Port, Florida**  
ADG Project No. 775-07 / 1.2

*Insert Interior Layouts Here*

# Program / Space Needs Analysis

Summary-Utilities, Fleet, Facilities Maintenance, Public Works

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
1.0	<b>Facilities Space Requirements</b>			
1.1	<b>Public Utilities</b>	11,863	12,919	18,753
1.2	<b>Utilities Warehouse</b>	13,764	18,641	27,646
1.3	<b>Facilities Maintenance</b>	5,681	6,279	8,697
1.4	<b>Fleet Maintenance</b>	37,580	37,878	56,130
1.5	<b>Public Works (Admin, Operations, IAD)</b>	17,278	21,617	31,852
1.6	<b>Public Works (Solid Waste)</b>	8,150	8,150	13,277
1.7	<b>Total</b>	<b>94,316</b>	<b>105,484</b>	<b>156,355</b>

# Program / Space Needs Analysis

## Site Area Requirements Summary

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes
<p>2.0 Site Area Requirements are based upon the tabulation of Exterior Areas provided in the space needs analysis with minimum requirement using an Impervious Surface Area Ratio IAR @ 60% maximum requirement using an IAR of 30%.</p>

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
2.0	Site Area Requirements			
2.1	Public Utilities	4.5 - 7.5 acres	6.4 - 11.3 acres	8.0 - 14.0 acres
2.2	Property Maintenance (Grounds & Buildings)	1.2 - 2.5 acres	1.6 - 3.0 acres	2.5 - 3.75 acres
2.3	Fleet Maintenance	2.5 - 4.15 acres	3.3 - 5.5 acres	4.3 - 7.15 acres
2.4	Public Works (Includes Solid Waste)	7.5 - 14.8 acres	6.8 - 13.4 acres	12.5 - 24.5 acres
2.5	Total Site Area	15.7 - 28.95 acres	18.1 - 33.2 acres	27.3 - 49.4 acres

# Program / Space Needs Analysis

## 3.1 Public Utilities

Comprehensive Facility Study  
 City of North Port, Florida  
 ADG Project Number: 775-07

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
	1.0	<b>Public Access</b>			
	1.1	Lobby	210	---	---
	1.2	Reception	80	---	---
	1.3	Public Restroom	80	---	---
	1.4	Customer Service Clerk	80	---	80
	2.0	<b>Administration</b>			
	2.1	Utilities Director	220	---	---
	2.2	Assistant Utilities Director	180	---	180
	2.3	Business Manager	160	---	---
	2.4	Field Ops. Manager	160	---	160
	2.5	Executive Assistant @ 100 SF Each	(3) 300	---	100

# Program / Space Needs Analysis

## 3.1 Public Utilities

Comprehensive Facility Study  
 City of North Port, Florida  
 ADG Project Number: 775-07

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
<p>2.8 Small conference room to accommodate 8-10 people. Locate close to Public Access areas.</p> <p>2.10 Engineer, GIS &amp; Inspector can share a common work area. See 4.2 &amp; 4.3.</p> <p>2.16 Compressed file storage system to save area. Relocate existing equipment.</p> <p>2.17 Large conference for staff assembly training, meetings. Sized to accommodate 30 people. Consider 2 - 325 SF spaces with divider wall.</p>	2.6	Public Relations Supervisor	140	---	---
	2.7	Staff Assistant @ 80 SF Each	(2) 160	80	(2) 160
	2.8	Administrative Conference	210	---	210
	2.9	Engineer	140	---	140
	2.10	GIS Technician	---	110	(2) 220
	2.11	GIS/Engineering Work Area	120	---	---
	2.12	GIS/Engineering Secure Storage	100	40	40
	2.13	File / Copy / Workroom	85	---	---
	2.14	Office Supply Storage	80	40	40
	2.15	Mini Break / Coffee Station	60	---	---
	2.16	Central File Storage	160	---	80
	2.17	Conference Room	650	---	---

# Program / Space Needs Analysis

## 3.1 Public Utilities

General Notes
3.0 WTP & WWTP Operations.
3.2, 3.3, 3.4, 3.5 Areas not included with total. Space provided at Plants-off site.
3.4 Space to accommodate 10 people @ 20 SF Each.
4.0 Inspectors and Supervisor work space currently provided in Trailer with operations yard.
4.2 Currently 1 funded position.

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
2.18	Reference Library	80	---	40
3.0	<b>Plant Operations</b>			
3.1	Operations Manager	160	---	160
3.2	Instrument Control Tech.	(80)	---	(80)
3.3	Superintendent @ 100 SF Each	(( 3) 300)	---	(( 2) 200)
3.4	Crew Muster Area C & D 5.2	(325)	---	---
3.5	Secure Equipment Storage	(200)	(100)	(100)
4.0	<b>Inspections / Meter Reading</b>			
4.1	Construction Coordinator	110	---	110
4.2	Inspector @ 48 SF Each	(2) 96	(2) 96	(3) 144

# Program / Space Needs Analysis

## 3.1 Public Utilities

General Notes
4.3 Inspectors work with Engineers. See item 2.9.
4.7 Included with Warehouse.
5.0 Reports to Field Ops Manager. See item 2.4.
5.2 Muster space to accommodate up to 15 people at 20 SF Each.

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
4.3	Inspections	120	---	120
4.4	Files / Equipment Storage	80	---	60
4.5	Meter Reader Supervisor	110	---	---
4.6	Meter Reader @ 48 SF Each	(5) 240	(2) 96	(3) 144
4.7	Meter Shop	*	*	*
<b>5.0</b>	<b>C &amp; D Operations</b>			
5.1	Field Supervisor @ 100 SF Each	(2) 200	---	(2) 200
5.2	Crew Muster Area	300	---	150
5.3	Secure Equipment and Tools Storage	180	---	80
5.4	Flammable Materials Storage	60	---	---
5.5	Ice Machine	40		40

# Program / Space Needs Analysis

## 3.1 Public Utilities

General Notes
6.0 Common areas used by all divisions.
6.1 Phase I need use crew muster for break area.
6.6 City-wide centralized system not required on-site.
7.0 Equipment spaces servicing entire facility.

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
6.0	<b>Facility Support</b>			
6.1	Kitchen / Breakroom	160	---	200
6.2	Administrative Restrooms 2 @ 140 SF Each	280	---	---
6.3	Shower / Locker / Restrooms 2 @ 220 SF Each	440	---	240
6.4	Facilities Maintenance and Supplies	280	---	200
6.5	Janitor's Closet @ 40 SF Each	(2) 80	---	40
6.6	Mail Room / Receiving	---	---	180
6.7	Fabrication Shop and Supplies	---	---	320
7.0	<b>Facility Services</b>			
7.1	Telecommunications / Demark	120	---	60



# Program / Space Needs Analysis

## 3.1 Public Utilities

Comprehensive Facility Study  
 City of North Port, Florida  
 ADG Project Number: 775-07

General Notes
7.3 Provide weather "hardened" exterior emergency generator.
9.0 The efficiency factor accounts for circulation areas, wall thickness, etc.

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
7.2	HVAC Equipment	420	---	200
7.3	Electrical Equipment	220	---	120
8.0	Subtotal	7,151	462	4,218
9.0	Efficiency Factor @ 30%	2,145	139	1,265
<b>10.0</b>	<b>Total</b>	<b>9,296</b>	601	5,483
11.0	Cumulative Total		<b>9,897</b>	<b>15,380</b>

# Program / Space Needs Analysis

## 3.1 Public Utilities

Comprehensive Facility Study  
 City of North Port, Florida  
 ADG Project Number: 775-07

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
	12.0	Warehouse			
	12.1	Controller	160	---	---
	12.2	Administrative Assistant	---	---	100
	12.3	Technical / Clerical @ 64 SF Each	---	64	64
	12.4	Copy / Files / Work Room	120	---	60
	12.5	Secure Files Storage	40	---	40
	12.6	Service Counter (6' x 10')	60	---	---
	12.7	Conference	---	---	120
	12.8	Climate Controlled Storage Area	2,800	---	1,200
	12.9	Warehouse	8,000	4,000	6,000
	12.10	Flammable Materials Storage	80	---	40
	12.11	Subtotal	11,260	4,064	7,624

12.7 Small conference area to accommodate 6-8 people. Phase I need accommodated by the copy/files/workroom.

# Program / Space Needs Analysis

## 3.1 Public Utilities

General Notes
<p>12.12 The efficiency factor is a general allowance of space utilized for corridors, wall thickness, etc. Low factor recognizes large storage spaces.</p>
<p>13.0 Minimum usable site area of 3 acres required for Phase I need.</p>
<p>13.3 Areas based on experience with comparable municipal utility departments. Also requires access and turning for deliveries on large vehicles.</p>

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
12.12	Efficiency Factor @ 20%	2,252	813	1,525
12.13	<b>Total</b>	<b>13,512</b>	4,877	9,149
12.14	Cumulative Total		<b>18,389</b>	<b>27,538</b>
12.15	Exterior Covered Storage	6,000 SF	3,000 SF	5,000 SF
13.0	<b>Exterior Areas</b>			
13.1	Covered Vehicle Storage 4 @ 18' x 36'	4 Spaces	3 Spaces	3 Spaces
13.2	Water Distribution / Wastewater Equipment	20 x 40	---	20 x 40
13.3	Operations Maintenance Vehicle Storage <ul style="list-style-type: none"> <li>• Trailers (10) @ 8' x 16'</li> <li>• Small Trucks (30) @ 10' x 20'</li> <li>• Heavy Equipment (12) @ 12' x 74'</li> <li>• Open Flatbed Trailer (2) @ 14' x 74'</li> </ul>	10 Spaces 30 Spaces 12 Spaces  2 Spaces	4 Spaces 10 Spaces 5 Spaces  ---	4 Spaces 15 Spaces 5 Spaces  2 Spaces

# Program / Space Needs Analysis

## 3.1 Public Utilities

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
	13.4	Emergency Generators Covered Storage	20' x 40'	---	20' x 40'
	13.5	Passenger Vehicle Parking • Staff (50) • Visitor (15)	65 Spaces	20 Spaces	30 Spaces
	13.6	Fueling Facility	*	*	60 x 100
	13.7	Wash Rack	50 x 100	---	---

# Program / Space Needs Analysis

## 3.2 Building Department - Property Maintenance

Comprehensive Facility Study  
 City of North Port, Florida  
 ADG Project Number: 775-07

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
<p>1.0 Minimal requirement for Public Access. Co-locate with other City Division (i.e. Fleet Maintenance).</p> <p>2.0 Share access to copy/workroom and conference area co-locate with other City Division.</p> <p>2.4 Not a currently funded position.</p> <p>3.1 Phase I need for landscape supervisor only. Future need may require Building Trades and Building Maintenance Supervisors.</p> <p>3.3 Assembly meeting space for 20 people @ 20 SF Ea.</p>	1.0	<b>Public Access</b>			
	2.0	<b>Administration</b>			
	2.1	Maintenance Manager	---	---	160
	2.2	Facilities Manager	160	---	---
	2.3	Landscape Manager	160	---	---
	2.4	Administrative Assistant	80	---	80
	2.5	Secure Files / Supply	60	40	40
	2.6	Staff Restroom @ 80 S.F. Each	(2) 160	---	---
	3.0	<b>Maintenance Operations</b>			
	3.1	Supervisor	100	100	100
	3.2	Administrative Assistant	---	80	---
	3.3	Crew Muster Area	400	---	400



# Program / Space Needs Analysis

## 3.2 Building Department - Property Maintenance

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes
4.3 Phase I & II need use Crew Muster area.
7.0 The Efficiency Factor is a general allowance of space utilized for corridors, wall thickness, etc.

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
4.2	Breakroom / Vending	240	---	140
4.3	Conference / Work Area	240	---	---
4.4	Mail Room / Receiving	140	---	---
4.5	Ice Machine	40	---	---
<b>5.0</b>	<b>Facility Services</b>			
5.1	Telecommunications	120	---	40
5.2	HVAC Equipment	380	---	180
5.3	Electrical Equipment	220	---	120
6.0	Subtotal	7,460	580	4,120
7.0	Efficiency Factor @ 30%	2,238	174	1,236
<b>8.0</b>	<b>Total</b>	<b>9,698</b>	<b>754</b>	<b>5,356</b>
9.0	Cumulative Total		<b>10,452</b>	<b>15,808</b>

# Program / Space Needs Analysis

## 3.2 Building Department - Property Maintenance

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
	10.0	Exterior Areas			
10.1 Covered area for mulch, top soil, sand, planting materials @ 12' x 20' bin.	10.1	Covered Storage	(4) 960	---	(4) 960
10.2 Provide for trucks, trailers, etc. 10' x 30' space.	10.2	City Vehicle Parking	16 Spaces	6 Spaces	8 Spaces
	10.3	Employee Vehicle Parking	25 Spaces	6 Spaces	25 Spaces
	10.4	Yard Storage	3,600	---	2,400



# Program / Space Needs Analysis

## 3.3 Public Works - Road & Drainage District

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
1.5 Provide Conference adjacent to Public Access, limiting access to staff areas. 12 people.	<b>1.0</b>	<b>Public Access</b>			
	1.1	Lobby	209	---	---
	1.2	Reception (Counter)	50	---	---
	1.3	Public Restroom	80	---	---
	1.4	Customer Service Clerk @ 64 S.F. Each	256	---	---
	1.5	Conference	260	---	---
	<b>2.0</b>	<b>Administration</b>			
	2.1	Public Works Director	220	---	---
	2.2	Assistant Public Works Director	---	---	180
	2.3	Business Manager	180	---	---
	2.4	Projects Administrator	160	160	---

# Program / Space Needs Analysis

## 3.3 Public Works - Road & Drainage District

Comprehensive Facility Study  
 City of North Port, Florida  
 ADG Project Number: 775-07

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
2.9 Phase I need provides 58 seat Training Room. Without tables, space can accommodate up to 100 people. Future requirement add Conference area.	2.5	Operations Support Administrator	180	---	180
	2.6	Administrative Services Coordinator	140	---	---
	2.7	Executive Assistant @ 120 S.F. Each	(2) 240	(2) 240	(2) 240
	2.8	Staff Assistant @ 80 S.F. Each	(3) 240	---	(2) 160
	2.9	Conference / Training	1,440	---	260
	2.10	Reference Library	60	---	40
	2.11	Central File Storage	176	---	176
	2.12	Office Supply / Storage	80	40	40
	2.13	Coffee / Mini Break	60	---	---
	2.14	Copy / Fax / Printer	120	---	85

# Program / Space Needs Analysis

## 3.3 Public Works - Road & Drainage District

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
3.2 See Administration item 2.7 for assignment.	3.0	Operations			
	3.1	Operations Manager	180	---	---
	3.2	Staff Assistant	80	---	80
	3.3	Superintendent (Drainage)	140	---	---
	3.4	Superintendent (Waterways)	140	---	---
	3.5	Projects Coordinator	---	100	100
	3.6	Section Administrator (Road)	140	---	---
	3.7	Engineering Technician @ 80 S.F. Each	---	---	(2) 160
	3.8	Files Storage	80	40	40
	3.9	Copy / Workroom	85	---	---
	3.10	Office Supply Storage	40	---	40
	3.11	Conference Room	---	210	---

# Program / Space Needs Analysis

## 3.3 Public Works - Road & Drainage District

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
3.13 Crew Master to accommodate 40 people.	3.12	Field Supervisor (Drainage) @ 80 S.F. Each	(3) 240	80	(2) 160
	3.13	Drainage Crew Muster	720	---	---
	3.14	Tools / Material Storage	180	100	100
	3.15	Ice Machine	40	---	---
	3.16	Flammable Materials Storage	60	---	60
	3.17, 3.19, 3.20 Phase I need share space with Drainage Crew.	3.17	Field Supervisor (Waterways) @ 80 S.F. Each	(2) 160	---
3.18		Waterways Crew Muster	---	---	500
3.19		Tools / Material Storage	180	100	100
3.20		Ice Machine	---	---	40
3.21		Flammable Storage	---	---	60
3.22		Road Field Supervisor @ 80 S.F. Each	(2) 160	---	80



# Program / Space Needs Analysis

## 3.3 Public Works - Road & Drainage District

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes
3.35 Space and technology similar to Public Safety Communications Center @ 125 S.F. / position.
4.3 Waiting area for 6-8 people. Provided with Administrative (item 1.1).
4.5 12 People share with Operations.

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
3.35	Traffic Management Operations Center	---	(2) 250	---
<b>4.0</b>	<b>Infrastructure Assessment Division</b>			
4.1	Operations Engineer	180	---	---
4.2	Executive Assistant	100	---	---
4.3	Reception / Waiting	*	*	*
4.4	Staff Assistant	---	80	80
4.5	Conference	260	---	---
4.6	Files / Storage	80	---	80
<b>4.7</b>	<b>Technical Support Section</b>			
4.7.1	Engineer	140	---	140
4.7.2	GIS Technician	---	---	110

# Program / Space Needs Analysis

## 3.3 Public Works - Road & Drainage District

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
4.7.7 Work area associated with 4.7.4.	4.7.3	Engineering Technician @ 80 S.F. Each	---	80	(2) 160
	4.7.4	Infrastructure Data Analyst	100	---	---
	4.7.5	IT Technician	---	80	80
	4.7.6	Files / Supply	80	40	40
	4.7.7	Work Area	120	---	120
	4.8	<b>Infrastructure Management Division</b>			
	4.8.1	Infrastructure Inspector Supervisor	100	---	---
	4.8.2	Infrastructure Inspector @ 64 S.F. Each	(9) 576	(2) 128	(5) 320
	4.8.3	Inspector Work Area	120	---	120
	4.8.4	Files / Storage	160	---	60
	4.8.5	Surveyor	---	---	160

# Program / Space Needs Analysis

## 3.3 Public Works - Road & Drainage District

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
4.8.6	Survey Technician @ 64 S.F. Each	---	---	(3) 192
4.8.7	Secure Storage Area	---	---	120
4.8.8	Survey Crew Chief	---	---	80
<b>5.0</b>	<b>Facility Support</b>			
5.1	Kitchen / Breakroom	280	---	---
5.2	Administrative Restrooms @ 140 S.F. Each	(2) 280	---	---
5.3	Shower / Locker / Restrooms @ 180 S.F. Each	(2) 360	---	---
5.4	Mail Room / Receiving	180	---	100
5.5	Maintenance Supply	120	---	80
5.6	Janitor Closet	40	---	40
5.7	Decontamination	200	---	---



# Program / Space Needs Analysis

## 3.3 Public Works - Road & Drainage District

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes
8.0 The efficiency factor accounts for circulation area, wall thickness, etc.

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
6.0	Facility Services			
6.1	Telecommunications / Demark	120	---	40
6.2	HVAC Equipment	420	---	200
6.3	Electrical Equipment	280	---	180
6.4	Emergency Power Generator	180	---	180
7.0	Subtotal	13,992	3,588	7,643
8.0	Efficiency Factor @ 30%	4,198	1,076	2,293
9.0	<b>Total</b>	<b>18,190</b>	<b>4,664</b>	<b>9,936</b>
10.0	Cumulative Total		<b>22,854</b>	<b>32,790</b>

# Program / Space Needs Analysis

## 3.3 Public Works - Solid Waste District

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes
<p>1.0 Minimal accommodations required. Space provided primarily to limit vendor access to work areas. Combine area with Public Works Administration (see Public Works Public Access areas).</p>
<p>2.2 Phase I need shall serve to monitor Public Access areas.</p>
<p>2.5 Phase I need combined with Conference item 1.4.</p>

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
<b>1.0</b>	<b>Public Access</b>			
1.1	Reception / Waiting	100	---	---
1.2	Customer Service Clerk	64	---	64
1.3	Public Restroom	80	---	---
<b>2.0</b>	<b>Administration</b>			
2.1	Solid Waste Manager	180	---	---
2.2	Executive Assistant	100	---	---
2.3	Superintendent	140	140	140
2.4	Central File Storage	80	---	40
2.5	Library	60	---	60
2.6	Copy / Workroom	85	---	40

# Program / Space Needs Analysis

## 3.3 Public Works - Solid Waste District

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes
<p>3.2 Master / Crew Assembly Phase I need sized for 30 people @ 20 S.F./person.</p>
<p>4.1 Phase I need locate adja- cent to Crew Master, item 3.2 for accommodation of Breakroom.</p>

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
2.7	Office Supply Storage	40	---	20
3.0	<b>Crew Areas</b>			
3.1	Foreman	100	100	100
3.2	Crew Muster	600	300	300
3.3	Secure Tool / Equipment Storage	180	180	180
3.4	Ice Machine	40	---	---
3.5	Flammable Storage	60	---	---
4.0	<b>Facility Support</b>			
4.1	Kitchen / Breakroom	180	---	---
4.2	Shower / Locker / Restrooms 2 @ 180 S.F. Each	360	---	---

# Program / Space Needs Analysis

## 3.3 Public Works - Solid Waste District

General Notes
<p>4.6 Area includes service bay and support area. See General Services Fleet Maintenance for detailed breakdown of spaces. One bay each, Public Works and Solid Waste.</p> <p>*Not included with total. Provided by co-locating Fleet Maintenance with this facility.</p>

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
4.3	Maintenance Supply	80	---	40
4.4	Janitor Closet	40	---	---
4.5	District Supply / Storage	260	---	200
4.6	Fleet Maintenance Bay and Support (2) Bays @ 75' x 25' plus lubricants, parts, compressor, etc.	(4,350)	---	(2,500)
5.0	<b>Facility Services</b>			
5.1	Telecommunications / Demark	80	---	---
5.2	HVAC Equipment	320	---	---
5.3	Electrical Equipment	210	---	---
5.4	Emergency Power Generator	180	---	---

# Program / Space Needs Analysis

## 3.3 Public Works - Solid Waste District

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
7.0 The Efficiency Factor accounts for circulation area, wall thickness, etc.	6.0	Subtotal	3,619	720	1,184
	7.0	Efficiency Factor @ 30%	1,086	216	355
	8.0	<b>Total</b>	<b>4,705</b>	936	1,539
	9.0	Cumulative Total		<b>5,641</b>	<b>7,180</b>

# Program / Space Needs Analysis

## 3.3 Public Works - Exterior Areas

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
<p>1.0 Assumes common areas shared by Public Works Administration, Road &amp; Drainage District and Solid Waste.</p> <p>1.1 Covered area for (2) diesel and (2) gas pumps. Includes above-ground tank storage.</p> <p>1.2 Provide canopy, pressure hoses, soap solution and oil / water separator with solids settling pit.</p> <p>1.8 Provides for public recycling of waste oil, battery collection, etc.</p>	<b>1.0</b>	<b>Common Exterior Areas</b>			
	1.1	Fueling Facility	60 x 100	---	---
	1.2	Wash Rack	50 x 100	---	---
	1.3	Concrete Casting Shed	---	30 x 60	---
	1.4	Covered Materials Storage Bins @ 20' x 40' / Bin	(7) 140 x 40	20 x 40	(4) 80 x 40
	1.5	Concrete Pipe Storage	12 x 120	---	12 x 120
	1.6	Traffic Control Yard Storage	30 x 50	---	30 x 50
	1.7	Traffic Control Covered Storage	20 x 40	---	20 x 20
	1.8	Solid Waste Recycling Area	20 x 20	---	---
	1.9	Truck / Equipment Parking			
	• Large Apparatus up to 65' length (65 x 12)	(6) 72 x 65	(2) 24 x 65	(4) 15 x 65	
	• Moderate Apparatus up to 30' length (30 x 10)	(35) 350 x 30	(10) 150 x 30	(20) 10 x 30	
	• Standard Size Vehicle (10 x 20)	(60) 600 x 20	---	(60) 10 x 20	

# Program / Space Needs Analysis

## 3.3 Public Works - Exterior Areas

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
		<ul style="list-style-type: none"> <li>Covered Miscellaneous Equipment @ 80 S.F. Each</li> </ul>	(40) 3,200 S.F.	---	(40) 3,200 S.F.
		<ul style="list-style-type: none"> <li>Garbage Truck (10 x 40)</li> <li>Dumpster / Roll-off (10 x 20)</li> </ul>	(20) 200 x 40 (12) 100 x 20	(10) 100 x 40 (6) 60 x 20	(10) 10 x 40 (6) 10 x 20
	1.10	Aquatics Covered Storage	20 x 30	---	---
	1.11	Miscellaneous Equipment Covered Storage	20 x 20	---	20 x 20
	1.12	Employee Vehicle Parking @ 375 S.F./space	(130) 16,900 S.F.	(20) 7,500 S.F.	(40) 15,000 S.F.
	1.13	Visitor Parking @ 375 S.F./space	(12) 4,500 S.F.	(3) 1,125 S.F.	(6) 2,250 S.F.

# Program / Space Needs Analysis

## 3.3 Public Works - Fleet Maintenance

Comprehensive Facility Study  
 City of North Port, Florida  
 ADG Project Number: 775-07

General Notes
1.0 Provide minimum space control access to secured complex.
1.2 To be monitored by staff assistant. Provide window and counter. Also use as service write-up area.
2.4 Consider location adjacent to vehicle maintenance bays.
2.7 Consider compressed files to save area.

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
<b>1.0</b>	<b>Customer Access</b>			
1.1	Lobby	100	---	---
1.2	Reception	60	---	---
1.3	Public Restroom @ 80 SF Each	(2) 160	---	---
<b>2.0</b>	<b>Administration</b>			
2.1	Fleet Manager	160	---	---
2.2	Staff Assistant @ 100 SF Each	(2) 200	---	---
2.3	Chief Mechanic @ 110 SF Each	(2) 220	---	140
2.4	Mechanic Admin Work Area @ 36 SF Each	(7) 252	(3) 108	(5) 180
2.5	Office Supply	80	40	40
2.6	Copy / File / Work Area	85	---	---
2.7	Dedicated Files	280	---	120



# Program / Space Needs Analysis

## 3.3 Public Works - Fleet Maintenance

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes
3.2 Function assigned to Staff Assistant for Phase I need.
3.7 Locate on exterior wall with continuous direct exhaust, floor drain and emergency eye wash.
3.2-3.4 Contracted to Napa Parts provided on-site.
3.8 Combine with Mechanic work stations. (see item 5.3)
3.9 Allows for drive-thru access and variety of configurations, including: <ul style="list-style-type: none"> <li>• Heavy equipment (6) 80,000 lb lift capacity.</li> <li>• Truck service (4) 40,000 lb lift capacity.</li> <li>• Automotive (3)</li> <li>• Tractor / Mower (2)</li> <li>• General Service (1)</li> <li>• Vehicle Wiring (1)</li> <li>• Small Engine (1)</li> </ul>

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
<b>3.0</b>	<b>Maintenance</b>			
3.1	Parts Counter (6' x 12')	72	---	---
3.2	Parts Specialist	100	---	---
3.3	Parts Room (small parts)	600	---	280
3.4	Parts Room (large parts)	1,200	---	520
3.5	Special Tool Storage	280	---	200
3.6	Tire Storage	560	---	200
3.7	Battery Room	120	---	100
3.8	Mechanic Muster	*	*	*
3.9	Universal Work Bay @ 75' x 25' (10 mechanics)	(12) 22,500	---	(6) 11,250
<b>4.0</b>	<b>Maintenance Support</b>			
4.1	Welding Shop	400	---	---

# Program / Space Needs Analysis

## 3.3 Public Works - Fleet Maintenance

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes
4.5 Space available in Universal work bays.
4.8 Provides area for oil, hydraulic and anti-freeze fluids.
5.3 Space sized to accommodate 16 people.

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
4.2	Auto Body Shop	---	---	600
4.3	Paint Booth	---	---	360
4.4	Flammable Materials Storage	100	---	100
4.5	Tire Shop	*	*	*
4.6	Lubricant Storage	380	---	180
4.7	Compressor Room	240	---	180
4.8	Waste Fluid Storage	200	---	120
<b>5.0</b>	<b>Facility Support</b>			
5.1	Staff Restroom / Lockers / Showers @ 180 SF Each	(2) 360	---	---
5.2	Kitchen/Breakroom	280	---	---
5.3	Conference / Training	325	---	325

# Program / Space Needs Analysis

## 3.3 Public Works - Fleet Maintenance

Comprehensive Facility Study  
 City of North Port, Florida  
 ADG Project Number: 775-07

General Notes
6.3 Data distribution hub.
6.4 Provide an exterior emergency generator with weather "hardened" enclosure. 24-hour capacity. Automatic Transfer Switch (ATS) with electrical equipment.
8.0 The efficiency factor accounts for circulation areas. Wall thickness, etc. Factor recognizes the large maintenance bays area.

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
5.4	Reference Library	60	---	---
5.5	Maintenance Supply and Janitor's Room	100	---	60
<b>6.0</b>	<b>Facility Services</b>			
6.1	HVAC Equipment	380	---	220
6.2	Telecommunications	60	---	60
6.3	MDF Room	120	---	60
6.4	Electrical Vault	220	---	180
7.0	Subtotal	30,254	148	15,475
8.0	Efficiency Factor @ 20%	6,051	30	3,095
<b>9.0</b>	<b>Total</b>	<b>36,305</b>	178	18,570
10.0	Cumulative Total		<b>36,483</b>	<b>55,053</b>

# Program / Space Needs Analysis

## 3.3 Public Works - Fleet Maintenance

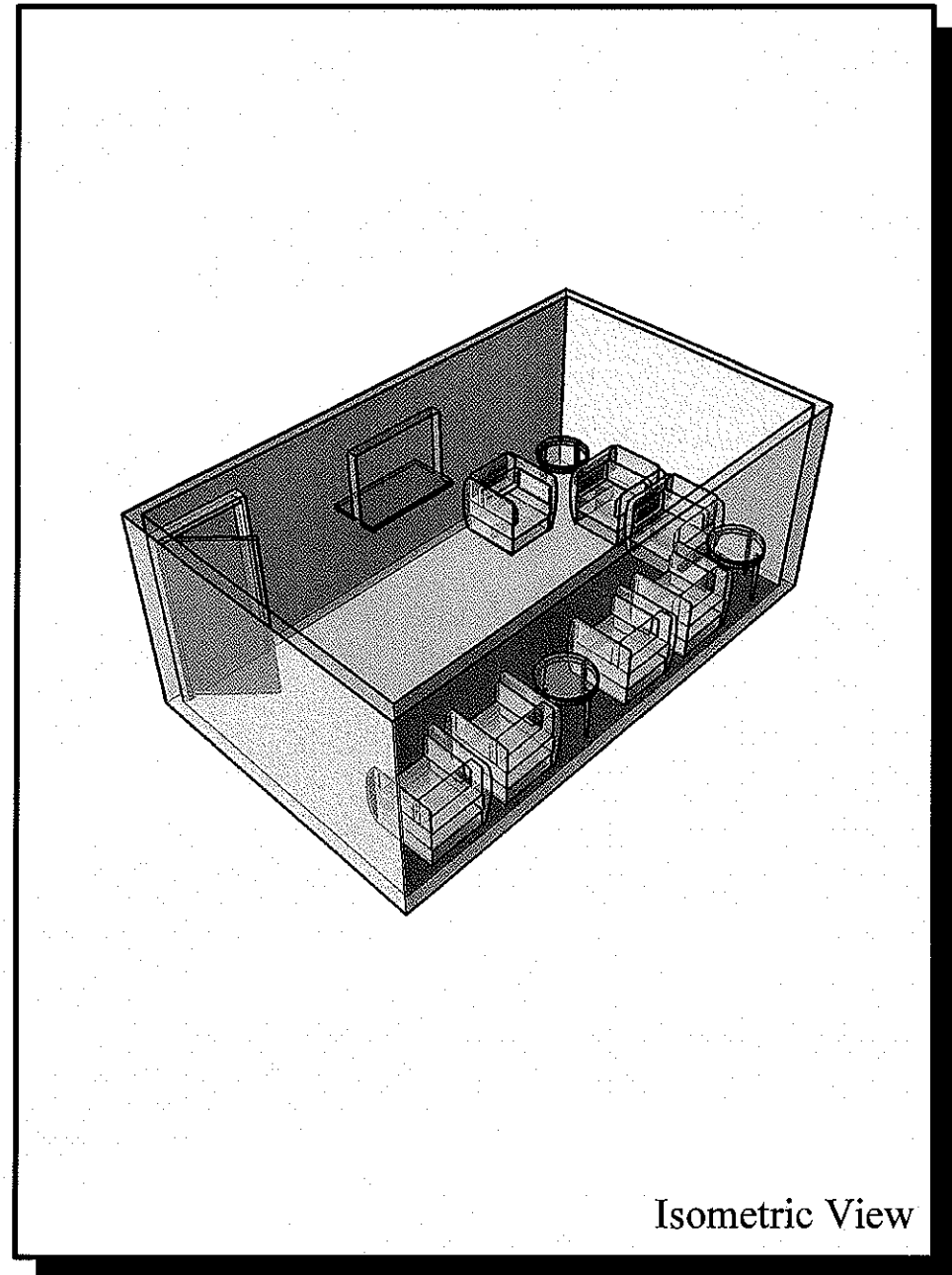
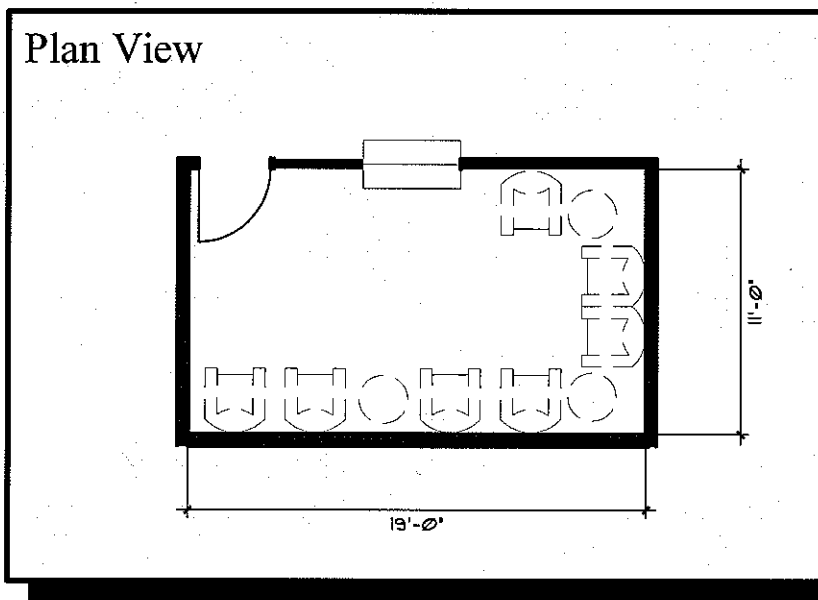
General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
	11.0	Exterior Areas			
11.1 Impound provided with Police Department.	11.1	Auction Vehicle Storage - 30 Vehicles	6,000 SF	---	---
	11.2	Fueling Station • 18,000 gallon diesel • 10,000 gallon unleaded	40 x 70	---	---
	11.3	Wash Pad with Equipment Shed	30' x 70'	---	---
11.4 Total area identified for parking. Site layout should provide service ramps either side of maintenance bays to accommodate "in-service" vehicles up to 40' in length.	11.4	Parking • City Service Vehicles (4) • Staff Vehicles (2) • Employee Vehicles (24) • In-Service (Maintenance) (40)	70 vehicles including access aisles and landscape provide 1.0 acres	20 vehicles  0.25 acres	30 vehicles  0.4 acres

# Program / Space Needs Analysis

Lobby

City of North Port, FL  
Comprehensive Facility Study  
ADG Project Number: 775-06

Area Standards:	
Area:	209 S.F.
Dimensions:	19'-0" x 11'-0"
Descriptions:	Lobby
Components:	Options: Service Counter 6-8 Lounge Chairs 3 End Tables
Comments:	



# Program / Space Needs Analysis

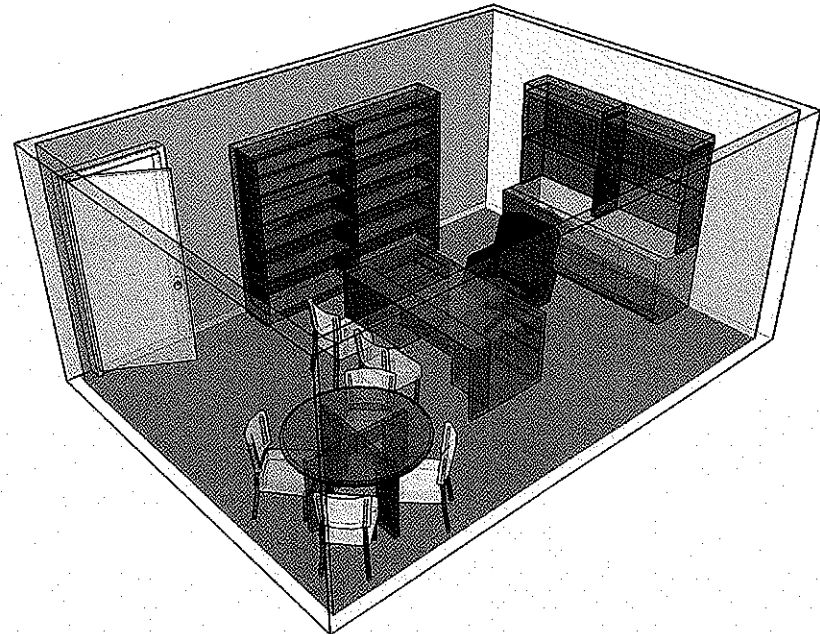
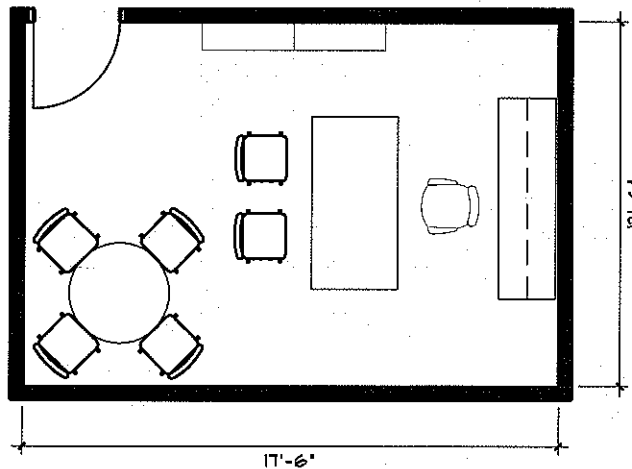
Director's Office

City of North Port, FL  
Comprehensive Facility Study  
ADG Project Number: 775-06

## Area Standards:

Area:	220 S.F.	
Dimensions:	12'-6" x 17'-6"	
Descriptions:	Enclosed office.	
Components:	Desk	36" x 72"
	Credenza w/ hutch	24" x 84"
	Manager's chair	
	Guest chair (6)	
	Work Table	42" Diameter
	Bookcase (2)	15" x 48"
Comments:	Fabric wall covering.	

## Plan View



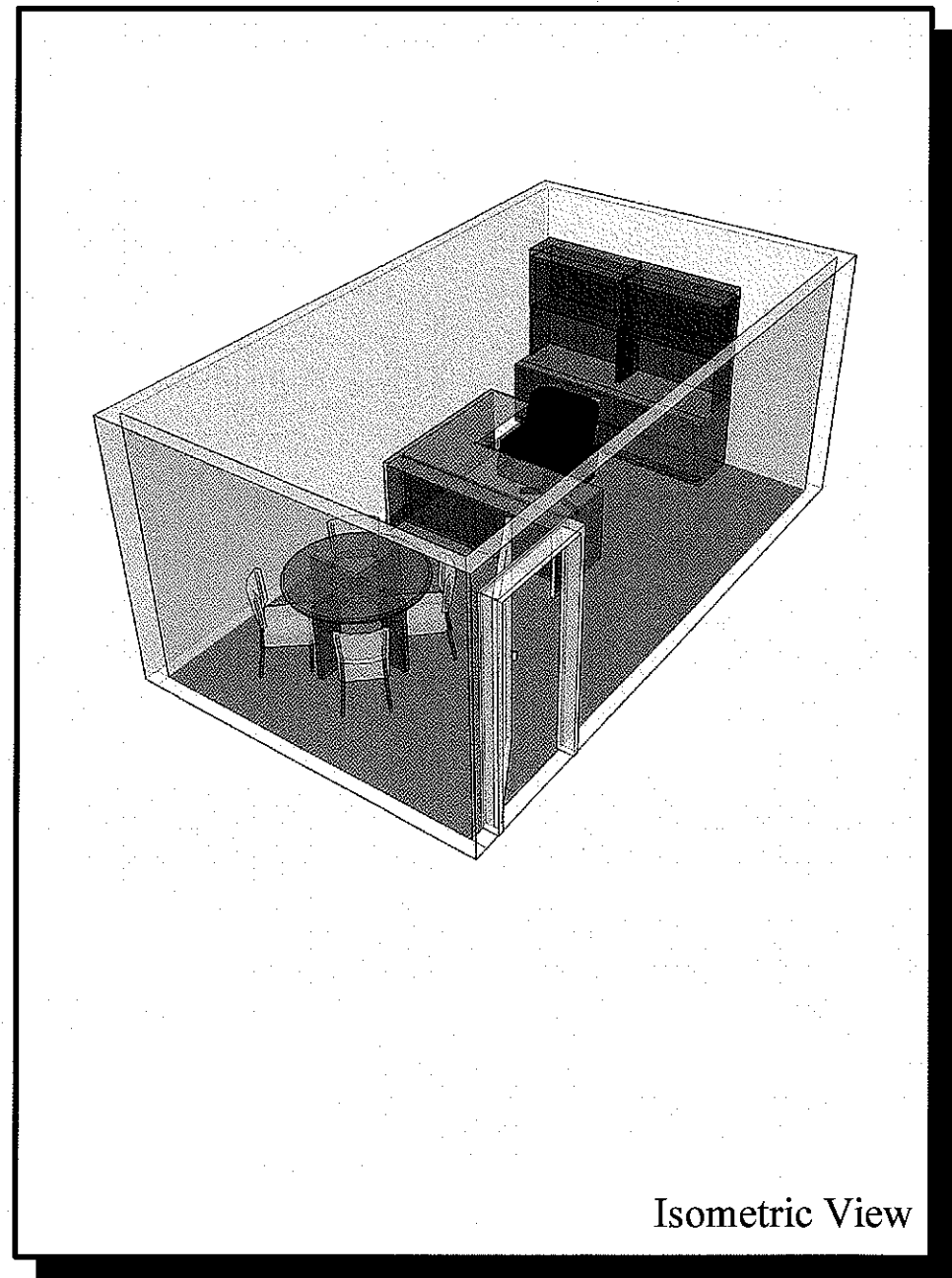
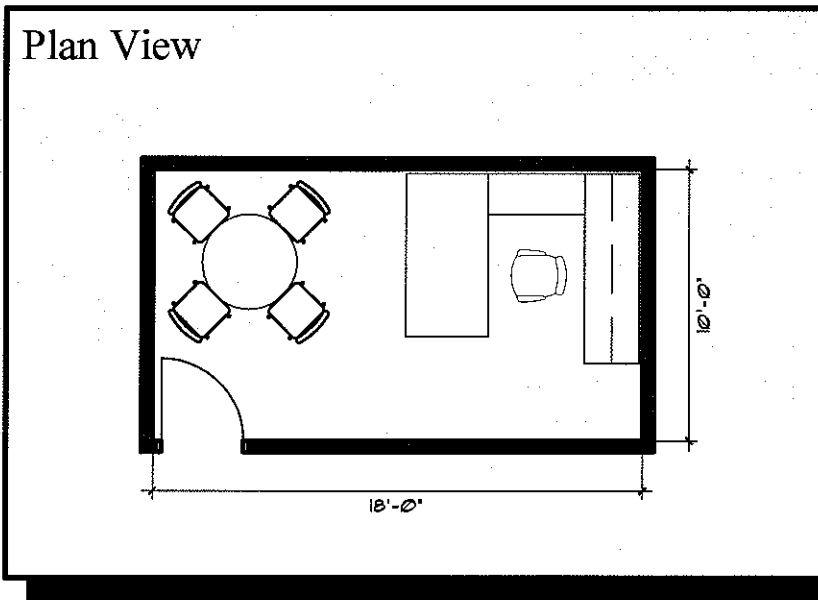
Isometric View

# Program / Space Needs Analysis

Executive Office

City of North Port, FL  
Comprehensive Facility Study  
ADG Project Number: 775-06

Area Standards:	
Area:	180 S.F.
Dimensions:	10'-0" x 18'-0"
Descriptions:	Enclosed office.
Components:	Desk 36" x 72" Return 18" x 42" Lateral file 24" x 36" Credenza w/ hutch 24" x 84" Work table 42" Diameter Managers chair Guest chairs (4)
Comments:	High STC rating. Additional files may be required.

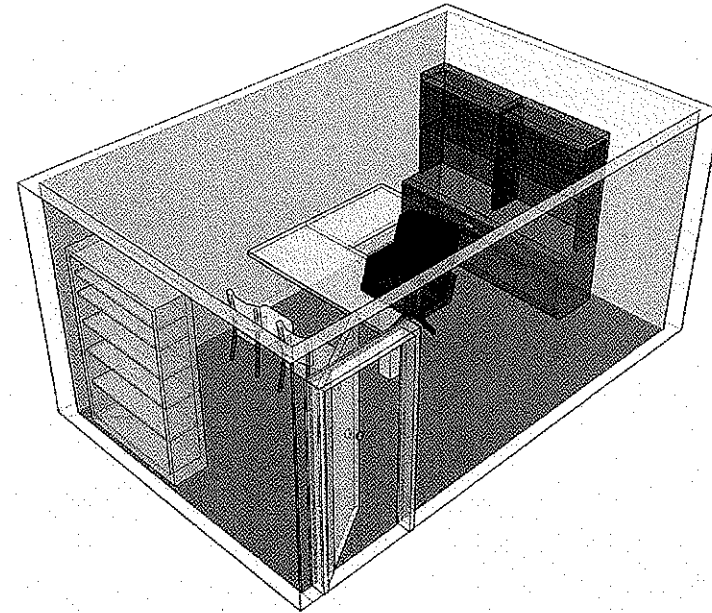


# Program / Space Needs Analysis

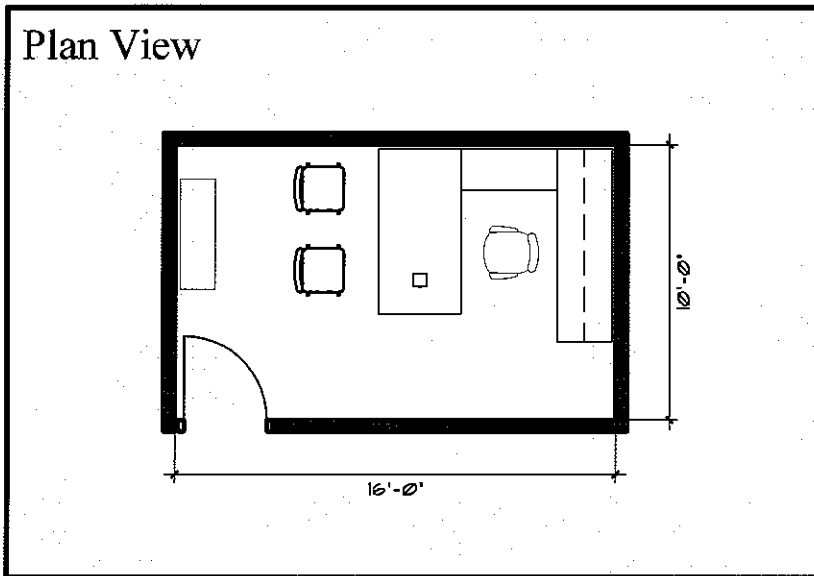
Middle Management Office

City of North Port, FL  
Comprehensive Facility Study  
ADG Project Number: 775-06

Area Standards:	
Area:	160 S.F.
Dimensions:	10'-0" x 16'-0"
Descriptions:	Enclosed office.
Components:	Desk 30" x 72" Return 24" x 42" Lateral file 24" x 36" Credenza w/ hutch 24" x 84" Bookcase 15" x 48" Managers chair Guest chairs (2)
Comments:	High STC rating. Additional files may be required.



Isometric View





# Program / Space Needs Analysis

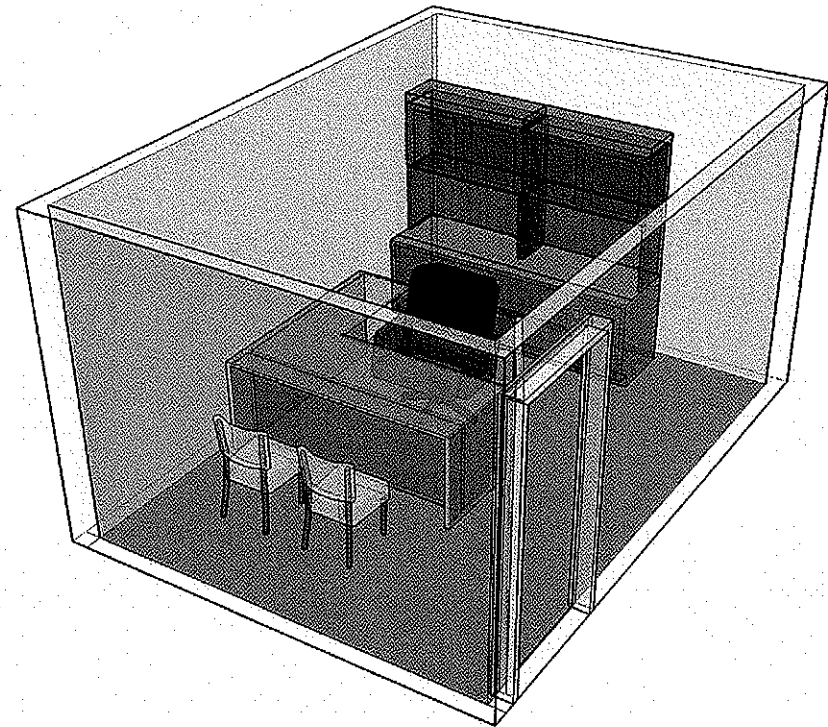
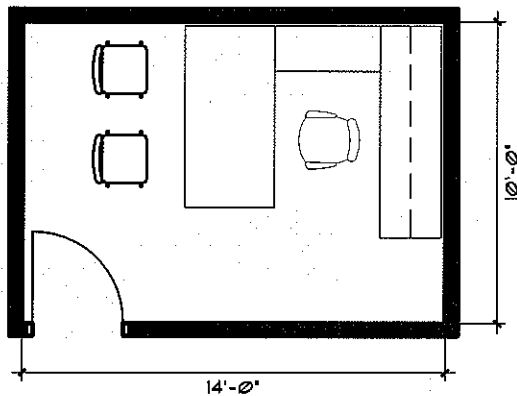
Management Office

City of North Port, FL  
Comprehensive Facility Study  
ADG Project Number: 775-06

## Area Standards:

Area:	140 S.F.	
Dimensions:	10'-0" x 14'-0"	
Descriptions:	Enclosed office.	
Components:	Desk	36" x 72"
	Return	18" x 42"
	Credenza w/ hutch	24" x 84"
	Managers chair	
	Guest chairs	2
Comments:	High STC rating. Additional files may be required.	

## Plan View



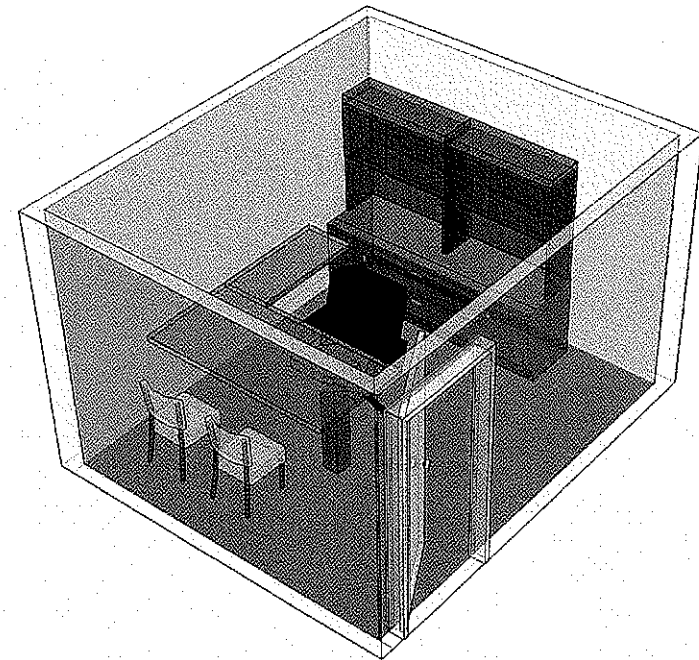
Isometric View

# Program / Space Needs Analysis

## Management Office

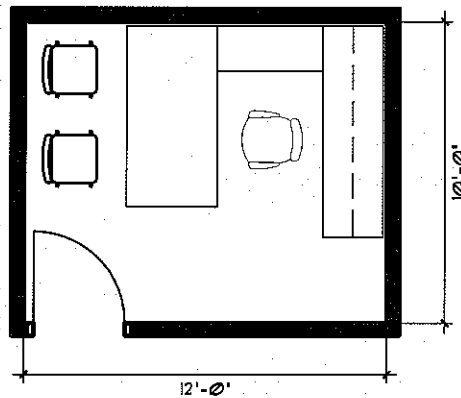
City of North Port, FL  
Comprehensive Facility Study  
ADG Project Number: 775-06

Area Standards:	
Area:	120 S.F.
Dimensions:	10'-0" x 12'-0"
Descriptions:	Enclosed office.
Components:	Desk 36" x 72" Return 18" x 42" Credenza w/ hutch 24" x 84" Managers chair Guest chairs (2)
Comments:	High STC rating. Additional files may be required.



Isometric View

### Plan View

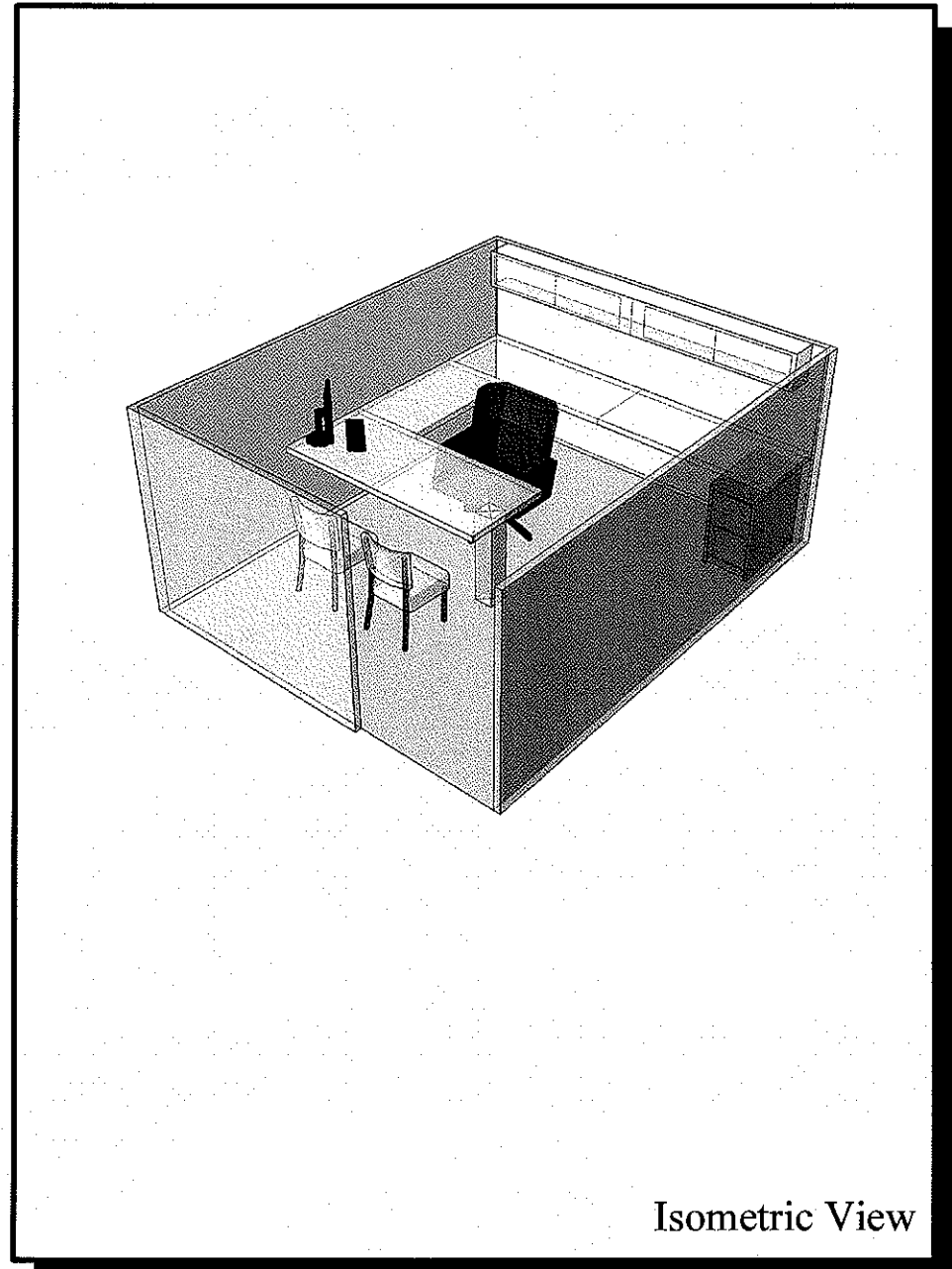
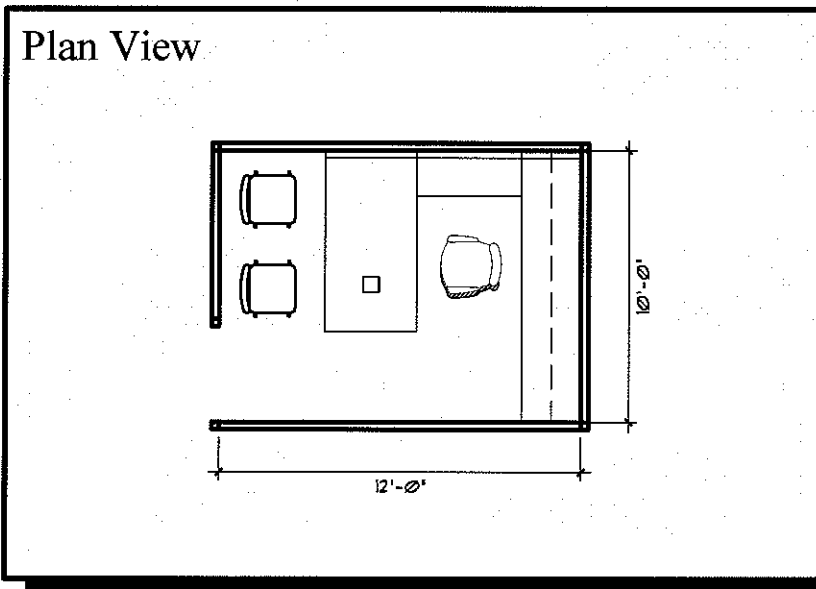


# Program / Space Needs Analysis

Executive Assistant

City of North Port, FL  
 Comprehensive Facility Study  
 ADG Project Number: 775-06

Area Standards:	
Area:	120 S.F.
Dimensions:	10'-0" x 12'-0"
Descriptions:	Open system work station.
Components:	Acoustical panels Desk 30" x 72" Return 24" x 42" Back work surface (2) 24" x 54" Panel mounted binder bins 2 @ 48" Manager's chair Guest chairs (2)
Comments:	High STC rating. Additional files may be required.

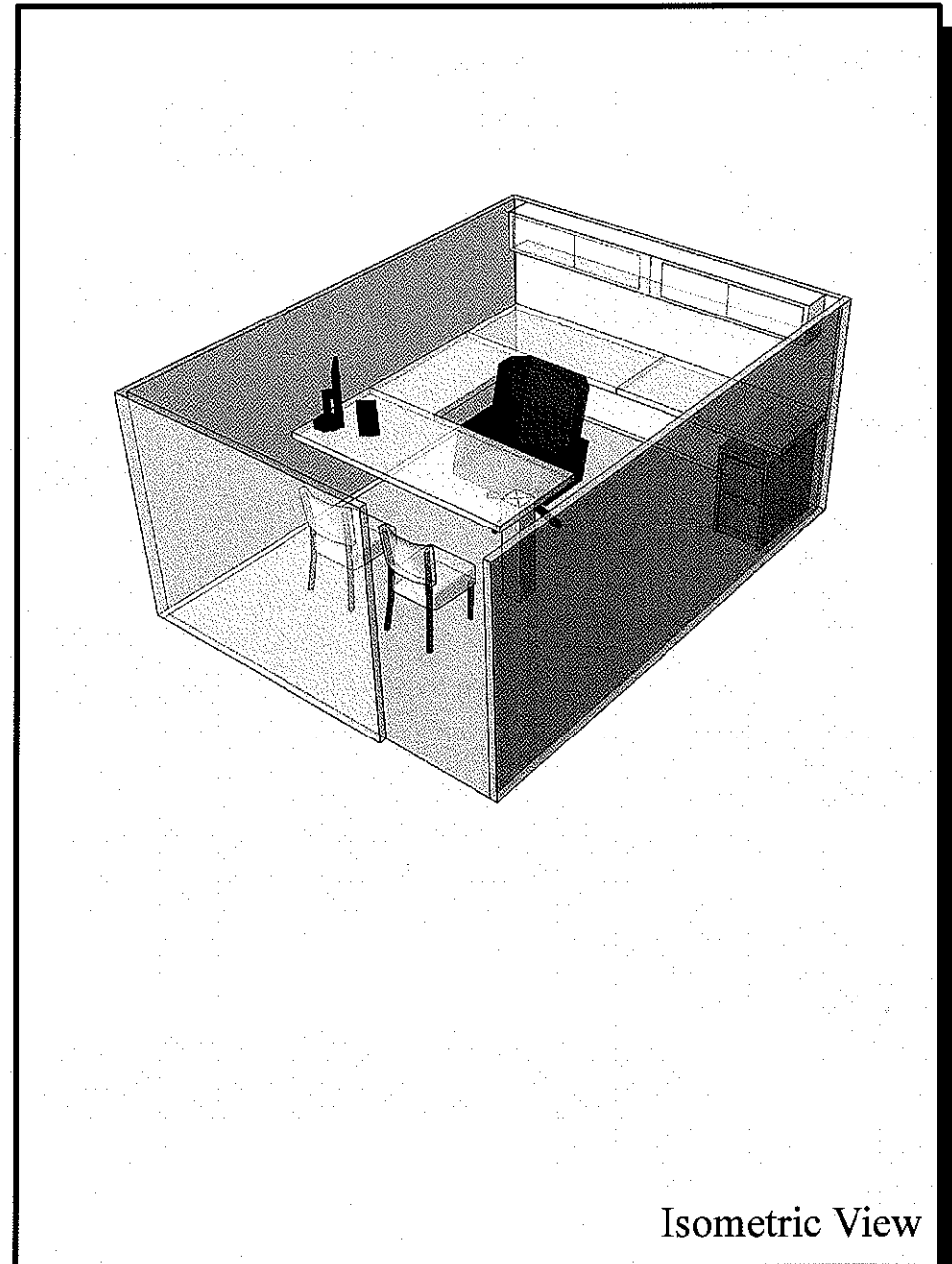


# Program / Space Needs Analysis

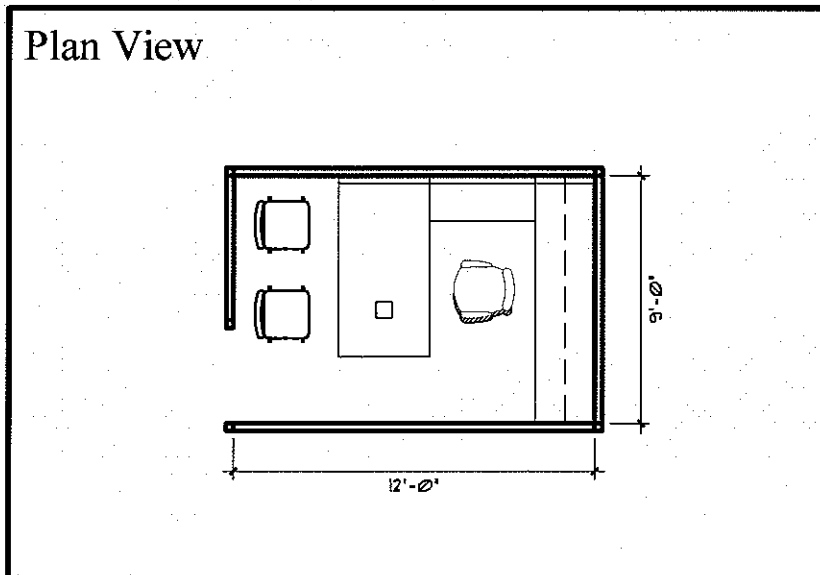
Executive Assistant

City of North Port, FL  
 Comprehensive Facility Study  
 ADG Project Number: 775-06

Area Standards:	
Area:	110 S.F.
Dimensions:	9'-0" x 12'-0"
Descriptions:	Open system work station.
Components:	Acoustical panels Desk 30" x 72" Return 24" x 42" Back work surface (2) 24" x 54" Panel mounted binder bins 2 @ 48" Manager's chair Guest chairs (2)
Comments:	High STC rating. Additional files may be required.



Isometric View

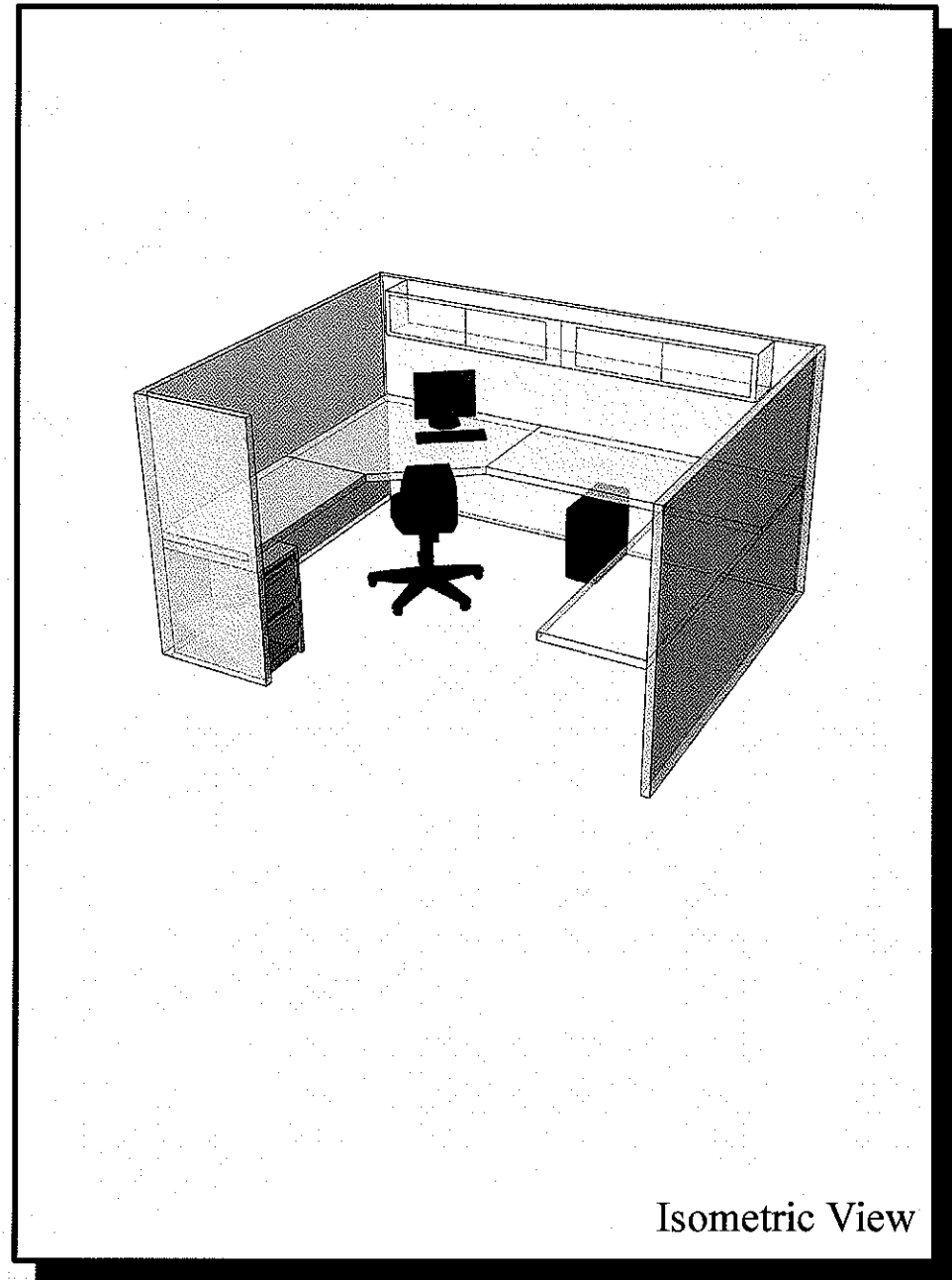
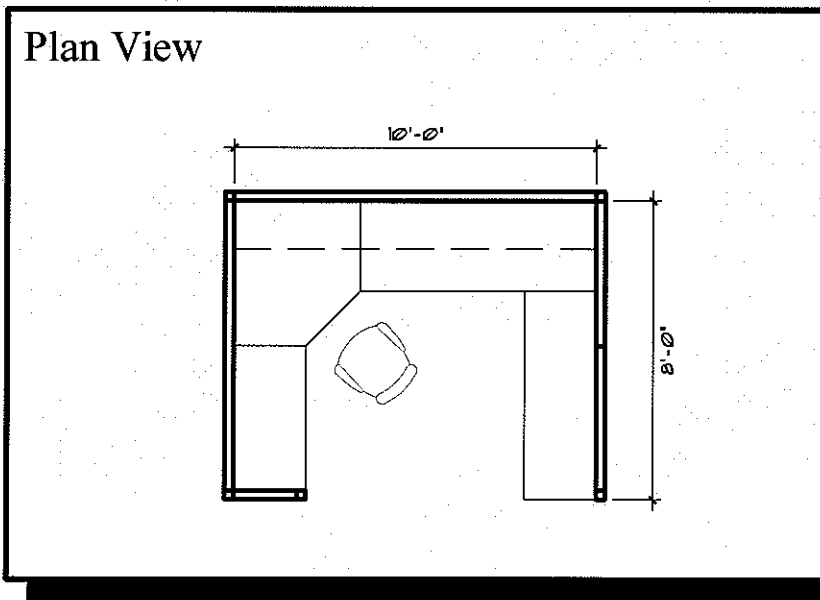


# Program / Space Needs Analysis

8'-0" x 10'-0" System

City of North Port, FL  
Comprehensive Facility Study  
ADG Project Number: 775-06

Area Standards:	
Area:	80 S.F.
Dimensions:	8'-0" x 10'-0"
Descriptions:	Open system work station.
Components:	Acoustical panels Side work surface 24" x 48" Side work surface 24" x 66" Corner CRT work surface 24" x 30" Back work surface 30" x 72" Panel mounted binder bins 2 @ 48" Lateral file Task chair
Comments:	High STC rating. Additional files may be required.

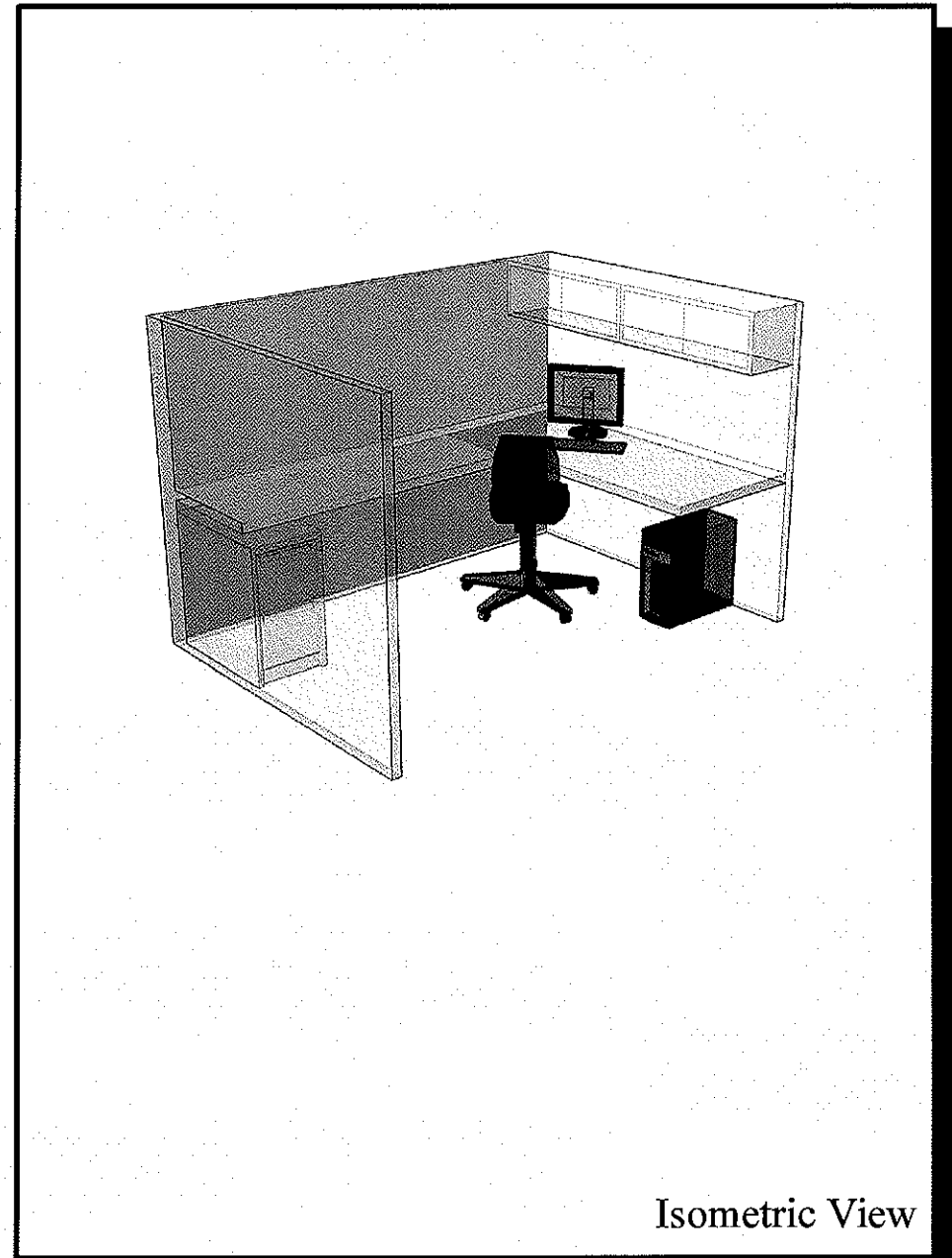
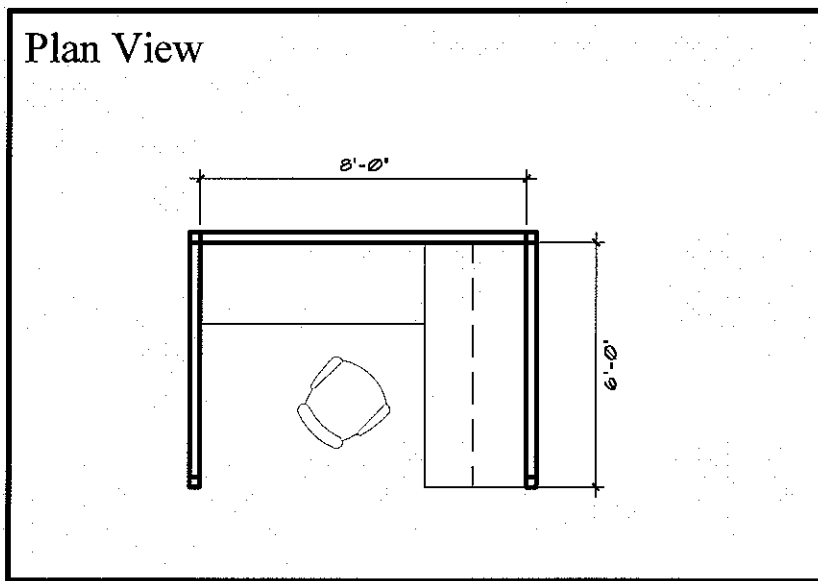


# Program / Space Needs Analysis

8'-0" x 6'-0" System

City of North Port, FL  
Comprehensive Facility Study  
ADG Project Number: 775-06

Area Standards:	
Area:	48 S.F.
Dimensions:	8'-0" x 6'-0"
Descriptions:	Open system work station.
Components:	Acoustical panels Side work surface 24" x 72" Back work surface 30" x 72" Panel mounted binder bins 2 @ 36" Lateral file Task chair
Comments:	High STC rating. Additional files may be required.

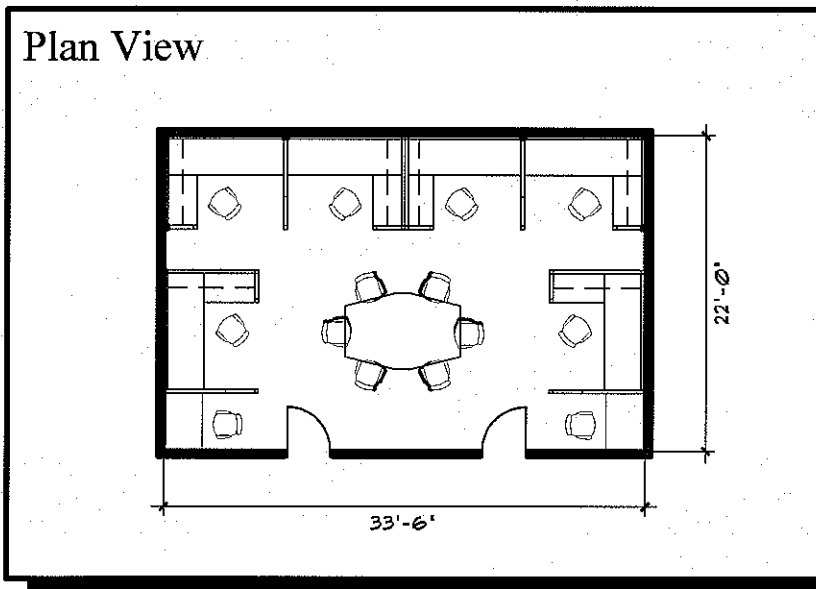
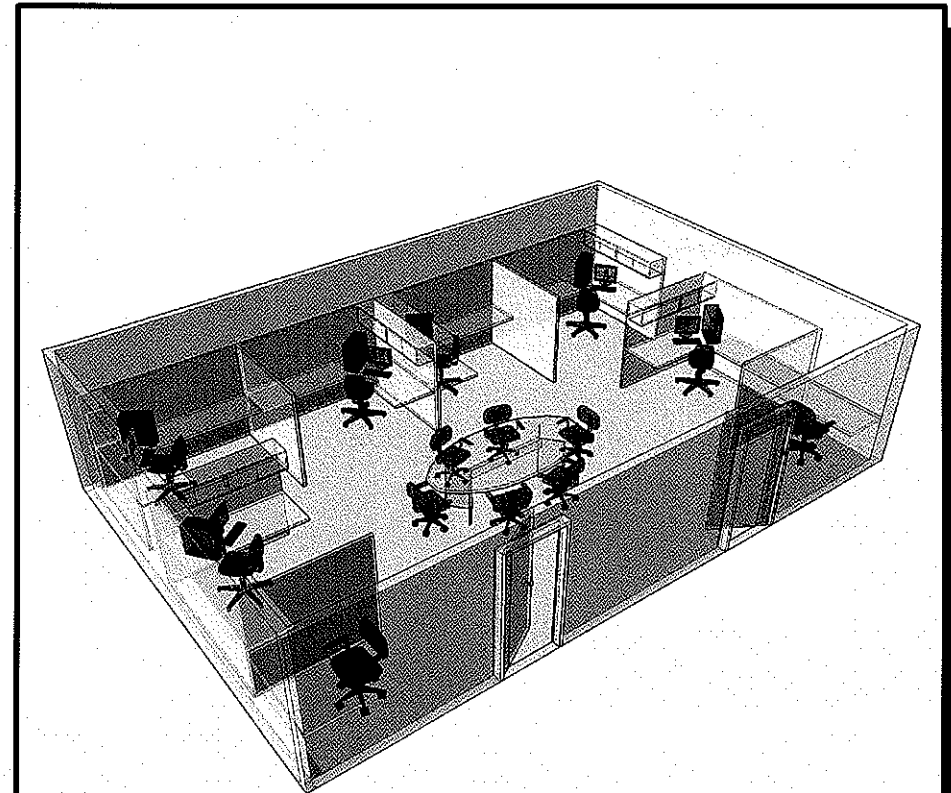


# Program / Space Needs Analysis

## Project Team Room

City of North Port, FL  
Comprehensive Facility Study  
ADG Project Number: 775-06

Area Standards:	
Area:	737 S.F.
Dimensions:	22'-0" x 33'-6"
Descriptions:	Enclosed Work Room
Components:	Table 4'-6" x 9'-0" Task Chairs (14) Work Stations (6) 6'-0" x 8'-0" Work Surfaces (2) 2'-6" x 4'-6"
Comments:	



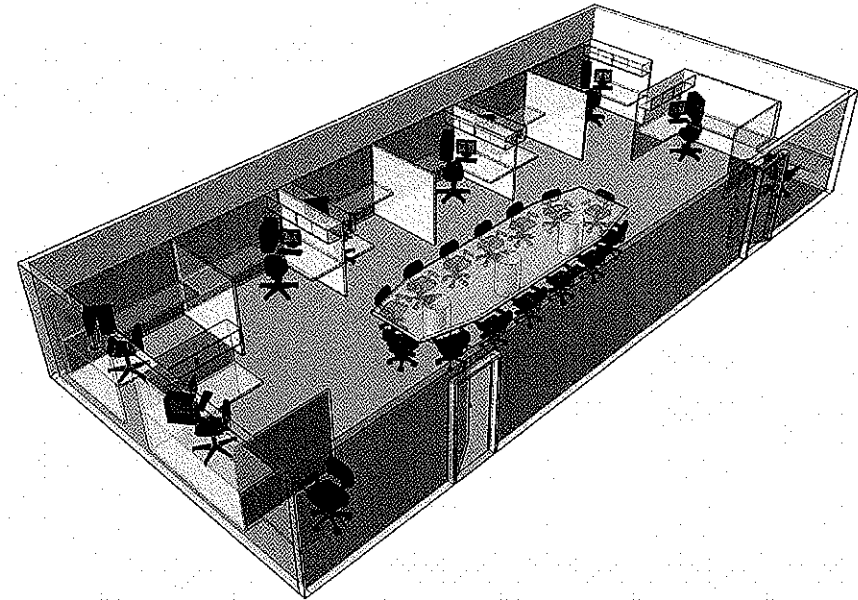
Isometric View

# Program / Space Needs Analysis

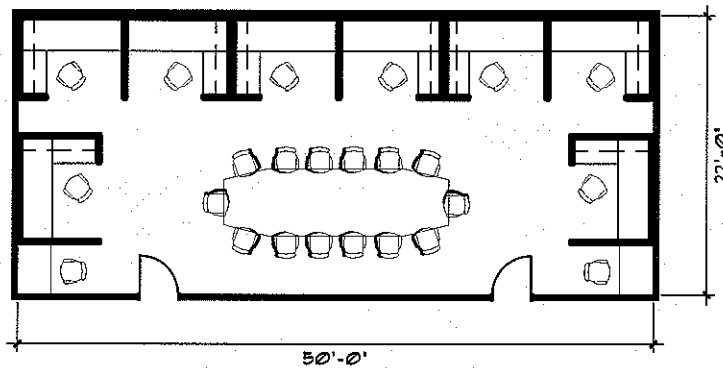
## Project Team Room

City of North Port, FL  
Comprehensive Facility Study  
ADG Project Number: 775-06

Area Standards:	
Area:	1100 S.F.
Dimensions:	22'-0" x 50'-0"
Descriptions:	Enclosed Work Room
Components:	Table 6'-0" x 20'-0" Task Chairs (24) Work Stations (8) 6'-0" x 8'-0" Work Surfaces (2) 2'-6" x 4'-6"
Comments:	



### Plan View



Isometric View

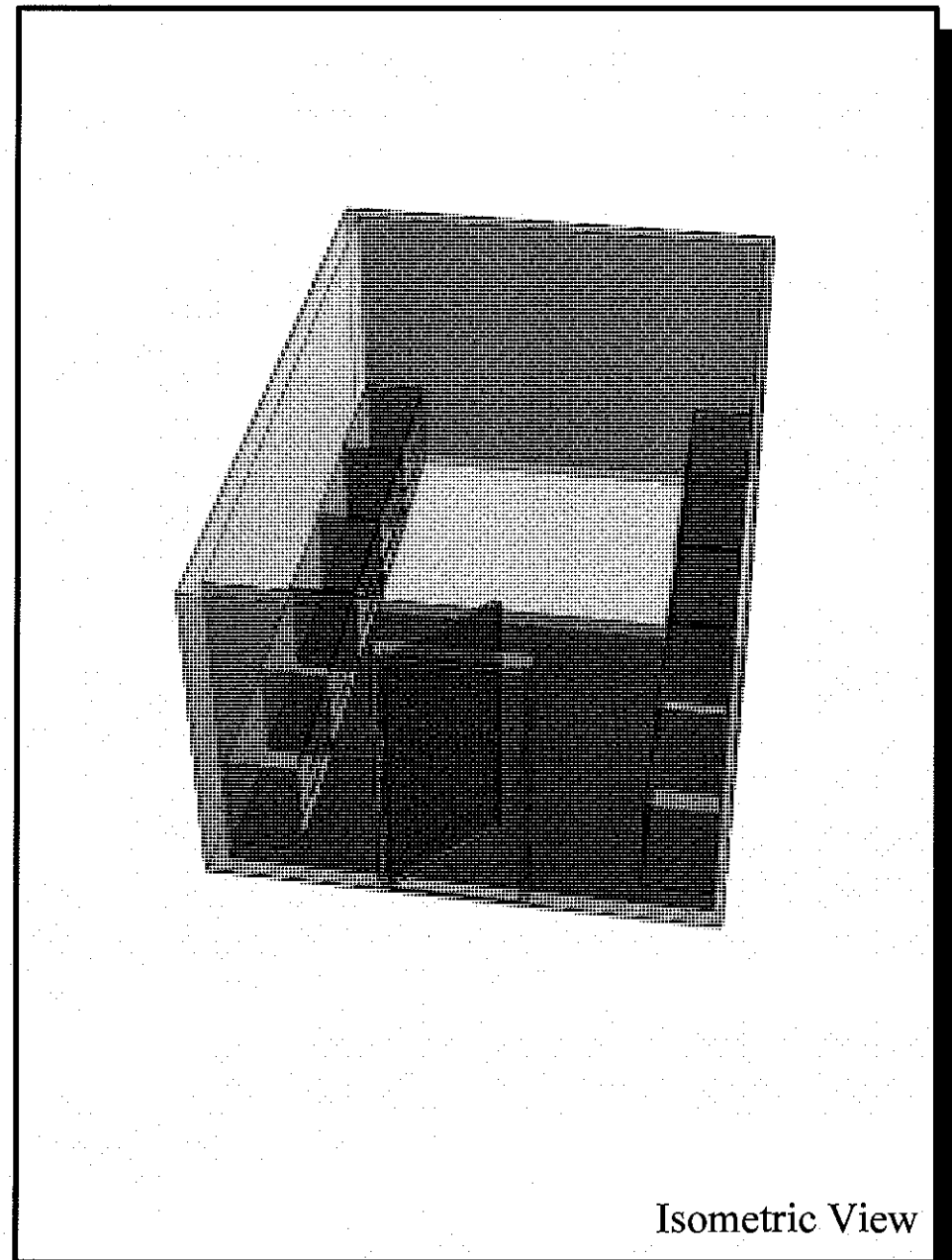
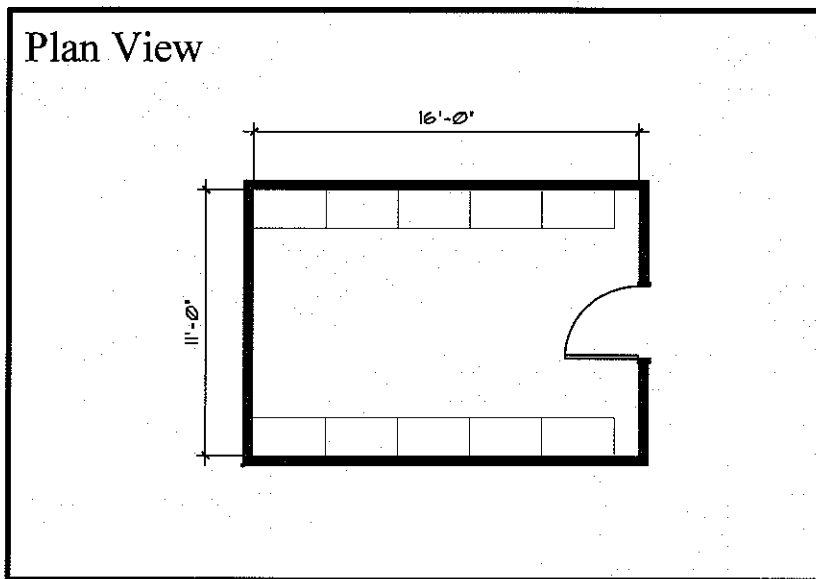


# Program / Space Needs Analysis

## File Storage Room

City of North Port, FL  
Comprehensive Facility Study  
ADG Project Number: 775-06

Area Standards:	
Area:	176 s.f.
Dimensions:	16'-0" x 11'-0"
Descriptions:	File Storage
Components:	Lateral Files (10)      3'-0" x 1'-7"
Comments:	



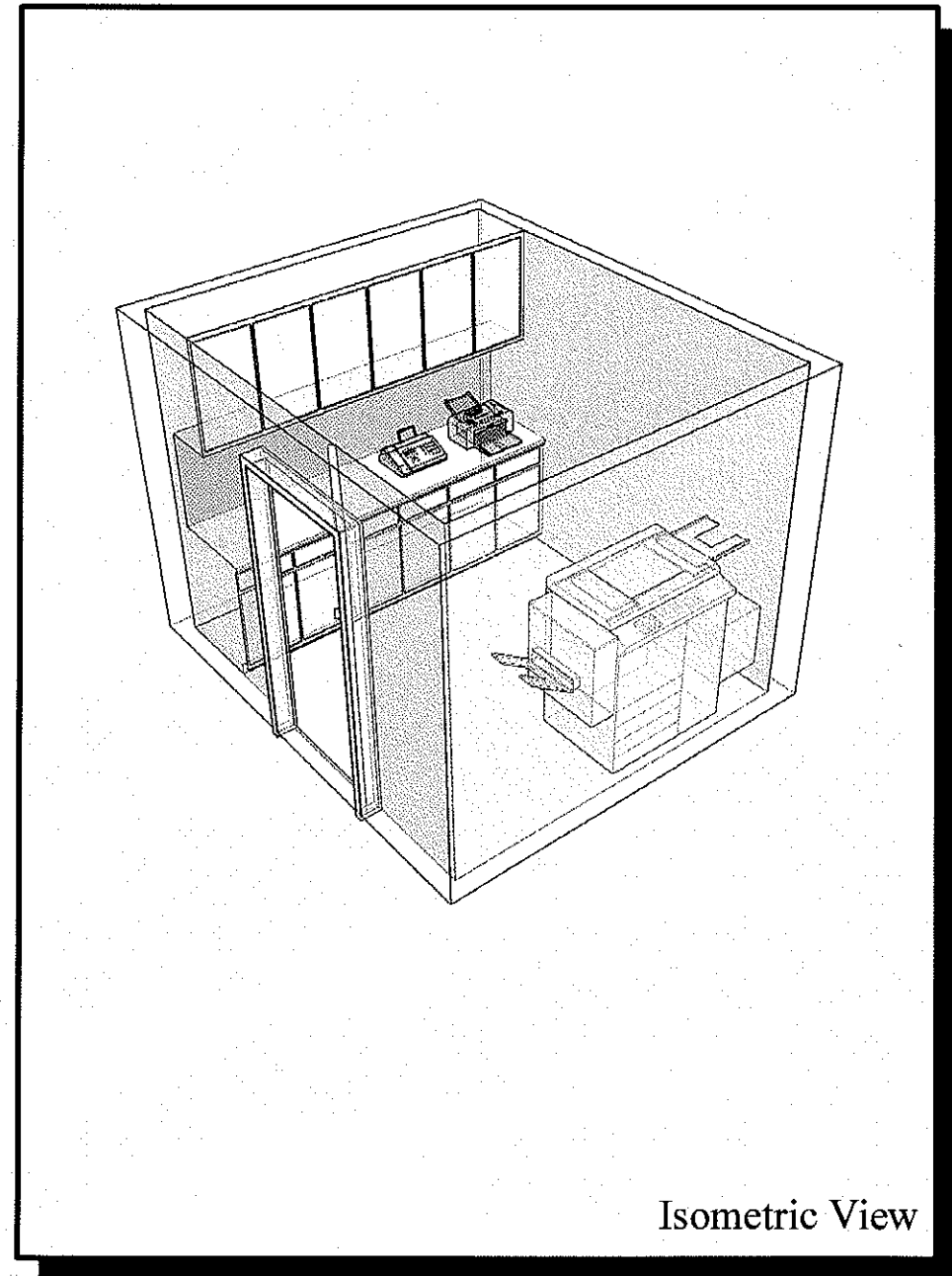
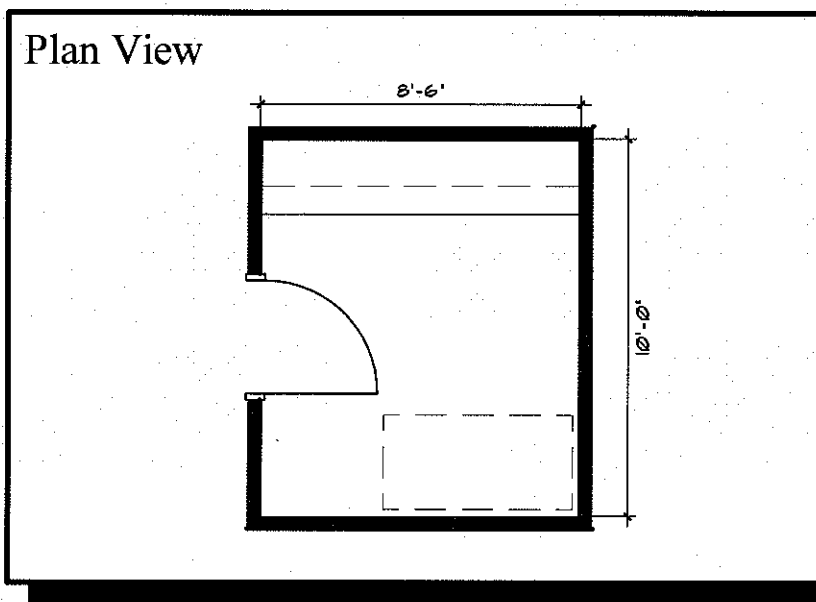
Isometric View

# Program / Space Needs Analysis

Copy/ Fax/ Office Supply Room

City of North Port, FL  
Comprehensive Facility Study  
ADG Project Number: 775-06

Area Standards:	
Area:	85 S.F.
Dimensions:	8'-6" x 10'-0"
Descriptions:	Small Copy Room
Components:	Base Cabinets Wall Cabinets Copy Machine Fax Machine Printer
Comments:	

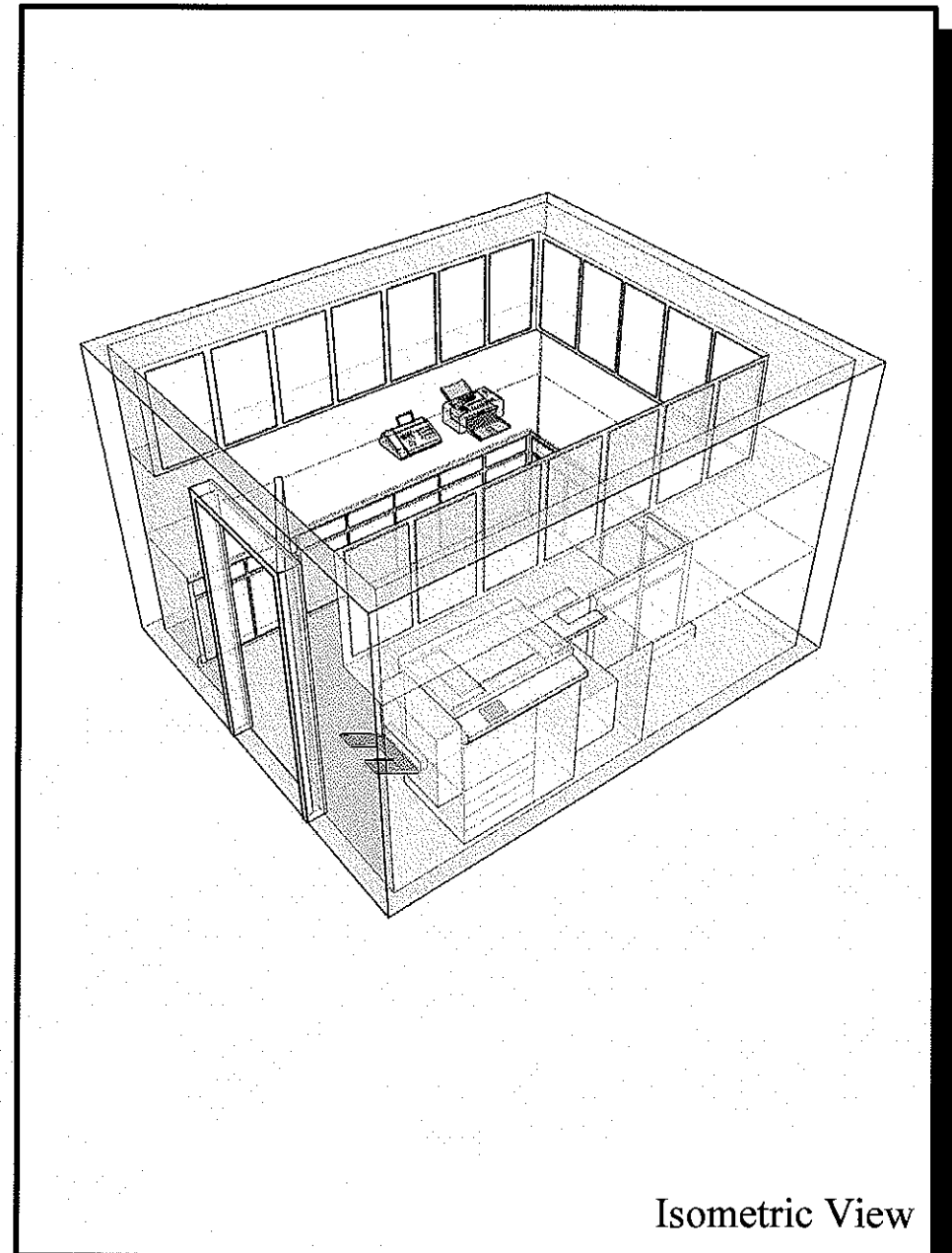
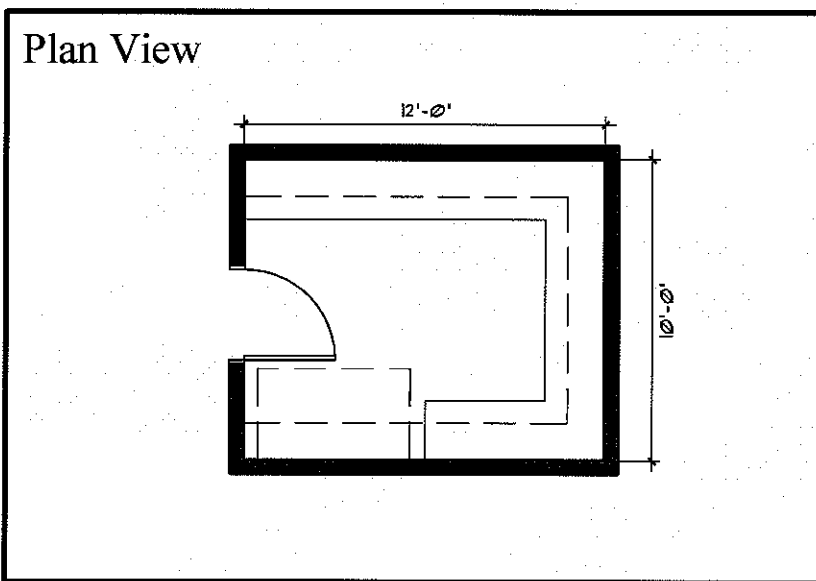


# Program / Space Needs Analysis

Copy/ Fax/ Office Supply Room

City of North Port, FL  
Comprehensive Facility Study  
ADG Project Number: 775-06

Area Standards:	
Area:	120 S.F.
Dimensions:	12'-0" x 10'-0"
Descriptions:	Copy Room
Components:	Base Cabinets Wall Cabinets Copy Machine Fax Machine Printer
Comments:	

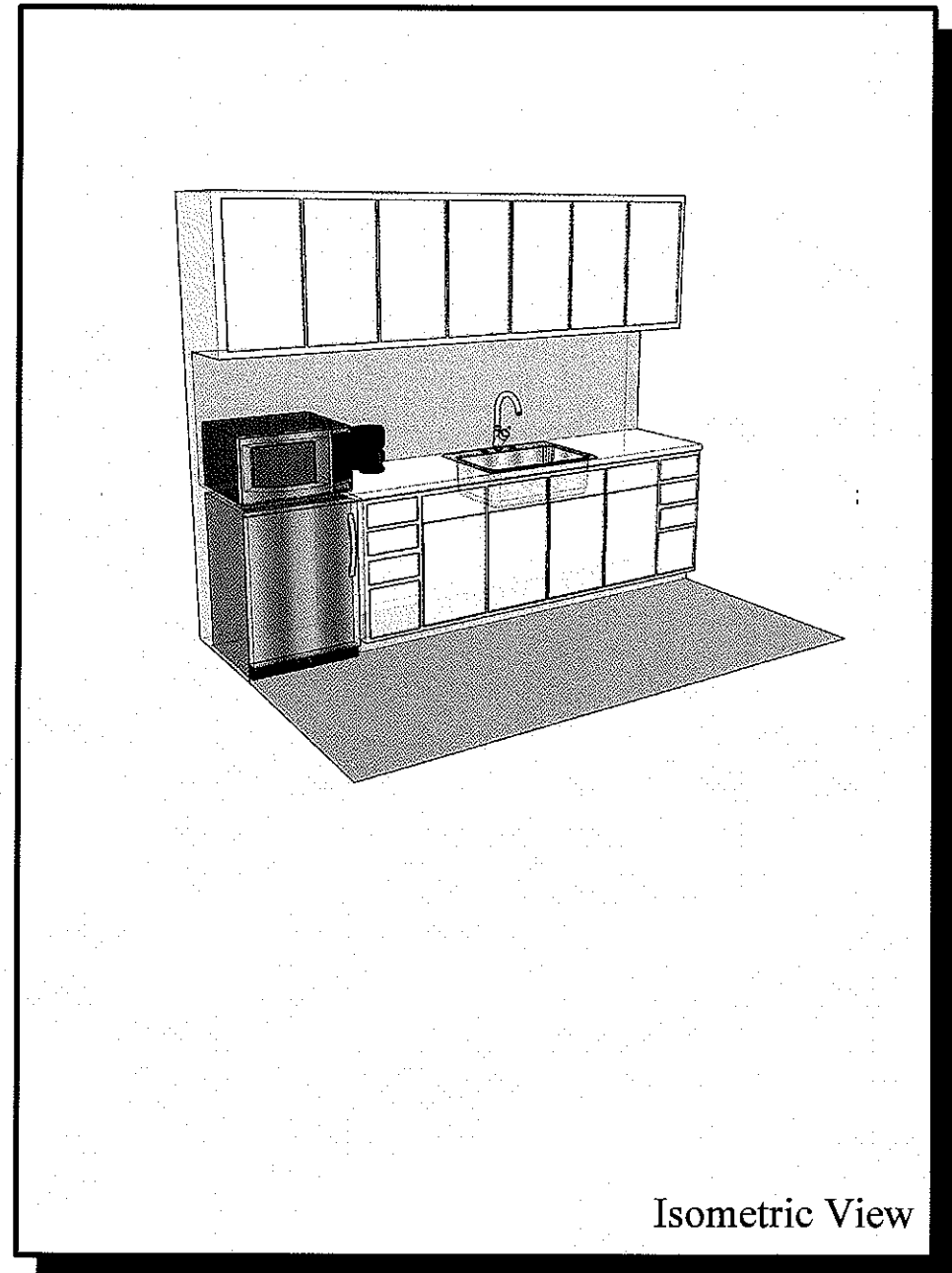
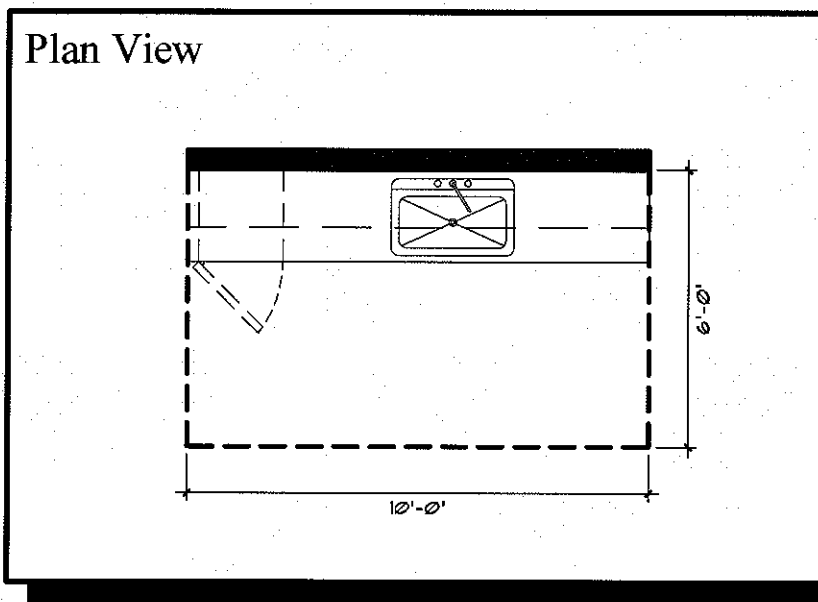


# Program / Space Needs Analysis

Coffe Bar/ Break Area

City of North Port, FL  
Comprehensive Facility Study  
ADG Project Number: 775-06

Area Standards:	
Area:	60 S.F.
Dimensions:	10'-0" x 6'-0"
Descriptions:	Coffee Bar
Components:	Options: Under counter refrigerator Microwave Coffee Pot
Comments:	



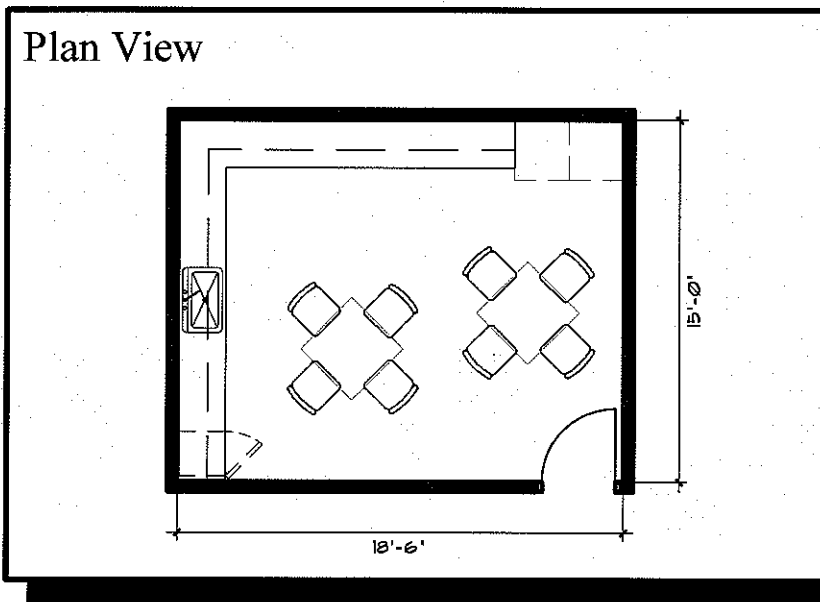
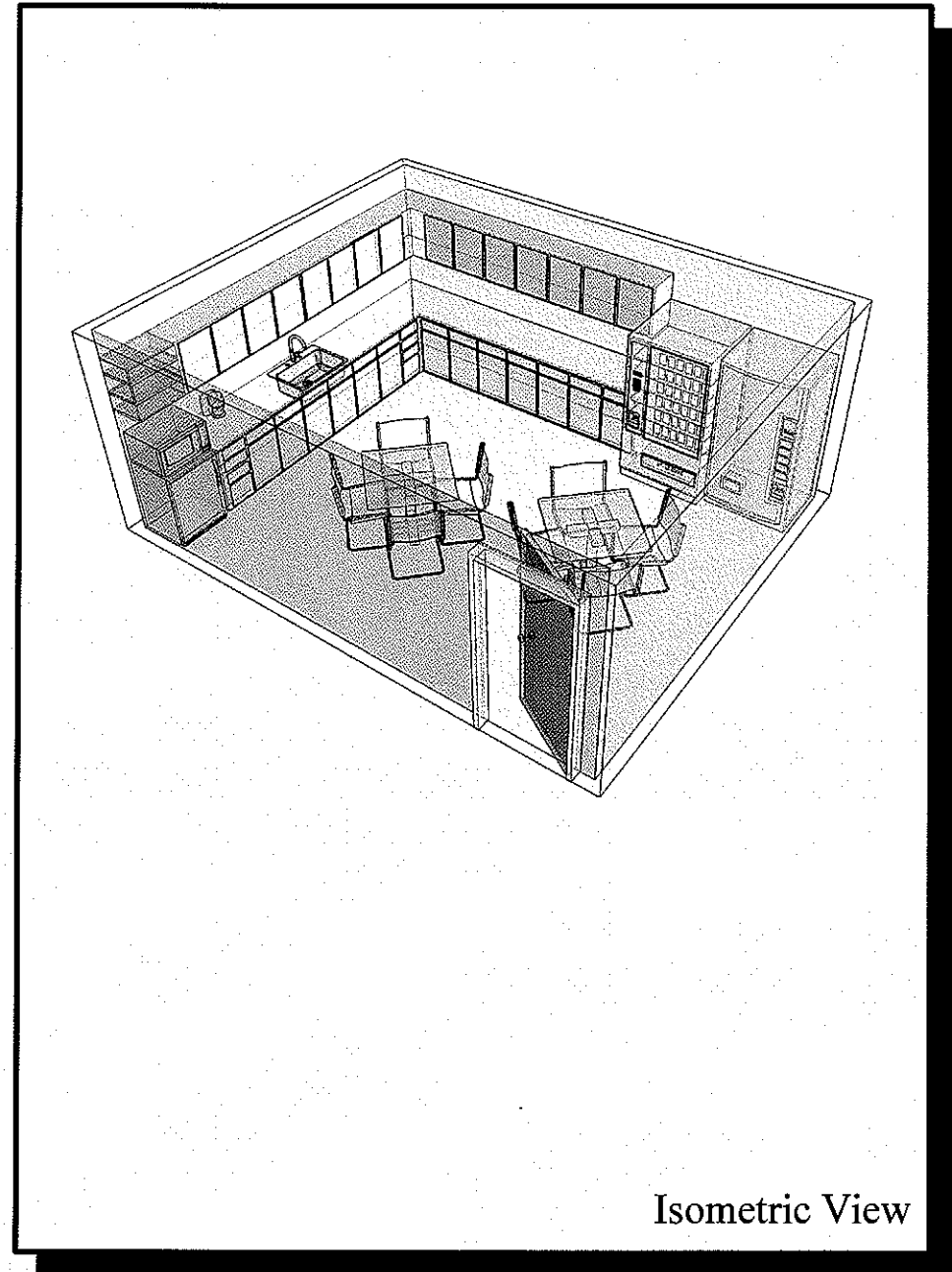
Isometric View

# Program / Space Needs Analysis

## Break Area with Seating

City of North Port, FL  
Comprehensive Facility Study  
ADG Project Number: 775-06

Area Standards:	
Area:	280 S.F.
Dimensions:	15'-0" x 18'-6"
Descriptions:	Break area with seating
Components:	Tables (2)                      3'-0" x 3'-0" Chairs (8) Options: Under counter refrigerator Microwave Coffe Pot Vending machines
Comments:	



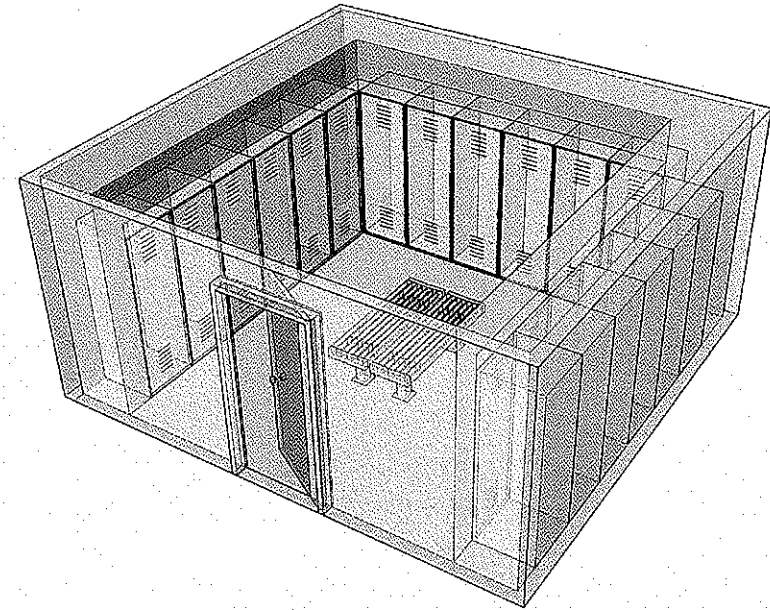
Isometric View

# Program / Space Needs Analysis

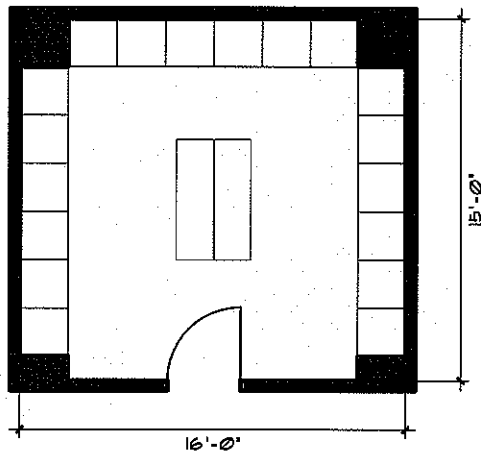
## Locker Room

City of North Port, FL  
Comprehensive Facility Study  
ADG Project Number: 775-06

Area Standards:	
Area:	240 S.F.
Dimensions:	15'-0" x 16'-0"
Descriptions:	Locker Room for 18
Components:	Lockers (18)      2'-0" x 2'-0" x 6'-0" Benches (2)      5'-0" x 1'-6"
Comments:	



### Plan View



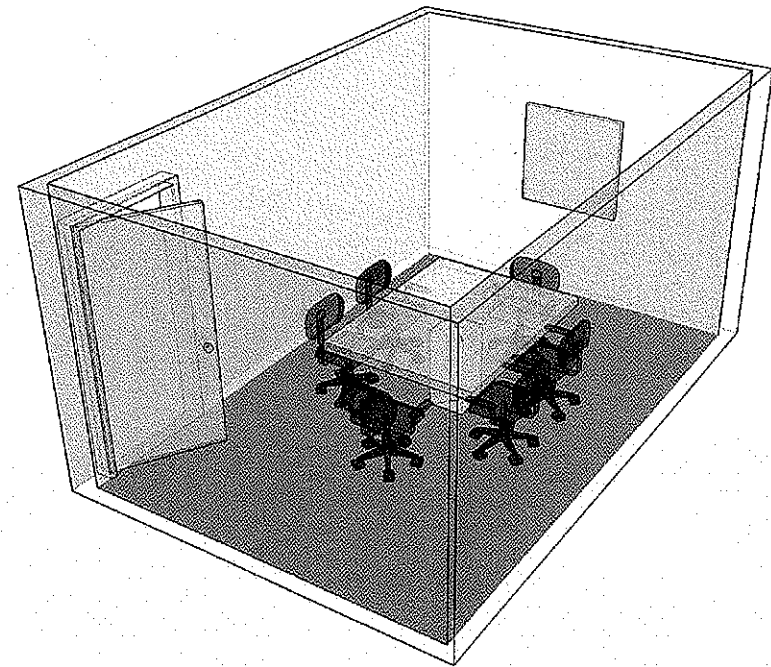
Isometric View

# Program / Space Needs Analysis

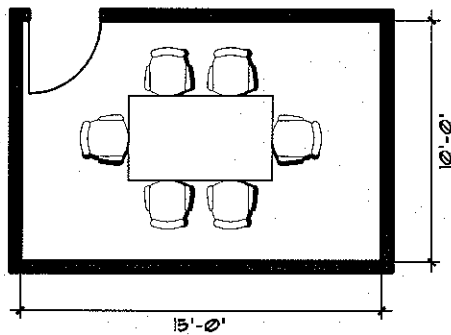
## Small Conference Room

City of North Port, FL  
Comprehensive Facility Study  
ADG Project Number: 775-06

Area Standards:	
Area:	150 S.F.
Dimensions:	10'-0" x 15'-0"
Descriptions:	Enclosed Office
Components:	Table 3'-6" x 6'-0" Six Caster Chairs
Comments:	



### Plan View



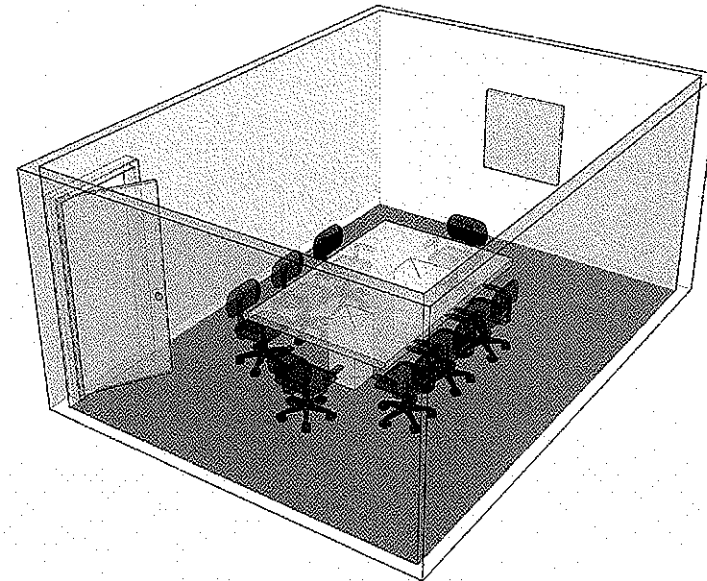
Isometric View

# Program / Space Needs Analysis

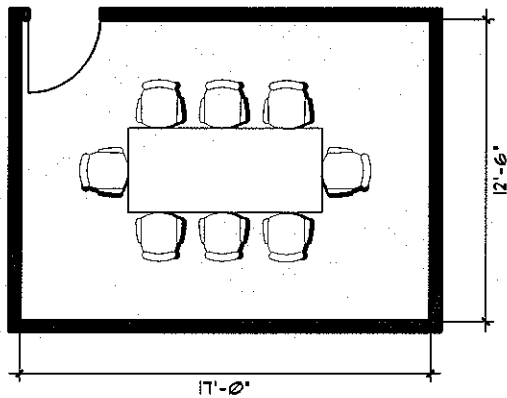
## Conference Room

City of North Port, FL  
Comprehensive Facility Study  
ADG Project Number: 775-06

Area Standards:	
Area:	210 S.F.
Dimensions:	12'-6" x 17'-0"
Descriptions:	Enclosed office.
Components:	Table 3'-6" x 8'-0" Eight caster chairs.
Comments:	



### Plan View



Isometric View



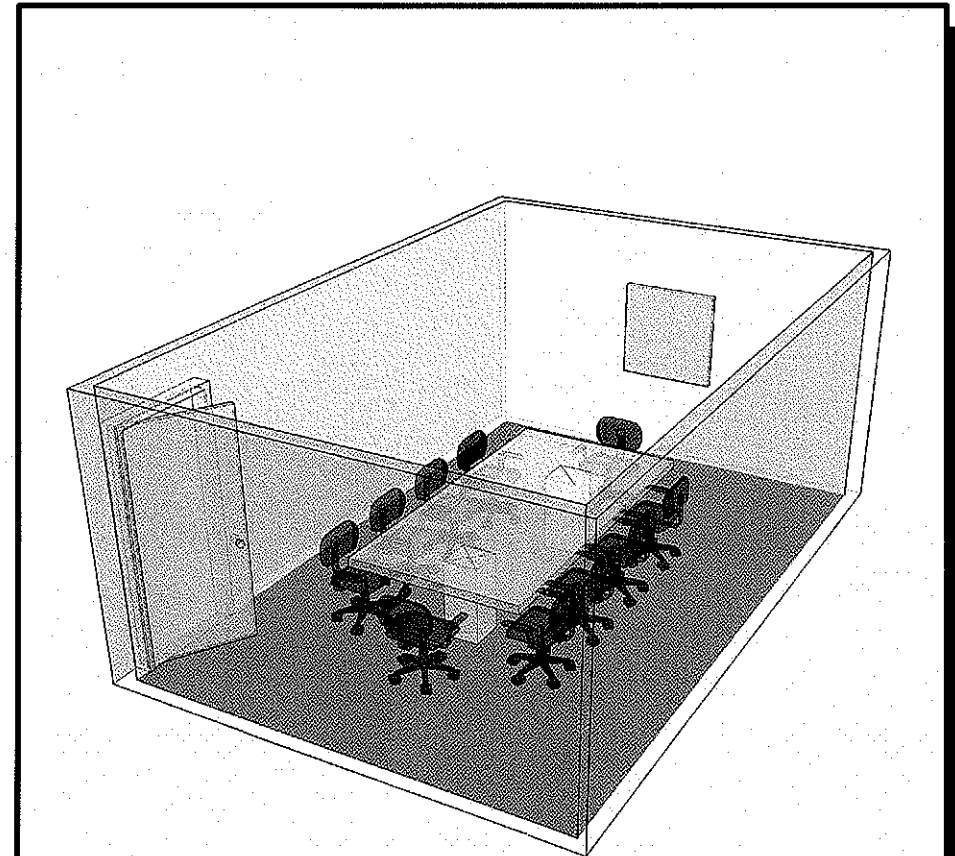
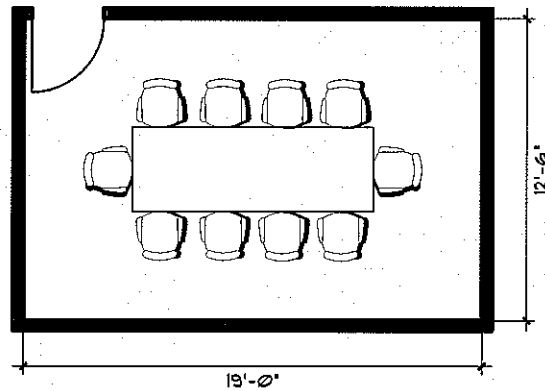
# Program / Space Needs Analysis

## Conference Room

City of North Port, FL  
Comprehensive Facility Study  
ADG Project Number: 775-06

Area Standards:	
Area:	240 S.F.
Dimensions:	12'-6" x 19'-0"
Descriptions:	Enclosed office.
Components:	Table 3'-6" x 10'-0" Ten caster chairs.
Comments:	

### Plan View



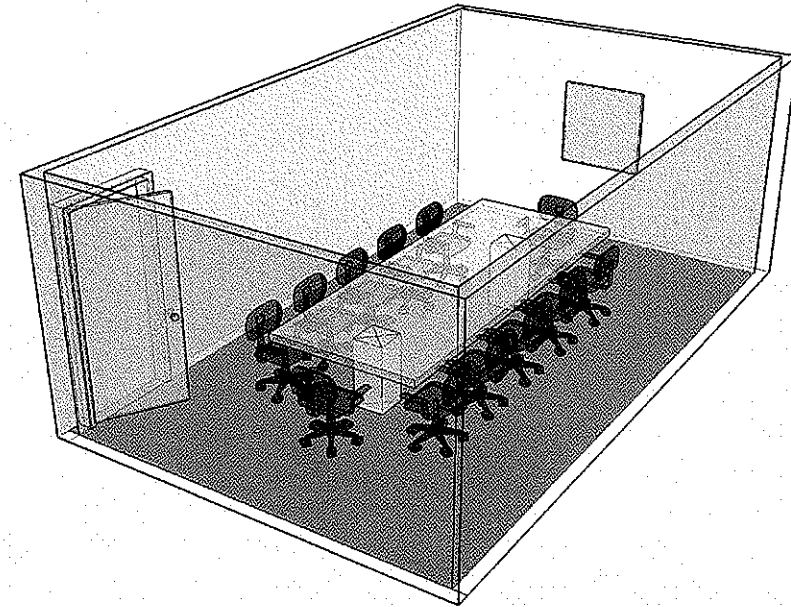
Isometric View

# Program / Space Needs Analysis

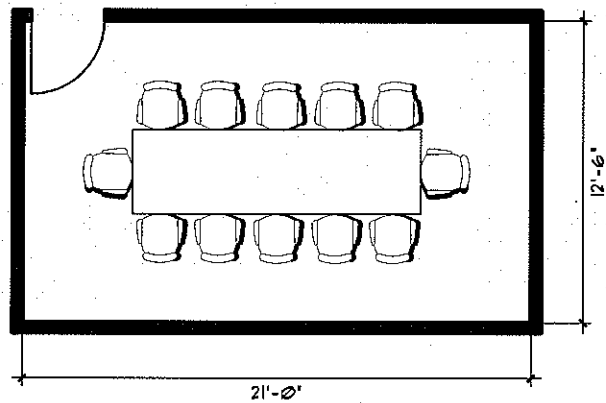
## Conference Room

City of North Port, FL  
Comprehensive Facility Study  
ADG Project Number: 775-06

Area Standards:	
Area:	260 S.F.
Dimensions:	12'-6" x 21'-0"
Descriptions:	Mid-Sized Conference Room
Components:	Table 5'-0" x 12'-0" Twelve castor chairs.
Comments:	



### Plan View



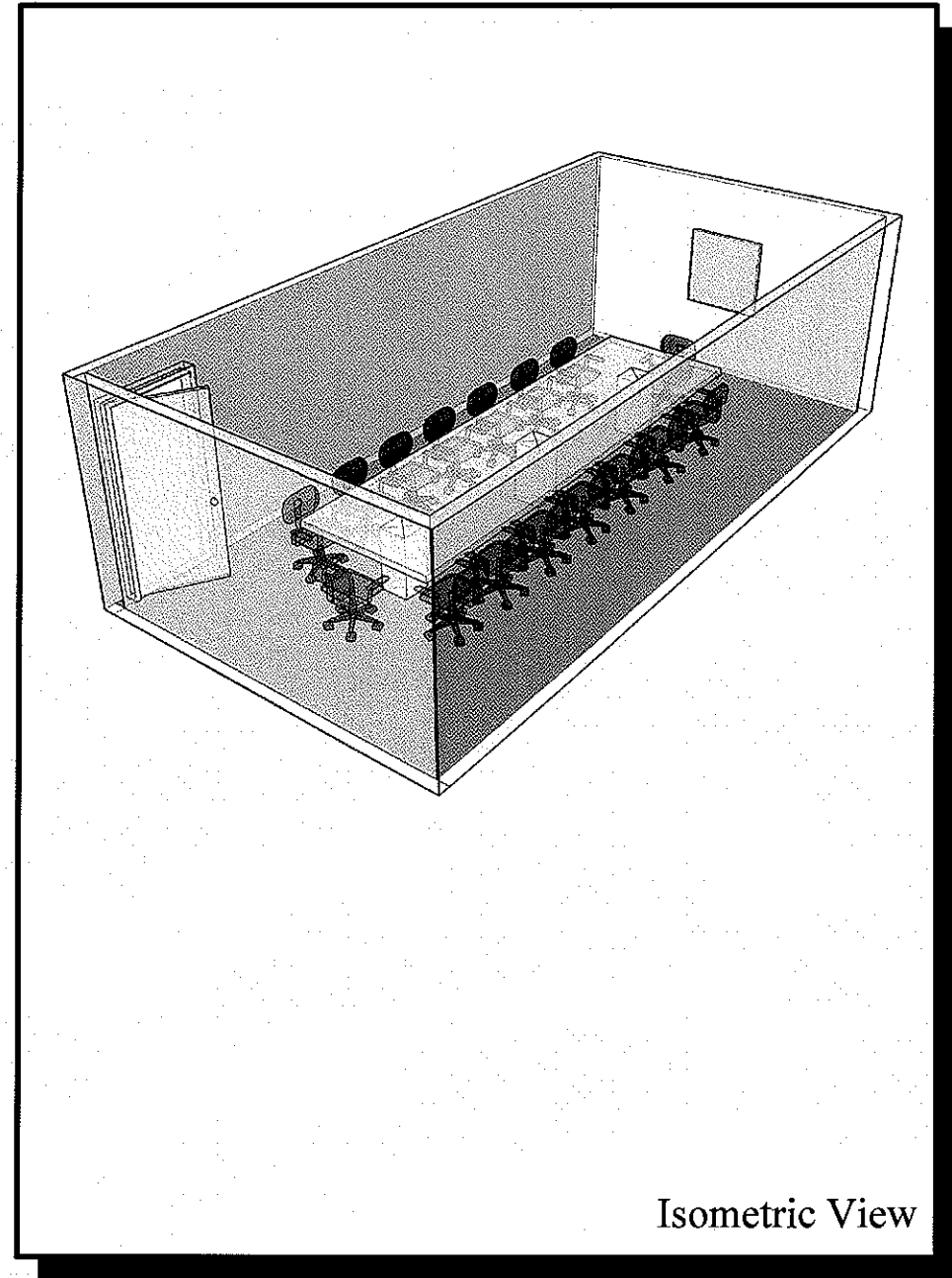
Isometric View

# Program / Space Needs Analysis

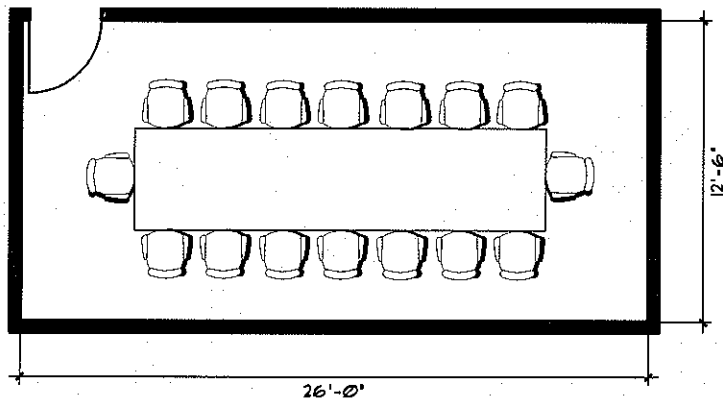
## Large Conference Room

City of North Port, FL  
Comprehensive Facility Study  
ADG Project Number: 775-06

Area Standards:	
Area:	325 S.F.
Dimensions:	12'-6" x 26'-0"
Descriptions:	Large Conference Room
Components:	Table 5'-0" x 17'-0" Sixteen castor chairs.
Comments:	



### Plan View



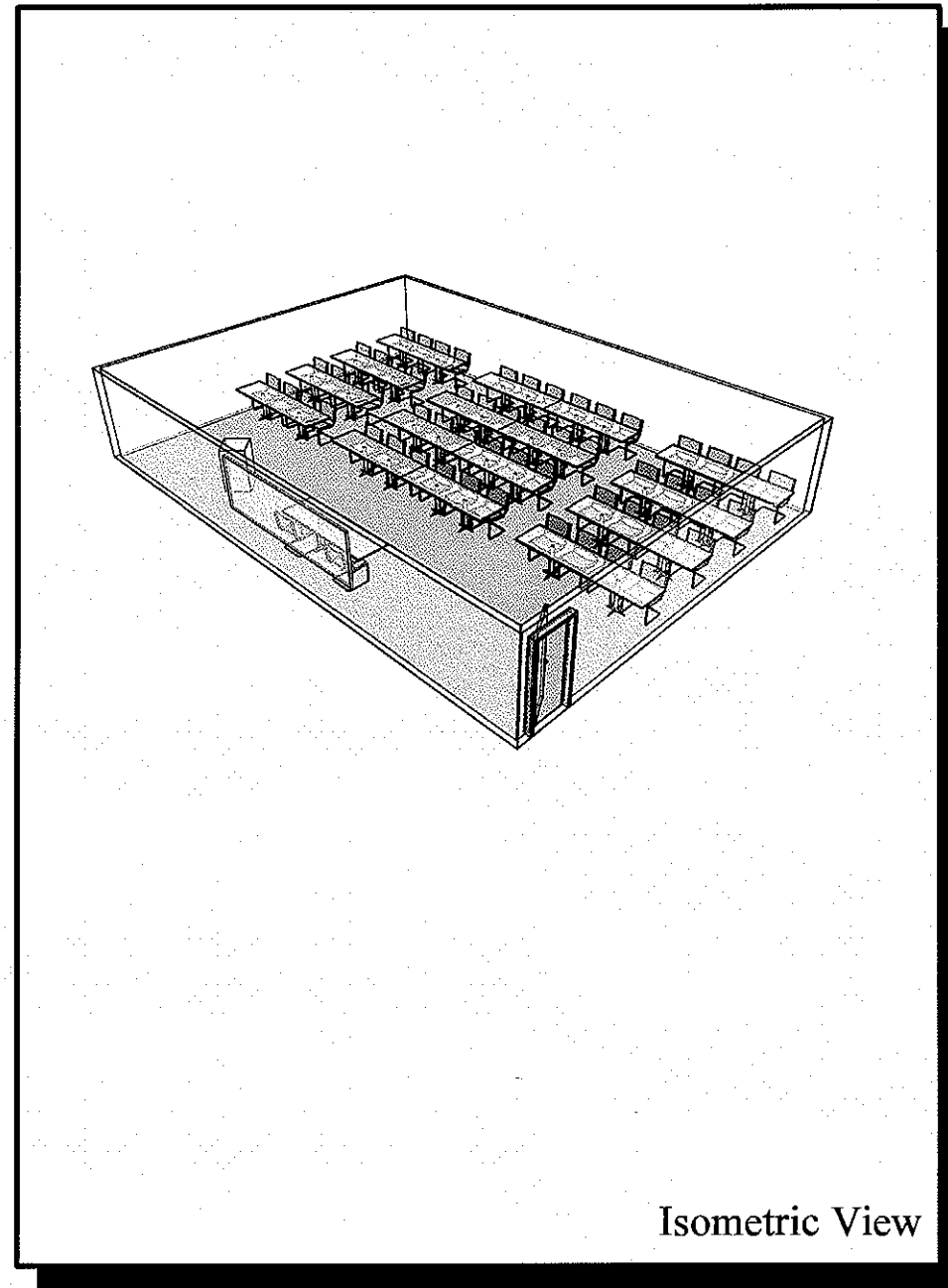
Isometric View

# Program / Space Needs Analysis

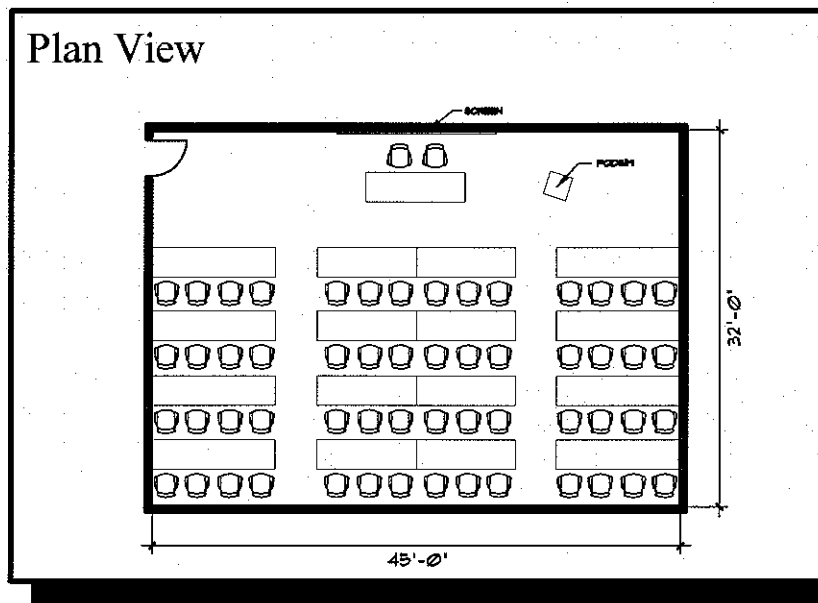
## Training Room

City of North Port, FL  
 Comprehensive Facility Study  
 ADG Project Number: 775-06

Area Standards:	
Area:	1440S.F.
Dimensions:	32'-0" x 45'-0"
Descriptions:	Training Room
Components:	Tables (9)                      2'-6" x 8'-6" Tables (8)                      2'-6" x 10'-6" Pull-up chairs (58) Podium Screen
Comments:	



Isometric View



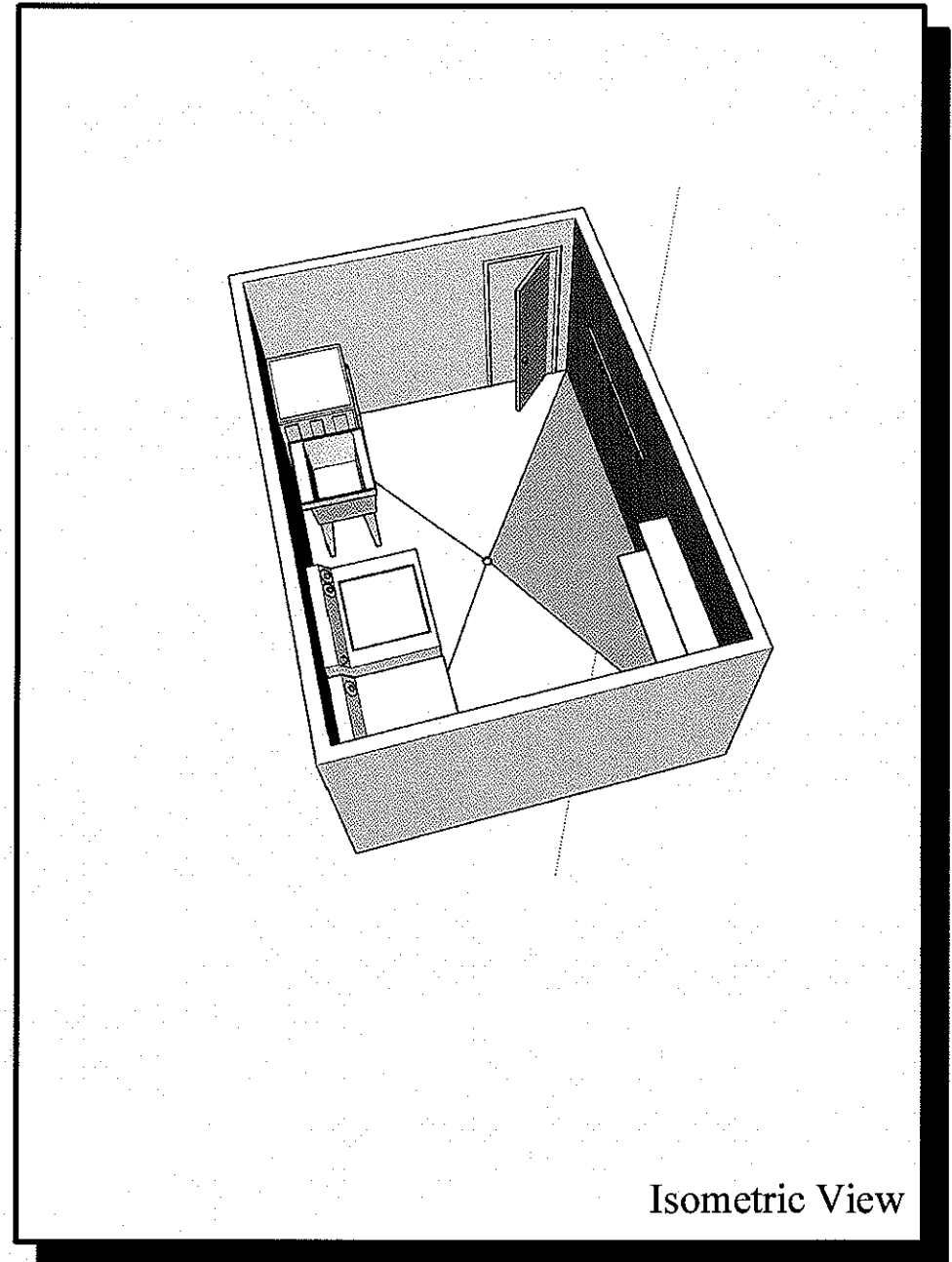
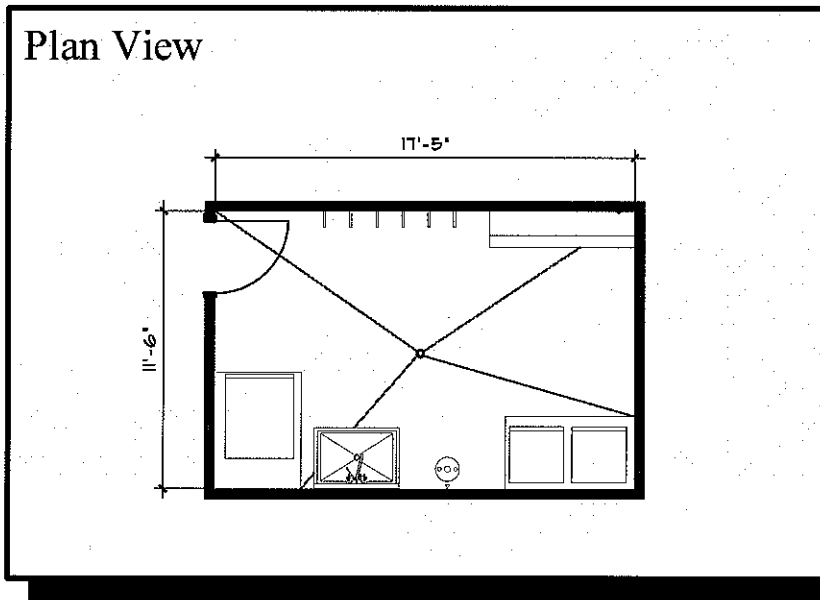
Plan View

# Program / Space Needs Analysis

## Decon Room

City of North Port, FL  
Comprehensive Facility Study  
ADG Project Number: 775-06

Area Standards:	
Area:	201 S.F.
Dimensions:	17'-5" x 11'-6"
Descriptions:	Decon/ Laundry Room
Components:	Options: Utility Sink Washer / Dryer Extractor Utility Hooks Emergency Eyewash / Shower
Comments:	



# Program / Space Needs Analysis

Executive Summary-Utilities, Fleet, Facilities Maintenance, Public Works

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
1.0	<b>Facilities Space Requirements</b>			
1.1	<b>Public Utilities</b>	11,863	12,919	18,753
1.2	<b>Utilities Warehouse</b>	13,764	18,641	27,646
1.3	<b>Facilities Maintenance</b>	5,681	6,279	8,697
1.4	<b>Fleet Maintenance</b>	37,580	37,878	56,130
1.5	<b>Public Works (Admin, Operations, IAD)</b>	17,278	21,617	31,852
1.6	<b>Public Works (Solid Waste)</b>	8,150	8,150	13,277
1.7	<b>Total</b>	<b>94,316</b>	<b>105,484</b>	<b>156,355</b>

# Program / Space Needs Analysis

## Site Area Requirements Summary

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes
<p>2.0 Site Area Requirements are based upon the tabulation of Exterior Areas provided in the space needs analysis with minimum requirement using an Impervious Surface Area Ratio IAR @ 60% maximum requirement using an IAR of 30%.</p>

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
2.0	<b>Site Area Requirements</b>			
2.1	<b>Public Utilities</b>	4.5 - 7.5 acres	6.4 - 11.3 acres	8.0 - 14.0 acres
2.2	<b>Facilities Maintenance</b>	0.9 - 1.75 acres	1.05 - 2.0 acres	1.5 - 2.25 acres
2.3	<b>Fleet Maintenance</b>	2.5 - 4.15 acres	3.3 - 5.5 acres	4.3 - 7.15 acres
2.4	<b>Public Works (Includes Solid Waste)</b>	7.5 - 14.8 acres	8.65 - 17.0 acres	12.5 - 24.5 acres
2.5	<b>Total Site Area</b>	<b>15.4 - 28.2 acres</b>	<b>19.4 - 35.8 acres</b>	<b>26.3 - 47.9 acres</b>

## **2. General Services**

- **Facilities Maintenance**
- **FLEET Maintenance**



# Program / Space Needs Analysis

General Services - Facilities Maintenance

Comprehensive Facility Study  
 City of North Port, Florida  
 ADG Project Number: 775-07

General Notes
<p>1.0 Minimal requirement for Public Access. Co-locate with other City Division (i.e. Fleet Maintenance).</p> <p>2.0 Share access to copy/ workroom and conference area co-locate with other City Division.</p>
<p>3.1 Phase I need for landscape supervisor only. Future need may require Building Trades and Building Maintenance Supervisors.</p> <p>3.3 Assembly meeting space for 20 people @ 20 SF Ea.</p>

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
1.0	<b>Public Access</b>			
2.0	<b>Administration</b>			
2.1	Facilities Manager	160	---	---
2.2	Landscape Manager	160	---	---
2.3	Administrative Assistant	80	---	80
2.4	Secure Files / Supply	60	40	40
3.0	<b>Maintenance Operations</b>			
3.1	Supervisor	100	100	100
3.2	Administrative Assistant	80	---	---
3.3	Crew Muster Area	400	---	400
3.4	Secure Equipment/Tool Storage	160	80	120

# Program / Space Needs Analysis

General Services - Facilities Maintenance

Comprehensive Facility Study  
 City of North Port, Florida  
 ADG Project Number: 775-07

General Notes
4.0 Consider shared facilities with other City Division.
4.3 Phase I & II need use Crew Muster area.

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
3.5	Flammable Materials Storage	60	---	60
3.6	Maintenance Materials Storage	240	---	200
3.7	Furniture Storage (Bulk Items)	480	200	280
3.8	Maintenance Shop	720	---	---
3.9	Landscape Tools and Equipment Storage	160	40	100
<b>4.0</b>	<b>Facility Support</b>			
4.1	Shower / Locker / Restrooms @ 180 SF Each	(2) 360	---	---
4.2	Breakroom / Vending	180	---	140
4.3	Conference	210	---	---
4.4	Mail Room / Receiving	140	---	---
4.5	Ice Machine	40	---	---

# Program / Space Needs Analysis

General Services - Facilities Maintenance

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes
7.0 The Efficiency Factor is a general allowance of space utilized for corridors, wall thickness, etc.

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
<b>5.0</b>	<b>Facility Services</b>			
5.1	Telecommunications	80	---	40
5.2	HVAC Equipment	320	---	180
5.3	Electrical Equipment	180	---	120
6.0	Subtotal	4,370	460	1,860
7.0	Efficiency Factor @ 30%	1,311	138	558
<b>8.0</b>	<b>Total</b>	<b>5,681</b>	598	2,418
9.0	Cumulative Total		<b>6,279</b>	<b>8,697</b>
<b>10.0</b>	<b>Exterior Areas</b>			
10.1	Covered Storage	240	---	240

# Program / Space Needs Analysis

General Services - Facilities Maintenance

Comprehensive Facility Study  
 City of North Port, Florida  
 ADG Project Number: 775-07

General Notes

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
10.2	City Vehicle Parking	8 Spaces	4 Spaces	4 Spaces
10.3	Employee Vehicle Parking	18 Spaces	6 Spaces	10 Spaces
10.4	Yard Storage	2,400	---	1,200

# Program / Space Needs Analysis

General Services - Fleet Maintenance

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
<p>1.0 Provide minimum space control access to secured complex.</p> <p>1.2 To be monitored by staff assistant. Provide window and counter. Also use as service write-up area.</p> <p>2.4 Consider location adjacent to vehicle maintenance bays.</p>	<b>1.0</b>	<b>Public Access</b>			
	1.1	Lobby	100	---	---
	1.2	Reception	60	---	---
	1.3	Public Restroom	80	---	---
	<b>2.0</b>	<b>Administration</b>			
	2.1	Fleet Manager	160	---	---
	2.2	Staff Assistant @ 100 SF Each	(2) 200	---	---
	2.3	Chief Mechanic	140	---	140
	2.4	Mechanic Admin Work Area @ 36 SF Each	(10) 360	(3) 108	(5) 180
	2.5	Office Supply	80	40	40
2.6	Copy / File / Work Area	85	---	---	

# Program / Space Needs Analysis

## General Services - Fleet Maintenance

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
<p>3.2 Function assigned to Staff Assistant for Phase I need.</p> <p>3.7 Locate on exterior wall with continuous direct exhaust, floor drain and emergency eye wash.</p> <p>3.8 Combine with Mechanic work stations (item 2.4).</p> <p>3.9 Allows for drive-thru access and variety of configurations, including:</p> <ul style="list-style-type: none"> <li>• Heavy equipment (6) 80,000 lb lift capacity.</li> <li>• Truck service (4) 40,000 lb lift capacity.</li> <li>• Automotive (3)</li> <li>• Tractor / Mower (2)</li> <li>• General Service (1)</li> <li>• Vehicle Wiring (1)</li> <li>• Small Engine (1)</li> </ul>	<b>3.0</b>	<b>Maintenance</b>			
	3.1	Parts Counter (6' x 12')	72	---	---
	3.2	Parts Specialist	---	100	---
	3.3	Parts Room (small parts)	600	---	280
	3.4	Parts Room (large parts)	1,200	---	520
	3.5	Special Tool Storage	280	---	200
	3.6	Tire Storage	280	---	200
	3.7	Battery Room	180	---	100
	3.8	Mechanic Muster	180	---	---
	3.9	Universal Work Bay @ 75' x 25' (10 mechanics)	(12) 22,500	---	(6) 11,250
	<b>4.0</b>	<b>Maintenance Support</b>			
	4.1	Welding Shop	400	---	---

# Program / Space Needs Analysis

General Services - Fleet Maintenance

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
4.5 Space available in Universal work bays.	4.2	Auto Body Shop	600	---	600
	4.3	Paint Booth	360	---	360
	4.4	Flammable Materials Storage	100	---	100
	4.5	Tire Shop	*	*	*
	4.6	Lubricant Storage	380	---	180
	4.7	Compressor Room	240	---	180
	4.8	Waste Fluid Storage	200	---	120
	4.9	HTE Systems Room	180	---	180
	4.8 Provides area for oil, hydraulic and anti-freeze fluids.	<b>5.0 Facility Support</b>			
5.1		Staff Restroom / Lockers / Showers @ 180 SF Each	(2) 360	---	---
5.2		Kitchen/Breakroom	280	---	---
5.3		Conference / Training	720	---	---
5.3 Space sized to accommodate 24 people.					

# Program / Space Needs Analysis

General Services - Fleet Maintenance

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
	5.4	Reference Library	60	---	---
	5.5	Maintenance Supply and Janitor's Room	100	---	60
	<b>6.0</b>	<b>Facility Services</b>			
	6.1	HVAC Equipment	380	---	220
	6.2	Telecommunications	60	---	60
6.3 Data distribution hub.	6.3	MDF Room	120	---	60
6.4 Provide an exterior emergency generator with weather "hardened" enclosure. 24-hour capacity. Automatic Transfer Switch (ATS) with electrical equipment.	6.4	Electrical Vault	220	---	180
	7.0	Subtotal	31,317	248	15,210
	8.0	Efficiency Factor @ 20%	6,263	50	3,042
	<b>9.0</b>	<b>Total</b>	<b>37,580</b>	<b>298</b>	<b>18,252</b>
8.0 The efficiency factor accounts for circulation areas. Wall thickness, etc. Factor recognizes the large maintenance bays area.	10.0	Cumulative Total		<b>37,878</b>	<b>56,130</b>



# Program / Space Needs Analysis

General Services - Fleet Maintenance

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
11.4 Total area identified for parking. Site layout should provide service ramps either side of maintenance bays to accommodate "in-service" vehicles up to 40' in length.	11.0	Exterior Areas			
	11.1	Vehicle Impound Storage - 30 Vehicles	11,250 SF	(40) 15,000 SF	(50) 18,750 SF
	11.2	Fueling Station • 18,000 gallon diesel • 10,000 gallon unleaded	40 x 70	---	---
	11.3	Wash Pad with Equipment Shed	30' x 70'	---	---
	11.4	Parking • City Service Vehicles (4) • Staff Vehicles (2) • Employee Vehicles (24) • In-Service (Maintenance) (40)	70 vehicles including access aisles and landscape provide 1.0 acres	20 vehicles  0.25 acres	30 vehicles  0.4 acres

# Program / Space Needs Analysis

Executive Summary-Utilities, Fleet, Facilities Maintenance, Public Works

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
1.0	<b>Facilities Space Requirements</b>			
1.1	Public Utilities	11,863	12,919	18,753
1.2	Utilities Warehouse	13,764	18,641	27,646
1.3	Facilities Maintenance	5,681	6,279	8,697
1.4	Fleet Maintenance	37,580	37,878	56,130
1.5	Public Works (Admin, Operations, IAD)	17,278	21,617	31,852
1.6	Public Works (Solid Waste)	8,150	8,150	13,277
1.7	<b>Total</b>	<b>94,316</b>	<b>105,484</b>	<b>156,355</b>

General Notes

# Program / Space Needs Analysis

## Site Area Requirements Summary

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes
<p>2.0 Site Area Requirements are based upon the tabulation of Exterior Areas provided in the space needs analysis with minimum requirement using an Impervious Surface Area Ratio IAR @ 60% maximum requirement using an IAR of 30%.</p>

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
2.0	<b>Site Area Requirements</b>			
2.1	<b>Public Utilities</b>	4.5 - 7.5 acres	6.4 - 11.3 acres	8.0 - 14.0 acres
2.2	<b>Facilities Maintenance</b>	0.9 - 1.75 acres	1.05 - 2.0 acres	1.5 - 2.25 acres
2.3	<b>Fleet Maintenance</b>	2.5 - 4.15 acres	3.3 - 5.5 acres	4.3 - 7.15 acres
2.4	<b>Public Works (Includes Solid Waste)</b>	7.5 - 14.8 acres	8.65 - 17.0 acres	12.5 - 24.5 acres
2.5	<b>Total Site Area</b>	15.4 - 28.2 acres	19.4 - 35.8 acres	26.3 - 47.9 acres

### **3. Public Works**

- **Road & Drainage District**
- **Solid Waste**
- **Common Exterior Areas**

# Program / Space Needs Analysis

Public Works - Road & Drainage District

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
1.5 Provide Conference adjacent to Public Access, limiting access to staff areas.	<b>1.0</b>	<b>Public Access</b>			
	1.1	Lobby	209	---	---
	1.2	Reception (Counter)	50	---	---
	1.3	Public Restroom	80	---	---
	1.4	Customer Service Clerk @ 64 S.F. Each	256	---	---
	1.5	Conference	210	---	---
	<b>2.0</b>	<b>Administration</b>			
	2.1	Public Works Director	220	---	---
	2.2	Assistant Public Works Director	---	---	180
	2.3	Business Manager	160	---	---
	2.4	Projects Administrator	160	160	---

# Program / Space Needs Analysis

Public Works - Road & Drainage District

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
2.8 Phase I need provides 24 seat Training Room. Future requirement add Conference area.	2.5	Operations Support Administrator	160	---	160
	2.6	Administrative Services Coordinator	140	---	---
	2.7	Executive Assistant @ 120 S.F. Each	(2) 240	(2) 240	(2) 240
	2.8	Staff Assistant @ 80 S.F. Each	(4) 320	---	(2) 160
	2.9	Conference / Training	720	---	260
	2.10	Reference Library	60	---	40
	2.11	Central File Storage	176	---	176
	2.12	Office Supply / Storage	80	40	40
	2.13	Coffee / Mini Break	60	---	---
	2.14	Copy / Fax / Printer	120	---	85

# Program / Space Needs Analysis

Public Works - Road & Drainage District

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
3.2 See Administration item 2.7 for assignment.	<b>3.0</b>	<b>Operations</b>			
	3.1	Operations Manager	160	---	---
	3.2	Staff Assistant	---	---	80
	3.3	Drainage Superintendent	100	---	---
	3.4	Waterways Superintendent	100	---	---
	3.5	Projects Coordinator	---	100	100
	3.6	Safety and Training Coordinator	100	---	---
	3.7	Engineering Technician @ 80 S.F. Each	---	---	(2) 160
	3.8	Files Storage	80	40	40
	3.9	Copy / Workroom	85	---	---
	3.10	Office Supply Storage	40	---	40
	3.11	Conference Room	---	210	---

# Program / Space Needs Analysis

Public Works - Road & Drainage District

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
3.13 Crew Master to accommodate 40 people.	3.12	Drainage Field Supervisor @ 80 S.F. Each	(3) 240	80	(2) 160
	3.13	Drainage Crew Master	720	---	---
	3.14	Tools / Material Storage	180	100	100
	3.15	Ice Machine	40	---	---
	3.16	Flammable Materials Storage	60	---	60
	3.17, 3.19, 3.20 Phase I need share space with Drainage Crew.	3.17	Waterways Field Supervisor @ 80 S.F. Each	(2) 160	---
3.18		Waterways Crew Master	---	---	500
3.19		Tools / Material Storage	180	100	100
3.20		Ice Machine	---	---	40
3.21		Flammable Storage	---	---	60
3.22		Road Section Administrator	100	---	---



# Program / Space Needs Analysis

Public Works - Road & Drainage District

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
3.24 Future need provides space for Bridge Crew.	3.23	Road Field Supervisor @ 80 S.F. Each	(20) 160	---	80
	3.24	Road Crew Master	500	---	220
	3.25	Tools / Material Storage	180	100	100
	3.26	Ice Machine	40	---	---
	3.27	Flammable Storage	60	---	60
	3.28	Traffic Control Supervisor	100	---	---
	3.29	Traffic Control Technician @ 100 S.F. Each	(2) 200	---	(2) 200
	3.30	Files Storage	60	---	60
	3.31	Traffic Control Work Area	120	---	120
	3.32	Signal Shop	---	800	200
	3.33	Supply / Inventory Storage	400	800	200
	3.34	Signs and Markings Work Area	280	160	40

# Program / Space Needs Analysis

Public Works - Road & Drainage District

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
<p>3.36 Space and technology similar to Public Safety Communications Center @ 125 S.F. / position.</p> <p>4.3 Waiting area for 6-8 people. Phase I reception by Executive Assistant.</p>	3.35	Signs and Markings Supply Storage	800	---	800
	3.36	Traffic Management Operations Center	---	---	(2) 250
	<b>4.0</b>	<b>Infrastructure Assessment Division</b>			
	4.1	Operations Engineer	160	---	---
	4.2	Executive Assistant	100	---	---
	4.3	Reception / Waiting	209	---	---
	4.4	Staff Assistant	---	80	80
	4.5	Conference	210	---	---
	4.6	Files / Storage	80	---	80

# Program / Space Needs Analysis

Public Works - Road & Drainage District

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
<b>4.7</b>	<b>Technical Support Section</b>			
4.7.1	IAD Engineer	140	---	140
4.7.2	GIS Technician	110	---	110
4.7.3	Engineering Technician @ 80 S.F. Each	---	80	(2) 160
4.7.4	Infrastructure Data Analyst	100	---	---
4.7.5	IT Technician	---	80	80
4.7.6	Files / Supply	80	40	40
4.7.7	Work Area	120	---	120
<b>4.8</b>	<b>IAD Field Section</b>			
4.8.1	Infrastructure Inspector Supervisor	100	---	---

# Program / Space Needs Analysis

Public Works - Road & Drainage District

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
4.8.2	Infrastructure Inspector @ 64 S.F. Each	(9) 576	(2) 128	(5) 320
4.8.3	Inspector Work Area	120	---	120
4.8.4	Files / Storage	60	---	60
4.8.5	Surveyor	---	---	160
4.8.6	Survey Technician @ 64 S.F. Each	---	---	(3) 192
4.8.7	Secure Storage Area	---	---	120
4.8.8	Survey Crew Chief	---	---	80
<b>5.0</b>	<b>Facility Support</b>			
5.1	Kitchen / Breakroom	280	---	---
5.2	Administrative Restrooms @ 140 S.F. Each	(2) 280	---	---

# Program / Space Needs Analysis

Public Works - Road & Drainage District

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
	5.3	Shower / Locker / Restrooms @ 180 S.F. Each	(2) 360	---	---
	5.4	Mail Room / Receiving	180	---	100
	5.5	Maintenance Supply	120	---	80
	5.6	Janitor Closet	40	---	40
	5.7	Decontamination	200	---	---
	<b>6.0</b>	<b>Facility Services</b>			
	6.1	Telecommunications / Demark	120	---	40
	6.2	HVAC Equipment	420	---	200
	6.3	Electrical Equipment	280	---	180
	6.4	Emergency Power Generator	180	---	180

# Program / Space Needs Analysis

Public Works - Road & Drainage District

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
8.0 The efficiency factor accounts for circulation area, wall thickness, etc.	7.0	Subtotal	13,291	3,338	7,873
	8.0	Efficiency Factor @ 30%	3,987	1,001	2,362
	9.0	<b>Total</b>	<b>17,278</b>	4,339	10,235
	10.0	Cumulative Total		<b>21,617</b>	<b>31,852</b>

# Program / Space Needs Analysis

Public Works - Solid Waste District

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes
1.0 Minimal accommodations required. Space provided primarily to limit vendor access to work areas.
2.2 Phase I need shall serve to monitor Public Access areas.
2.5 Phase I need combined with Conference item 1.4.

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
<b>1.0</b>	<b>Public Access</b>			
1.1	Reception / Waiting	100	---	---
1.2	Customer Service Clerk	64	---	64
1.3	Public Restroom	80	---	---
1.4	Conference	210	---	---
<b>2.0</b>	<b>Administration</b>			
2.1	Solid Waste Manager	160	---	---
2.2	Executive Assistant	100	---	---
2.3	Superintendent	100	---	100
2.4	Central File Storage	80	---	40
2.5	Library	60	---	60
2.6	Copy / Workroom	85	---	40

# Program / Space Needs Analysis

Public Works - Solid Waste District

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes
<p>3.2 Master / Crew Assembly Phase I need sized for 30 people @ 20 S.F./person.</p>
<p>4.1 Phase I need locate adja- cent to Crew Master, item 3.2 for accommodation of Breakroom.</p>

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
2.7	Office Supply Storage	40	---	20
<b>3.0</b>	<b>Crew Areas</b>			
3.1	Foreman	100	---	100
3.2	Crew Master	600	---	600
3.3	Secure Tool / Equipment Storage	180	---	180
3.4	Ice Machine	40	---	---
3.5	Flammable Storage	60	---	---
<b>4.0</b>	<b>Facility Support</b>			
4.1	Kitchen / Breakroom	180	---	---
4.2	Shower / Locker / Restrooms 2 @ 180 S.F. Each	360	---	---



# Program / Space Needs Analysis

Public Works - Solid Waste District

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
4.6 Area includes service bay and support area. See General Services Fleet Maintenance for detailed breakdown of spaces.	4.3	Maintenance Supply	80	---	40
	4.4	Janitor Closet	40	---	---
	4.5	District Supply / Storage	260	---	200
	4.6	Fleet Maintenance Bay and Support (1) Bay @ 75' x 25' plus lubricants, parts, compressor, etc.	2,500	---	2,500
	<b>5.0</b>	<b>Facility Services</b>			
	5.1	Telecommunications / Demark	80	---	---
	5.2	HVAC Equipment	320	---	---
	5.3	Electrical Equipment	210	---	---
	5.4	Emergency Power Generator	180	---	---

# Program / Space Needs Analysis

Public Works - Solid Waste District

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes
7.0 The Efficiency Factor accounts for circulation area, wall thickness, etc.

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
6.0	Subtotal	6,269	---	3,944
7.0	Efficiency Factor @ 30%	1,881	---	1,183
<b>8.0</b>	<b>Total</b>	<b>8,150</b>	---	5,127
9.0	Cumulative Total		<b>8,150</b>	<b>13,277</b>

# Program / Space Needs Analysis

## Public Works - Exterior Areas

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes
1.0 Assumes common areas shared by Public Works Administration, Road & Drainage District and Solid Waste.
1.1 Covered area for (2) diesel and (2) gas pumps. Includes above-ground tank storage.
1.2 Provide canopy, pressure hoses, soap solution and oil / water separator with solids settling pit.
1.8 Provides for public recycling of waste oil, battery collection, etc.

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
<b>1.0</b>	<b>Common Exterior Areas</b>			
1.1	Fueling Facility	60 x 100	---	---
1.2	Wash Rack	50 x 100	---	---
1.3	Concrete Casting Shed	---	30 x 60	---
1.4	Covered Materials Storage Bins	20 x 40	20 x 40	(4) 20 x 40
1.5	Concrete Pipe Storage	12 x 120	---	12 x 120
1.6	Traffic Control Yard Storage	30 x 50	---	30 x 50
1.7	Traffic Control Covered Storage	20 x 40	---	20 x 20
1.8	Solid Waste Recycling Area	20 x 20	---	---
1.9	Truck / Equipment Parking			
	• Large Apparatus up to 65' length	(6) 15 x 65	(2) 15 x 65	(4) 15 x 65
	• Moderate Apparatus up to 30' length	(35) 10 x 30	(10) 10 x 30	(20) 10 x 30
	• Standard Size Vehicle	(60) 10 x 20	---	(60) 10 x 20
	• Covered Miscellaneous Equipment @ 80 S.F. Each	(40) 3,200 S.F.	---	(40) 3,200 S.F.

# Program / Space Needs Analysis

Public Works - Exterior Areas

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
		<ul style="list-style-type: none"> <li>• Garbage Truck</li> <li>• Dumpster / Roll-off</li> </ul>	(20) 10 x 40 (12) 10 x 20	(10) 10 x 40 (6) 10 x 20	(10) 10 x 40 (6) 10 x 20
	1.10	Aquatics Covered Storage	20 x 30	---	---
	1.11	Miscellaneous Equipment Covered Storage	20 x 20	---	20 x 20
	1.12	Employee Vehicle Parking @ 375 S.F./space	(130) 16,900 S.F.	(20) 7,500 S.F.	(40) 15,000 S.F.
	1.13	Visitor Parking @ 375 S.F./space	(12) 4,500 S.F.	(3) 1,125 S.F.	(6) 2,250 S.F.

# Program / Space Needs Analysis

Executive Summary-Utilities, Fleet, Facilities Maintenance, Public Works

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
1.0	<b>Facilities Space Requirements</b>			
1.1	Public Utilities	11,863	12,919	18,753
1.2	Utilities Warehouse	13,764	18,641	27,646
1.3	Facilities Maintenance	5,681	6,279	8,697
1.4	Fleet Maintenance	37,580	37,878	56,130
1.5	Public Works (Admin, Operations, IAD)	17,278	21,617	31,852
1.6	Public Works (Solid Waste)	8,150	8,150	13,277
1.7	<b>Total</b>	<b>94,316</b>	<b>105,484</b>	<b>156,355</b>

# Program / Space Needs Analysis

## Site Area Requirements Summary

Comprehensive Facility Study

City of North Port, Florida

ADG Project Number: 775-07

General Notes
<p>2.0 Site Area Requirements are based upon the tabulation of Exterior Areas provided in the space needs analysis with minimum requirement using an Impervious Surface Area Ratio IAR @ 60% maximum requirement using an IAR of 30%.</p>

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
2.0	<b>Site Area Requirements</b>			
2.1	<b>Public Utilities</b>	4.5 - 7.5 acres	6.4 - 11.3 acres	8.0 - 14.0 acres
2.2	<b>Facilities Maintenance</b>	0.9 - 1.75 acres	1.05 - 2.0 acres	1.5 - 2.25 acres
2.3	<b>Fleet Maintenance</b>	2.5 - 4.15 acres	3.3 - 5.5 acres	4.3 - 7.15 acres
2.4	<b>Public Works (Includes Solid Waste)</b>	7.5 - 14.8 acres	8.65 - 17.0 acres	12.5 - 24.5 acres
2.5	<b>Total Site Area</b>	<b>15.4 - 28.2 acres</b>	<b>19.4 - 35.8 acres</b>	<b>26.3 - 47.9 acres</b>

## **1. Public Utilities**

# Program / Space Needs Analysis

## 1.0 Public Utilities

Comprehensive Facility Study  
 City of North Port, Florida  
 ADG Project Number: 775-07

General Notes

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
<b>1.0</b>	<b>Public Access</b>			
1.1	Lobby	210	---	---
1.2	Reception	80	---	---
1.3	Public Restroom	80	---	---
1.4	Customer Service Clerk	80	---	80
<b>2.0</b>	<b>Administration</b>			
2.1	Utilities Director	220	---	---
2.2	Assistant Utilities Director	180	---	180
2.3	Business Manager	160	---	---
2.4	Field Ops. Manager	160	---	160
2.5	Executive Assistant @ 100 SF Each	(2) 100	---	100



# Program / Space Needs Analysis

## 1.0 Public Utilities

Comprehensive Facility Study  
 City of North Port, Florida  
 ADG Project Number: 775-07

General Notes	Space Designation		Space Requirements (square feet)			
	No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025	
2.8 Small conference room to accommodate 8-10 people. Locate close to Public Access areas.	2.6	Public Relations Supervisor	140	---	---	
	2.7	Administrative Assistant @ 80 SF Each	(3) 240	80	(2) 160	
	2.8	Administrative Conference	210	---	210	
	2.9	Engineer	140	---	140	
	2.10	GIS Technician @ 110 SF Each	(3) 330	---	(2) 220	
	2.11	GIS/Engineering Work Area	120	---	---	
	2.12	GIS/Engineering Secure Storage	100	40	40	
	2.16 Consider compressed file storage system to save area.	2.13	File / Copy / Workroom	85	---	---
		2.14	Office Supply Storage	80	40	40
	2.17 Large conference for staff assembly training, meetings. Sized to accommodate 30 people. Consider 2 - 325 SF spaces with divider wall.	2.15	Mini Break / Coffee Station	60	---	---
2.16		Central File Storage	800	---	---	
2.17		Conference Room	650	---	---	

# Program / Space Needs Analysis

## 1.0 Public Utilities

General Notes
3.0 WTP & WWTP Operations.
3.5 Space to accommodate 40 people @ 20 SF Each.
4.0 Inspectors and Supervisor work space currently provided in Trailer with operations yard.

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
2.18	Reference Library	80	---	40
<b>3.0</b>	<b>Plant Operations</b>			
3.1	Operations Manager	160	---	160
3.2	Instrument Control Tech.	---	80	80
3.3	Administrative Assistant	---	80	---
3.4	Superintendent @ 100 SF Each	(3) 300	---	(2) 200
3.5	Crew Muster Area	800	---	---
3.6	Secure Equipment Storage	200	100	100
<b>4.0</b>	<b>Inspections / Meter Reading</b>			
4.1	Construction Coordinator	110	---	110

# Program / Space Needs Analysis

## 1.0 Public Utilities

Comprehensive Facility Study  
 City of North Port, Florida  
 ADG Project Number: 775-07

General Notes
4.7 Included with Warehouse.
5.0 Reports to Field Ops Manager. See item 2.4.
5.1, 5.2 - See plant operations items 3.4 and 3.5.

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
4.2	Inspector @ 48 SF Each	(5) 240	(2) 96	(3) 144
4.3	Inspections / Meter Reader Work Area	120	---	120
4.4	Files / Equipment Storage	80	---	60
4.5	Meter Reader Supervisor	110	---	---
4.6	Meter Reader @ 48 SF Each	(5) 240	(2) 96	(3) 144
4.7	Meter Shop	*	*	*
<b>5.0</b>	<b>C &amp; D Operations</b>			
5.1	Field Supervisor @ 100 SF Each	---	(2) 200	(2) 100
5.2	Crew Muster Area	---	---	400
5.3	Secure Equipment and Tools Storage	180	---	80

# Program / Space Needs Analysis

## 1.0 Public Utilities

General Notes
6.0 Common areas used by all divisions.
6.1 Phase I need use crew muster for break area.

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
5.4	Flammable Materials Storage	60	---	---
5.5	Ice Machine	40		40
<b>6.0</b>	<b>Facility Support</b>			
6.1	Kitchen / Breakroom	160	---	200
6.2	Administrative Restrooms 2 @ 140 SF Each	280	---	---
6.3	Shower / Locker / Restrooms 2 @ 220 SF Each	440	---	240
6.4	Facilities Maintenance and Supplies	280	---	200
6.5	Janitor's Closet @ 40 SF Each	(2) 80	---	40
6.6	Mail Room / Receiving	180	---	---
6.7	Fabrication Shop and Supplies	---	---	320

# Program / Space Needs Analysis

## 1.0 Public Utilities

Comprehensive Facility Study  
 City of North Port, Florida  
 ADG Project Number: 775-07

General Notes
7.0 Equipment spaces servicing entire facility.
7.3 An emergency generator is recommended. Provide weather "hardened" exterior equipment.
9.0 The efficiency factor accounts for circulation areas, wall thickness, etc.

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
7.0	<b>Facility Services</b>			
7.1	Telecommunications / Demark	120	---	60
7.2	HVAC Equipment	420	---	200
7.3	Electrical Equipment	220	---	120
8.0	Subtotal	9,125	812	4,488
9.0	Efficiency Factor @ 30%	2,738	244	1,346
<b>10.0</b>	<b>Total</b>	<b>11,863</b>	1,056	5,834
11.0	Cumulative Total		<b>12,919</b>	<b>18,753</b>

# Program / Space Needs Analysis

## 1.0 Public Utilities

General Notes
12.7 Small conference area to accommodate 6-8 people. Phase I need accommodated by the copy/files/workroom.

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
12.0	Warehouse			
12.1	Controller	160	---	---
12.2	Administrative Assistant	---	---	100
12.3	Technical / Clerical @ 64 SF Each	---	64	64
12.4	Copy / Files / Work Room	120	---	60
12.5	Secure Files Storage	40	---	40
12.6	Service Counter (6' x 10')	60	---	---
12.7	Conference	210	---	---
12.8	Climate Controlled Storage Area	2,800	---	1,200
12.9	Warehouse	8,000	4,000	6,000
12.10	Flammable Materials Storage	80	---	40
12.11	Subtotal	11,470	4,064	7,504

# Program / Space Needs Analysis

## 1.0 Public Utilities

General Notes
<p>12.12 The efficiency factor is a general allowance of space utilized for corridors, wall thickness, etc. Low factor recognizes large storage spaces.</p>
<p>13.0 Minimum usable site area of 3 acres required for Phase I need.</p>
<p>13.3 Areas based on experience with comparable municipal utility departments. Also requires access and turning for deliveries on large vehicles.</p>

Space Designation		Space Requirements (square feet)		
No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
12.12	Efficiency Factor @ 20%	2,294	813	1,501
<b>12.13</b>	<b>Total</b>	<b>13,764</b>	4,877	9,005
12.14	Cumulative Total		<b>18,641</b>	<b>27,646</b>
12.15	Exterior Covered Storage	6,000 SF	3,000 SF	5,000 SF
<b>13.0</b>	<b>Exterior Areas</b>			
13.1	Covered Vehicle Storage 4 @ 18' x 36'	4 Spaces	3 Spaces	3 Spaces
13.2	Water Distribution / Wastewater Equipment	20 x 40	---	20 x 40
13.3	Operations Maintenance Vehicle Storage			
	• Trailers (10) @ 8' x 16'	10 Spaces	4 Spaces	4 Spaces
	• Small Trucks (30) @ 10' x 20'	30 Spaces	10 Spaces	15 Spaces
	• Heavy Equipment (12) @ 12' x 74'	12 Spaces	5 Spaces	5 Spaces
	• Open Flatbed Trailer (2) @ 14' x 74'	2 Spaces	---	2 Spaces

# Program / Space Needs Analysis

## 1.0 Public Utilities

Comprehensive Facility Study  
 City of North Port, Florida  
 ADG Project Number: 775-07

General Notes	Space Designation		Space Requirements (square feet)		
	No.	Space Function	Phase I YEAR: 2008	Phase II YEAR: 2015	Phase III YEAR: 2025
	13.4	Emergency Generators Covered Storage	20' x 40'	---	20' x 40'
	13.5	Passenger Vehicle Parking • Staff (50) • Visitor (15)	65 Spaces	20 Spaces	30 Spaces
	13.6	Fueling Facility	*	*	60 x 100
	13.7	Wash Rack	50 x 100	---	---