



REQUEST FOR SERVICES

RFS NO. 2020-04

The Palm Beach MPO
d/b/a
The Palm Beach Transportation Planning Agency

is seeking Submittals for:

Permitting, Fabrication and Installation of Exterior Building Signage

**IN ACCORDANCE WITH THE PROVISIONS OF ADA, THIS DOCUMENT MAY BE
REQUESTED IN AN ALTERNATE FORMAT**

Vice Mayor Maria Marino, TPA Governing Board Chair

**Nick Uhren, P.E. - Executive Director
Palm Beach Transportation Planning Agency
301 Datura Street
West Palm Beach, FL 33401**

DATE ISSUED: July 28, 2020

CLOSING DATE AND TIME: August 11, 2020 @ 4:00 P.M. EST

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SECTION 1 - GENERAL INFORMATION

1.1 ISSUING OFFICE

This Request for Services (RFS) is issued by the Palm Beach MPO d.b.a. the Palm Beach Transportation Planning Agency (hereinafter referred to as “TPA”). The TPA is the SOLE point of contact concerning this RFS. All communications regarding this RFS must be done through the TPA as outlined in Section 1.7, Contact Person. The procurement standards governing this RFS can be found on the TPA website at www.PalmBeachTPA.org/Business.

1.2 PURPOSE OF THE PROJECT

The TPA is seeking submittals from qualified contractors to provide permitting, fabrication and installation of exterior building signage for the TPA’s Office at 301 Datura Street, West Palm Beach, FL 33401.

1.3 PERIOD OF CONTRACT

A purchase order will be executed upon selection of a Respondent. The contract shall expire upon close out of the permits with the City of West Palm Beach and final payment by the TPA.

1.4 QUALIFICATION OF RESPONDENTS

All Respondents to this RFS shall have demonstrated experience in permitting, fabrication and installation of exterior building signage.

1.5 TIMETABLE

The anticipated schedule and deadline for the RFS and Contract approval are as follows:

<u>Activity</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
RFS available for download from Palm Beach TPA website.	7/28/2020	4:00 p.m.	www.PalmBeachTPA.org/Business
Deadline for receipt of questions of comments.	7/31/2020	4:00 p.m.	Submit via e-mail to finance@PalmBeachTPA.org
Responses to Questions and RFS Amendments (if any) available for download from Palm Beach TPA website.	8/4/2020	4:00 p.m.	www.PalmBeachTPA.org/Business
Deadline for receipt of submittals.	8/11/2020	4:00 p.m.	Submit via e-mail to finance@PalmBeachTPA.org
Notification to Selected Respondent	8/11/2020	5:00 p.m.	Notified via phone and/or e-mail
Contract Execution	8/12/2020	5:00 p.m.	

NOTE: The TPA reserves the right to alter the above activities, places and/or times at the TPA’s sole discretion.

1.6 ENTERING SUBMITTALS

Respondents must submit one (1) complete electronic copy of the Submittal, including all digitally signed and authorized forms, in PDF format. All Submittals should be formatted to print on letter size paper with a minimum of 11-point text.

The Price Proposal Page (Appendix A) must be signed by an officer of the company who is legally authorized to enter a contractual relationship in the name of the respondent (“Authorized Person”).

The submission of a proposal by a respondent will be considered by the TPA as constituting a legal offer by the Respondent to perform the required services at the pricing submitted to the TPA identified therein.

All proposals must be submitted by 4:00 PM on July 11, 2020 via e-mail to finance@PalmBeachTPA.org.

1.7 CONTACT PERSON

The TPA Contact Person for this RFS is Margarita Pierce, Executive Administrator, (561) 725-0802, e-mail address: finance@PalmBeachTPA.org.

Respondents are advised that from the date of release of this RFS until award of the contract, no contact with TPA staff concerning this RFS is permitted, except as authorized by the Contact Person designated herein.

1.8 ADDITIONAL INFORMATION / AMENDMENT(S)

Any questions, comments (i.e., additional information or clarifications) must be made, in writing via e-mail no later than the date specified and to the address listed in the RFS Timetable (Section 1.5) to the Contact Person (Section 1.7 above). The request must contain the Respondent’s name, address, phone number, and e-mail address.

Changes to this RFS, when deemed necessary by the TPA, will be completed only by written Amendment(s) issued no later than the date specified in the RFS Timetable (Section 1.5). Respondents should not rely on any representations, statements or explanations other than those made in the RFS or in any Amendment to this RFS. In the case of any apparent conflict between the RFS and any Amendment issued, the latest Amendment issued shall prevail.

As they are issued, all Amendments to solicitations will be posted under the applicable solicitation on www.PalmBeachTPA.org/business. It is the sole responsibility of the Respondent to check for any Amendments prior to the deadline for receipt of Submittals. The TPA shall not be responsible for the completeness of any RFS package not downloaded directly from the TPA website.

It is the Respondent’s sole responsibility to obtain all Amendments. The Respondent should verify with the designated Contact Person (Section 1.7) prior to providing a Submittal that all Amendments have been received.

SECTION 2 - GENERAL TERMS AND CONDITIONS

2.1 SUBMITTAL GUARANTEE

Respondent guarantees their commitment, compliance, and adherence to all requirements of the RFS by submission of their Submittal.

2.2 MODIFIED SUBMITTALS

A Respondent may submit a modified Submittal to replace all or any portion of a previously submitted Submittal until the deadline for receipt of Submittals. The TPA will only consider the latest version of the Submittal.

2.3 WITHDRAWAL OF SUBMITTALS

A Submittal may be withdrawn only by written notification. Letters of withdrawal received after the deadline for receipt of Submittals will not be accepted unless the contract has been awarded to another Respondent or no award has been made within ninety (90) days after the deadline for receipt of Submittals.

Unless withdrawn, as provided in this subsection, a submittal shall be irrevocable until the time that a contract is awarded.

2.4 LATE SUBMITTALS, LATE MODIFIED SUBMITTALS

Submittals and/or modifications to Submittals received after the deadline for receipt of Submittals specified in RFS Timetable (Section 1.5) are late and shall not be considered.

2.5 RFS POSTPONEMENT / CANCELLATION

The TPA may, at its sole and absolute discretion, reject any and all, or parts of any and all Submittals; waive any minor irregularities in this RFS or in the Submittals received as a result of this RFS; postpone or cancel, at any time, this RFS process; or re-issue this RFS.

2.6 COSTS INCURRED BY RESPONDENTS

All expenses incurred with the preparation and submission of Submittals to the TPA, or any work performed in connection therewith, shall be borne by the responding party. No payment shall be made for Submittals received, nor for any other effort required of or made by the Respondents, prior to commencement of work as defined by a contract approved by the TPA in accordance with the TPA's Procurement Policy.

2.7 PROPRIETARY / CONFIDENTIAL INFORMATION

Any material submitted in response to this RFS is considered a public document in accordance with Section 119.07, Florida Statutes (F.S.). This includes material which the Respondent might consider to be confidential. All submitted information that the Respondent believes to be confidential and exempt from disclosure (i.e., a trade secret or as provided for in Section 119.07 and Section 812.081, F.S.) must be specifically identified as such. Upon receipt of a public records request for such information, a determination will be made as to whether the identified information is in fact confidential.

2.8 NEGOTIATIONS

The TPA may award a contract on the basis of initial offers received, without discussions. Therefore, each proposal should contain the Respondent's best price and final offer.

Pursuant to Paragraph 5(b) of Section 287.055, F.S., the TPA, at its sole discretion, reserves the right to enter into Contract negotiations with the highest evaluated responsive, responsible Respondent. If the TPA and said Respondent cannot negotiate a successful contract, the TPA may terminate said negotiations and begin negotiations with the next highest evaluated responsive, responsible Respondent. This process may continue until the Contract acceptable to the TPA has been executed or all Submittals are rejected. No Respondent shall have any rights against the TPA arising from such negotiations or termination thereof.

2.9 RIGHT TO PROTEST

In accordance with the Palm Beach Transportation Planning Agency Procurement Policy, Requests for Services are exempt from protests.

2.10 DISADVANTAGED BUSINESS ENTERPRISE (DBE)

Policy

It is the policy of the TPA that disadvantaged businesses, as defined by 49 Code of Federal Regulations (CFR), Part 26, shall have an opportunity to participate in the performance of TPA contracts in a nondiscriminatory environment. The objectives of the Disadvantaged Business Enterprise (DBE) Program are to ensure non-discrimination in the award and administration of contracts, ensure firms fully meet eligibility standards, help remove barriers to participation, create a level playing field, assist in development of a firm so it can compete successfully outside of the program, provide flexibility, and ensure narrow tailoring of the program.

Consideration

For purchases made as a result of this solicitation, the TPA shall consider DBE participation in evaluating respondent's Proposals and making an award of a contract. The TPA adopts the most current Florida Department of Transportation (FDOT) statewide DBE Participation targets for FHWA and FTA assisted projects as published at fdot.gov/equalopportunity/dbegoal. Therefore, Respondents are encouraged and urged to make every effort to actively seek certified DBE participation and include that participation as part of their proposal. Respondents should indicate the estimated percentage of the contract that may be performed by DBE firms in the Key Personnel section of their Submittals.

DBE Certification

Only those firms certified by the Florida Department of Transportation (FDOT) or other participants in Florida's Unified Certification Program at the time of proposal opening shall be counted toward the established DBE goals. It is the responsibility of the Respondent to confirm and document the certification of any proposed DBE.

2.11 RULES; REGULATIONS; LICENSING REQUIREMENTS

The Respondent shall comply with all laws, ordinances, and regulations applicable to the services contemplated herein, to include those applicable to conflict of interest and collusion. Respondents are presumed to be familiar with all federal, state and local laws, ordinances, codes and regulations that may, in any way, affect the services offered, to include Executive

Order No. 11246 entitled “Equal Employment Opportunity” as amended by Executive Order No. 11375, and as supplemented by the Department of Labor Regulations (41 CFR, Part 60).

2.12 RESPONSIVE SUBMITTALS

Each Submittal will be reviewed to determine for responsiveness to the RFS. A Responsive Submittal is one which has been signed, has been submitted by the specified submission time, and has provided the information required as stated in Section 3. Submittals deemed to be non-responsive will be rejected from further evaluation by the TPA.

2.13 EXCEPTIONS TO THE RFS

All exceptions taken must be specific, and the Respondent must indicate clearly, what alternative is being offered to allow the TPA a meaningful opportunity to evaluate the proposal. Respondents are cautioned that submitting an alternative proposal does not relieve the Respondent from submitting the “Minimum Requirements” as stated in Section 3. The TPA is under no obligation to accept any proposed exceptions or alternatives.

2.14 TPA’S EXCLUSIVE RIGHTS

The TPA reserves the exclusive right to:

- A. Waive any deficiency or irregularity in the selection process;
- B. Accept or reject any or all qualifications statements in part or in whole;
- C. Request additional information as appropriate; and,
- D. Reject any or all Submittals if found not to be in the best interest of the TPA.

By providing a Submittal for this RFS, all Respondents acknowledge and agree that no enforceable agreement arises until the TPA signs the Agreement, that no action shall require the TPA to sign such agreement at any time, and that each Respondent waives all claims to damages, lost profits, costs, expenses, reasonable attorney’s fees, etc., as a result of the TPA not signing such agreement.

2.15 SELECTION PROCESS

All Responsive Submittals received in accordance with the timeline established in this RFS (Section 1.5) that satisfy the purpose of the project in section 1.2 shall be reviewed and ranked by TPA staff using the evaluation criteria in section 2.16.

2.16 EVALUATION CRITERIA

TPA Staff shall evaluate and rank the Submittals that satisfy the purpose of the project using the following evaluation criteria:

	<u>Maximum Points</u>
1. Durability of Proposed Materials	20
2. Installation Method	20
3. Price Proposal	50
4. DBE Participation Level	10
Total	100

TPA Staff shall rank the finalists and make an award recommendation to the Executive Director. In the event of a tie, the Submittal with the lowest total cost shall be the tie breaker. If the tie persists, the final tie breaker shall be by means of a random selection (i.e. coin toss).

2.17 AWARD OF CONTRACT

The Executive Director will consider the rankings and execute a purchase order in accordance with the terms of this RFS and the Respondent's proposal.

The award, if any, will be made to the highest ranked, responsive, and responsible Respondent whose Submittal is considered to be the most advantageous to the TPA based on the TPA's opinion after review of every criteria including, but not limited to, price. Should any selected Respondent and the TPA be unable to consummate a written contract, the TPA may proceed to the next most advantageous Submittal or issue a new solicitation or cancel the procurement process in its entirety.

2.18 COMMENCEMENT OF WORK

This RFS does not, by itself, obligate the TPA. The TPA's obligation will commence when a purchase order is executed by the Executive Director and provided to the Respondent. The TPA will not be responsible for any work done by the Respondent, even work done in good faith, if it occurs prior to the contract start date set by the TPA.

2.19 INDEMNIFICATION

The successful Respondent shall indemnify, and hold harmless the TPA, and its officers and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness or intentionally wrongful conduct of the successful Respondent and other persons employed or utilized by the successful Respondent in the performance of the services under the Contract.

2.20 TAXPAYER IDENTIFICATION NUMBER

The successful Respondent(s) shall provide the TPA with their Taxpayer Identification Number prior to being recommended for award of any Contract resulting from this solicitation.

2.21 AUTHORIZED SIGNATURE

The authorized Representative signature required on all Submittals and the Contract must be made by an officer of the company (if applicable).

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SECTION 3 - PROPOSAL REQUIREMENTS

3.1 BUSINESS INFORMATION FORM

The Respondent shall provide the completed Business Information Form (Section 5.1) to the TPA's Contact Person (Section 1.7) containing, the following:

- Identification of Respondent, including name and address.
- Proposed working relationship between Respondent and subcontractors, if applicable.
- Percentage of DBE Participation
- Name, title, telephone number, and e-mail address of contact person during period of proposal evaluation
- Signature by a person authorized to bind Respondent to the terms of the proposal.

3.2 PRICE PROPOSAL

The Respondent shall submit a price proposal for the scope of services including:

- Permit acquisition costs
- Fabrication of all sign elements, including materials to be used
- Installation, including description of methodology to be used

If the price proposal varies based on any factors, Respondent must provide this information as well.

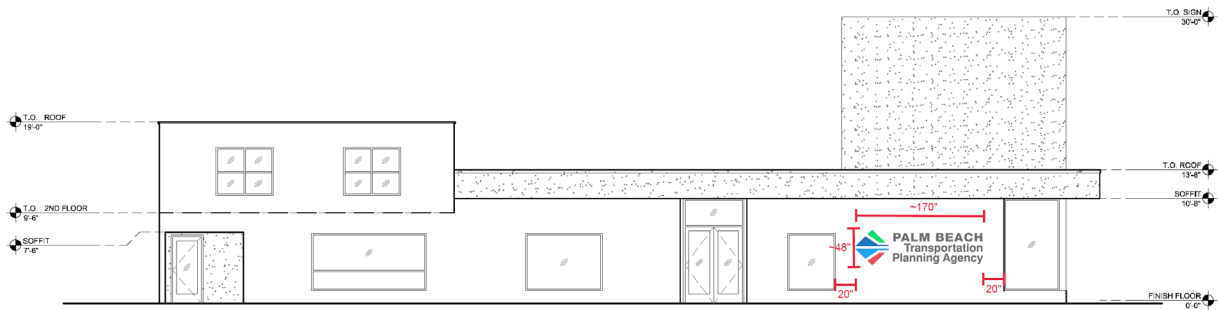
The Respondent is responsible for the accuracy of the pricing provided as part of the Submittal. Any errors in providing an accurate price response due to inaccuracies in the provided template are the sole responsibility of the Respondent.

Remainder of this page intentionally blank

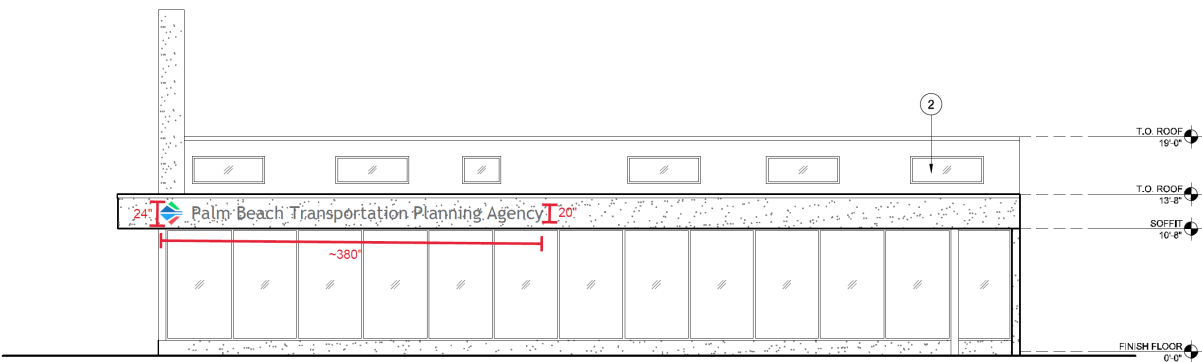
SECTION 4 - SCOPE OF WORK/SERVICES

Scope:

1. The Contractor shall permit, fabricate and install exterior building signage at 301 Datura Street in West Palm Beach on both the south and east elevations of the building as depicted on the renderings below.
 - a. South Elevation sign dimensions are approximately 48" tall x 170" wide.
 - b. East Elevation sign dimensions are approximately 24" tall (lettering is 20" tall) x 380" wide.
2. The Contractor shall create icon and lettering elements from TPA-provided high-resolution graphic file.
3. The contractor shall use the color specifications noted below.
4. All lettering shall use the Trebuchet MS font.
5. All icon and lettering elements shall be dimensional, at least 1-inch thick, with uniform coloring on face and sides.
6. All icon and lettering elements shall be mounted separately with concealed hardware.



1 SOUTH ELEVATION



2 EAST ELEVATION

COLOR PALETTE

PRIMARY COLORS

RED	GREEN	DARK BLUE	LIGHT BLUE	GREY
C:0 M:84 Y:58 K:0	C:71 M:0 Y:82 K:0	C:83 M:53 Y:18 K:2	C:70 M:34 Y:10 K:0	C:59 M:50 Y:47 K:15
#f04f5b	#02e06c	#1c75db	#2b44ff	#6c6d70
R:245 G:77 B:90	R:2 G:225 B:108	R:28 G:117 B:187	R:33 G:164 B:255	R:108 G:109 B:112
PMS 1788	PMS 7481	PMS 7462	PMS 2925	PMS 7540

Accurate color matching is an important part in maintaining the Palm Beach Transportation Planning Agency identity. It is essential that all color standards are carefully followed and adhered to.

SECTION 5 - DOCUMENTS TO BE SUBMITTED WITH PROPOSAL

The Respondent shall complete and submit the following documents as part of its formal submittal. FAILURE TO COMPLETE, SIGN AND SUBMIT THESE DOCUMENTS MAY DEEM A SUBMITTAL NON-RESPONSIVE.

1. Business Information Form (Exhibit A)
2. Price Proposal

EXHIBIT A - BUSINESS INFORMATION FORM

NAME OF ENTITY: _____
(Exactly as it is to appear on the Contract/Agreement)

ENTITY ADDRESS: _____

CONTACT PERSON: _____

TITLE: _____

TELEPHONE NUMBER: (____) _____ EMAIL: _____

If Respondent is a subsidiary, state name of parent company: _____
All information provided herein must be as to Respondent (subsidiary) and not parent company.

FEDERAL I.D. NUMBER: _____

FORM OF ENTITY:

- Corporation Limited Liability Company Partnership, General
 Partnership, Limited Joint Venture Sole Proprietorship

Is Entity registered to do business in the State of Florida? Yes No If yes, as of what date? _____

Proposed DBE(s) & Expected percentage of contract to be performed by DBE(s): _____ %

<u>DBE(s) Name</u>	<u>Type of Work</u>	<u>Percentage of Contract</u>
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MANDATORY RESPONDENT CERTIFICATIONS:

The Respondent certifies by signature below the following:

1. The Respondent will register with the Florida Division of Corporations as either a Florida or foreign corporation prior to the effective date of the contract with the TPA if it is the Awardee and is not presently registered.
2. The completed PRICE PROPOSAL is submitted as the current, accurate, complete and all-inclusive Total Pricing, including "out-of-pocket" expenses (if any), to provide the TPA with Services in accordance with the Requirements/Services set forth in this RFS document.
3. This Submittal is current, accurate, complete, and is presented to the TPA for the performance of this contract in accordance with all the requirements as stated in this RFS.
4. The Submittal is provided without prior understanding, agreement, or connection with any corporation, firm, or person providing a Submittal for the same materials, services, and supplies and is, in all respects, fair and without collusion or fraud.
5. The Respondent has the financial stability to fully perform the terms and conditions as specified herein, and will provide financial information to document this upon request by the TPA at any time during the solicitation process and in any form deemed necessary by the TPA.

RESPONDENT'S AUTHORIZED SIGNATURE:

SIGNATURE: _____

TITLE: _____

PRINT NAME: _____

DATE: _____