

**RIVERWOOD
COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR QUALIFICATIONS**

November 11, 2016

**Submittals Must Be Submitted No Later Than
November 30, 2016 @ 3:00 p.m.**

**RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR QUALIFICATIONS**

The Riverwood Community Development District ("RCDD") seeks qualifications from firms interested in providing architectural and engineering services for the construction of the Riverwood Activity Center Campus additions and modifications. Submittals shall be made to the Riverwood Community Development District, 4250 Riverwood Dr. Port Charlotte, Florida 33953, prior to 3:00 p.m. on November 30, 2016. At approximately 3:05 p.m. on November 30, 2016, the submittals will be opened publicly at the Purchasing Office.

Submittals shall be marked "Riverwood Activity Campus Center Additions and Modifications", and shall include five signed originals and five copies of the submittal. Submittals must comply with all of the specifications and instructions in the Request for Qualifications, a copy of which may be obtained by contacting RCDD's Purchasing Agent Brad Mc Knight (941) 979-8720.

The RCDD reserves the right to reject any or all submittals, to waive technicalities, to re-advertise, and to otherwise conduct this Request for Qualifications in the manner it deems to be in the best interests of the RCDD.

Prospective firms, as well as any agents, representatives or persons acting at the request of such prospective firms, shall be prohibited from discussing any matters related in any way to this Request for Qualifications with any RCDD officer, agent, or employee, other than the Purchasing Agent, or as may otherwise be directed in the Request for Qualifications.

RIVERWOOD COMMUNITY DEVELOPMENT DISTRICT REQUEST FOR QUALIFICATIONS

GENERAL INSTRUCTIONS

The Riverwood Community Development District (“RCDD”) seeks qualifications from firms interested in providing architectural and engineering services for the construction of the Riverwood Activity Center Campus additions and modifications. Submittals shall be made to the Riverwood Community Development District, 4250 Riverwood Dr. Port Charlotte, Florida 33953, prior to 3:00 p.m. on November 30, 2016. At approximately 3:05 p.m. on November 30, 2016, the submittals will be opened publicly at the Purchasing Office.

Submittals received after the established deadline will not be opened.

Submittals shall be marked "Riverwood Activity Campus Center Additions and Modifications", and shall include Five signed originals and Five copies of the submittal. Submittals must comply with all of the specifications and instructions in this Request for Qualifications (“RFQ”).

1. PURPOSE

Riverwood is a gated golf course residential community located in Port Charlotte, Florida. Construction of Riverwood began in 1992 and was completed in 2014. There are 1,323 homes in Riverwood spread throughout twenty-nine (29) neighborhoods. There are nineteen (19) single family home neighborhoods, six (6) twin-villa neighborhoods, and four (4) multi-family/condo neighborhoods.

Riverwood’s existing Activity Center Campus consist of two (2) buildings, six (6) tennis courts, three (3) Bocce ball courts, a natural grass croquet court, a pool and spa with a sun-bathing area, a children’s play area, a dog park, and vehicle parking.

The original building, built in 1995 houses the Riverwood Community Association (RCA) offices, a fitness center, a library, an open area with a pool table, and restrooms. This building is approximately 5,000 sq. ft.

The second building, built in 2005, has movable interior walls which provide flexibility for supporting multiple activities during peak usage in the winter. This building is approximately 7,800 sq. ft. and numerous activities such as card games, yoga, exercise classes, meetings, parties, and dance. It has a catering kitchen and restrooms.

In 2013, the Riverwood Community Development District (RCDD), formed a committee to begin looking at expanding and/or updating the current campus buildings/area because the current campus was constructed when the community was about 700 homes. A survey was developed and distributed to identify the Activity Center Campus usage and future activity requirements of the residents. The results of the survey identified many shortcomings with the

current facilities and the RCDD decided to address those shortcomings by expanding and updating the campus facilities and adding amenities.

Riverwood's CDD is ready to move forward with this project and would like to keep the total cost in \$4M – \$5M range for affordability.

2. PREPARATION OF SUBMITTAL

Riverwood Community Development District is accepting statements of qualifications from Architectural/Engineering Consulting Firms under the provisions of the Consultants' Competitive Negotiation Act, Section 287.055, Florida Statutes. The scope of work may include programming, schematic design, design development, construction documents, and construction administration for all architectural, interior design, civil, site work, mechanical, electrical, plumbing, fire protection and structural design work for the design of Riverwood Activity Center Campus additions and modifications located at Port Charlotte, FL. Services required may include architectural design, civil, mechanical, electrical, plumbing, fire protection, structural design and engineering, and construction administration. Firms interested in being considered as candidates are required to submit five bound statements of qualifications that include at least the following data, to be organized in the following order:

1. A copy of Florida Architectural/Engineering Licensure and corporate registration certificates.
2. Proof of required insurance.
3. Proposed design team with resumes, and their CDD, Activity Center and Country Club experience.
4. A list of at least five client references consisting of name, title, address, telephone number and project name(s) for each project specified.
5. Past design experience as it relates to CDD, Activity Center, and Country Club amenities, potential facility impacts from site preparation.
6. Design and permitting experience within Charlotte County and all other applicable permitting agencies.
7. Location of the design firm's main office.

An authorized representative of the firm shall sign the submittal and all of the required forms attached to this RFQ.

If the firm is a partnership, the submittal shall provide the names and addresses of all partners, and the submittal shall be signed by at least one partner with authorization to act on behalf of the partnership.

If the firm is a corporation, the submittal shall provide the name of the state in which the corporation's articles are held. The submittal must be signed in the name of, and under the seal of, the corporation, by a duly authorized officer or agent of the corporation, and their address must be given. Such officer or agent must present legal evidence that they have lawful authority to sign said bid and that the signature is binding upon the corporation and that the corporation

has a legal existence. In the event that any corporation, organized and doing business under the laws of any foreign state, is selected as the winning firm, such corporation shall present evidence before a Purchase Order for said work is executed, that it is authorized to do business in the State of Florida.

The RCDD shall not be responsible for any expenses incurred by the firm in preparing or submitting a submittal in response to this RFQ, nor any expenses associated with interviews, presentations or contract negotiations related to the submittal.

3. CLARIFICATION AND INTERPRETATION

Any comments, questions, or requests for clarification, interpretation or additional information concerning the RFQ shall be submitted in writing, by fax, or by e-mail to the Purchasing Agent, at the contact information below. Firms are not entitled to rely upon, and the RCDD will not be bound by, any oral interpretations given by RCDD or RCDD staff or representatives. Written addenda or determinations issued by the Purchasing Agent are the only method by which this RFQ may be clarified, interpreted or modified. If any such written decisions are issued, the RCDD will make reasonable efforts to notify all Firms, and will generally post such written decisions on the RCDD's website, www.riverwoodcdd.org. However, each firm shall be responsible for contacting the Purchasing Agent, prior to submitting their submittal, to determine if any such written decisions have been issued and to amend their submittal as necessary.

Riverwood Community Development District
Purchasing Agent
4250 Riverwood Dr
Port Charlotte, Florida 33953
(941) 625-7806 (Fax)
brad.mcknight@stservices.com

4. CORRECTION OR WITHDRAWAL OF SUBMITTALS

Correction or withdrawal of inadvertently erroneous bids or submittals before or after opening, or cancellation of awards or contracts based on mistakes, may be permitted in the sole discretion of the Purchasing Agent. In any bid based, in whole or in part, upon a price calculated by multiplying a unit cost by the number of units to be purchased, the accurate calculation of price shall control over a total price that is based on an error in such calculation. Bids or submittals may be modified or withdrawn by written notice received by the Purchasing Agent, prior to the time set for opening of bids or submittals. After the opening, corrections shall be permitted only to the extent that the person submitting a bid or submittal can show by clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the price and term of the bid or submittal actually intended. The person submitting the bid or submittal with the lowest price alleging a material mistake of fact may be permitted to withdraw their bid or submittal if:

- a. The mistake is clearly evident on the face of the document but the intended correct bid or submittal is not similarly evident; or
- b. The person submits evidence that clearly and convincingly demonstrates that a mistake was made.

5. PUBLIC PRESENTATIONS

The RCDD may conduct discussions with and may require public presentations by firms, regarding their qualifications and ability to furnish the required services. The RCDD shall not be responsible for any expenses incurred for public presentations.

6. PUBLIC RECORDS

The firm understands that upon receipt of the submittal by the RCDD, the submittal documents become a “public record”, as defined in Chapter 119, Florida Statutes, and those documents are subject to public disclosure in accordance with that Chapter.

7. ANTI-COLLUSION

By offering a submittal in response to this RFQ, the firm is certifying that it has not colluded in any way with any other firm or parties to the submittal, or made any communication that would be reasonably understood to be detrimental to the public purpose of the RFQ process, and will not do so during the RFQ process. Such prohibited communications include but are not limited to discussion of prices and data with competitors or other applicants, attempting to induce other firms not to submit submittals, and the employment of a person or agency to solicit or secure this contract upon a commission, percentage, brokerage, or contingent fee arrangement.

8. PUBLIC ENTITY CRIMES STATEMENT

As required by Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted contractor 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 a 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 contractor under a contract with any Public Entity, and may not transact business with any Public Entity in excess of the threshold amount provided in s. 287.017 for Category Two for a period of 36 months from the date of being placed on the convicted contractor list. Any person must notify the RCDD within 30 days after a conviction of a Public Entity crime applicable to that person or to an affiliate of that person. It is required that the attached Public Entity Form be signed and returned to this office with the submittal.

9. LOBBYING PROHIBITED

Upon the issuance of this RFQ, all prospective Firms, and any agent, representative or person acting at the request of such prospective Firm, shall be prohibited from discussing any matters related in any way to this RFQ with any officer, agent, or employee of the RCDD, other than the Purchasing Agent, or as may otherwise be directed in this RFQ.

10. CANCELLATION

All contracts arising out of this RFQ process shall provide that the RCDD shall have the right to unilaterally cancel, terminate or suspend the contract, in whole or in part, by providing thirty (30) days written notice by certified mail.

11. DISCRETION OF THE RCDD

The RCDD reserves the right to accept any or all submittals, to reject any or all submittals, to waive any technical errors or omissions, and to request resubmission or clarification from any or all applicants. The RCDD reserves the right to select any submittal that meets the requirements of this RFQ, and shall have sole discretion to determine which submittal is in the best interests of the RCDD.

12. PROHIBITED INTERESTS

(a) No RCDD officer, employee, or agent shall participate, directly or indirectly, in the selection of a contractor, or in the award or administration of a contract if such officer, employee, or agent, or a spouse, child, parent, brother or sister of such officer, employee or agent, or a person that employs any of the above has an interest, financial, or otherwise, in a person or entity submitting a bid or submittal, except where such interest is not substantial and such interest is disclosed to and approved by the RCDD Board of Supervisors prior to such participation.

(b) No RCDD officer, employee, or agent shall solicit or accept a gratuity, favor or anything of monetary value from contractors, bidders, offerors or any person with an interest in a contract except where such is unsolicited, of a nominal value and disclosed to the RCDD Board of Supervisors and the Board of Supervisors approve acceptance thereof.

(b) No RCDD officer, employee or agent that participates, directly or indirectly, in the procurement process shall be employed by any person or firm bidding for or contracting with the RCDD for contracts hereunder.

13. MINORITY BUSINESS ENTERPRISES

The RCDD hereby notifies prospective firms that it will ensure that minority business enterprises will be afforded full opportunity to participate in response to this RFQ, and that during the RFQ and subsequent contract negotiation process, no party will be discriminated against based on race, color, creed, sex, age, national origin, or disability. Anyone requiring accommodations to access any public meetings required as part of the RFQ or contract process should contact the

Purchasing Agent at the address and phone number provided herein, at least 24 hours in advance of the meeting.

14. EQUAL EMPLOYMENT

Firm shall not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, or handicap.

15. COMPLIANCE WITH THE LAW

The act of submitting a response to this bid shall constitute an agreement by the firm that they have made themselves familiar with, and shall at all times observe and comply with, Federal, State, and Local laws, ordinances, codes, and regulations. No plea of misunderstanding will be considered on account of ignorance thereto. The firm shall indemnify and hold harmless the RCDD and all of their officers, agents, employees, or representatives from all suits, actions, or claims arising from or based on the violation of any such laws, ordinances, codes, and regulations whether by themselves, their employees, subcontractors, or agents.

16. ASSIGNMENT OF CONTRACT

The winning firm shall not be permitted to assign the contract without the written consent of the RCDD.

17. DISPUTE AND COMPLAINT

All complaints or grievances during the RFQ process should be first submitted in writing to the Purchasing Agent who will take prompt remedial action. The Purchasing Agent shall investigate the validity of the complaint and present the findings in writing to the firm. If the firm is dissatisfied with the remedies, they may then make a written appeal, in accordance with Section 2.7 of the RCDD Rules. This policy does not preclude consideration of legal questions in connection with any decisions made by the RCDD.

18. INSURANCE REQUIREMENTS

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

A. *Workers Compensation:* Coverage to apply for all employees for Statutory Limits in compliance with the applicable state and federal laws. The policy must include Employers' Liability with a limit of \$500,000 each accident; \$500,000 each employee; and \$500,000 policy limit for disease.

B. *Professional Liability Insurance:* with minimum \$1,000,000 per occurrence for this project with a \$2,000,000 policy term general aggregate. Coverage shall be extended beyond the policy year term either by a supplemental extended reporting period (ERP) with as great of duration as available, with no less coverage and reinstated aggregate

limits, or by requiring that any new policy provide a retroactive date no later than the inception date of claims made.

C. *Comprehensive Commercial General Liability Insurance:* Occurrence form required. Aggregate must apply separately to this contract/job. Minimum \$500,000 each occurrence; \$1,000,000 general aggregate; \$1,000,000 products and completed ops; and \$100,000 fire damage.

D. *Automobile Insurance:* To include all vehicles owned, leased, hired and non-owned vehicles with limits of not less than \$1,000,000 per each accident and for property damage and bodily injury, with contractual liability coverage for all work performed under this agreement.

E. The Riverwood Community Development District is to be named additional insureds on Comprehensive Commercial General Liability Policy and the Business Auto Policy. Certification of same shall be required. All certificates of insurance must be on file with and approved by the RCDD before commencement of any work activities.

F. Any and all deductibles to the above referenced policies are to be the responsibility of the successful firm.

G. *Hold Harmless:* The RCDD shall be held harmless and indemnified against all claims for bodily injury, sickness, disease, death or personal injury or damage to property, or loss of use resulting from or arising out of performance of this agreement or contract, unless such claims are a result of the RCDD's sole negligence. The RCDD shall also be held harmless and indemnified against all claims for financial loss with respect to the provision of or failure to provide professional or other services resulting in professional, malpractice, or errors or omissions liability arising out of performance of this agreement or contract, unless such claims are a result of the RCDD's sole negligence.

FIRMS CERTIFICATION

STATE OF _____ COUNTY OF _____

I, _____, of _____ (name of company),
submitting to furnish the following described materials, equipment, and/or services to the Riverwood
Community Development District (the "RCDD") _____

HEREBY CERTIFIES THAT:

1. Bidder/Firm has thoroughly inspected the specifications or request for submittal and understands the terms and conditions thereof and they are incorporated by reference in the bid or submittal for said goods or services, and have verified measurements, if applicable.
2. The bid or submittal is Contractor and binding and shall be valid for not less than sixty (60) days from the date of bid opening. A longer time may be set out in the bid, the submittal, or as negotiated between the Bidder/Firm and the RCDD.
3. The bid or submittal is made by a person authorized to bind the Bidder/Firm.
4. The bid or submittal is made without unlawful collusion between another Bidder/Firm or potential Bidder/Firm, or with any officer or employee of the RCDD.
5. The bid or submittal is in full compliance with the Copeland Anti-kickback statute.
6. The bidder does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in employment or in the provision of services.

Print Name: _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____,
by _____, as _____ (title) of _____
(name of company), on behalf of _____ (type of entity).

who is personally known to me,
 who produced _____ as identification, who did take an oath, and who
acknowledged before me that he executed the same freely and voluntarily for the purposes therein expressed.

(Notary Seal)

Signature

Print Name

NOTARY PUBLIC-STATE OF _____

My Commission Expires: _____

Commission No. _____

NO LOBBYING AFFIDAVIT

STATE OF _____

COUNTY OF _____

This, _____, of _____, 20____, _____
being first duly sworn, deposes and says that he or she is the authorized representative of

(Name of the authorized Contractor, Contractor or individual), maker of the attached request for
submittal released by the Riverwood Community Development District, and that the Firm and any of its
agents agrees to abide by the Riverwood Community Development District’s no lobbying restrictions in
regards to this solicitation.

Affiant

The foregoing instrument was acknowledged before me this _____ day of _____,
20____, by _____ (name of person, officer, or agent, title
of officer or agent), of _____ (name of corporation or
partnership, a _____ (state of incorporation or partnership, if applicable).

who is personally known to me,

who produced _____ as identification, who did take an oath, and who
acknowledged before me that he executed the same freely and voluntarily for the purposes therein expressed.

(Notary Seal)

Signature

Print Name

NOTARY PUBLIC-STATE OF _____

My Commission Expires: _____

Commission No. _____

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the Riverwood Community Development District (the “RCDD”) by:

(Print individual’s name and title)

For: _____

(Print name of entity submitting sworn statement)

Whose business address is: _____

And (if applicable) its Federal Employer Identification Number (FEIN) is: _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement _____.)

2. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), FLORIDA STATUTES, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), FLORIDA STATUTES, means a finding of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), FLORIDA STATUTES, means:

- a. A predecessor or successor of a person convicted of a public entity crime; or
- b. an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one (1) person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arms length agreement, shall be a prima facie case that one (2) person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.

5. I understand that a “person” as defined in Paragraph 287.133(1)(e), FLORIDA STATUTES, means any natural person or entity organized under the laws of any state of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the

provision of goods or services let by a public entity or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement (indicate which statement applies).

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one (1) or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICE FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Date: _____

Signature

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____, as _____ of _____, on behalf of _____.

who is personally known to me, or who produced _____ as identification, who did take an oath, and who acknowledged before me that he executed the same freely and voluntarily for the purposes therein expressed.

(Notary Seal)

Signature

Print Name

NOTARY PUBLIC-STATE OF _____

My Commission Expires: _____

Commission No. _____