

REQUEST FOR PROPOSALS

SPECIALIZED LANDSCAPING AND

MAINTENANCE SERVICES

In accordance with provisions of the Boca Raton Airport Authority Procurement Code (the "Procurement Code"), the Boca Raton Airport Authority (the "BRAA") is seeking proposals from vendors with the following capabilities and qualifications:

- 1) Experience performing landscaping services for large and diversely landscaped properties including but not limited to mowing, edging, weed trimming, and tree/shrub maintenance consisting of:
 - i) Small Mower Areas - Consists of Airport frontage and airfield areas located on and off Airport property. These areas are within public view and should be maintained in a manicured fashion preferably with the use of a small mower (i.e. 21"-48" deck size).
 - ii) Bush Hog Mower Areas - Consists of the turf areas located on Airport property within the proximity of the airfield. These areas may be maintained with a bush hog, or wide area mower.
 - iii) Retention Basins - Consists of drainage areas located on Airport property and adjacent to Airport Road. These areas will require the combination of hand held trimmers, small mower and/or a bush hog mower.
 - iv) Edging/Trimming Areas - All turf perimeters along and around walks, curbs, walls, monuments and all above ground infrastructure (i.e. airfield signs, navigational aids, fence, etc.) and trees will be edged or trimmed at each mowing cycle so as to produce a neat, well-kept appearance.
 - v) Tree/Shrub Maintenance Areas - These areas will require periodic maintenance services such as trimming, pruning, weed control and general cleanup.
 - vi) Special Airfield Areas – All work adjacent to taxiways and runway require workers to be in contact with the Air Traffic Control Tower (ATCT). Workers in contact with ATCT must be able to speak and understand English. Work within 400 feet of the runway centerline may be restricted to 11p.m. – 7a.m. daily. All workers inside of the airport fence must pass a background check and be badged.
- 2) Experience with repairs and maintenance on and additions to irrigation systems.
- 3) Experience, expertise and all necessary licensure for the storage and application of chemicals, fertilizer, defoliants, and pesticides.
- 4) Experience performing landscape maintenance service at an Airport with an Air Traffic Control Tower.
- 5) Specialized training and knowledge of all relevant FAA and airport operation procedures.

Respondent Profile

In submitting a response to this RFP (the "Proposal"), the Respondent shall be the person or legal entity who will be entering into the Agreement with the BRAA. Respondent may consist of any formal business entity authorized to do business in the State of Florida (i.e., Partnership, Corporation, Limited Liability

Company, Joint Venture, Sole Proprietorship, etc.). Respondent shall provide the BRAA with the following information:

- 1) The Respondent's legal name(s), headquarters address, local office address, state of incorporation, and key firm contact names.
- 2) A complete corporate or entity history of the Respondent, including date of incorporation or creation, name changes, dissolutions, reinstatements, etc.
- 3) The Respondent's federal ID number.
- 4) Whether the Respondent is legally authorized, pursuant to the requirements of the Florida Statutes, to do business in the State of Florida.

Proposal Requirements

Failure to provide the information required by Items 1 through 8 below by the deadline for submission may result in a finding of non-responsiveness by the BRAA. The BRAA will determine whether the Respondent and the Respondent's Proposal is responsive to the requirements specified herein. The BRAA reserves the right to waive minor technicalities or irregularities when it is in its best interest.

Each Proposal shall include (for requirement nos. 2, 3, 4, 5, & 6, "Respondent" includes the principals of Respondent if Respondent is a joint venture, limited liability company or partnership, and the Respondent's shareholders owning greater than 10% of Respondent's stock if Respondent is a corporation):

- 1) **Summary of Experience and Qualifications** — A detailed summary of experience and qualifications to perform the Work, including any equipment, licenses, permits or training certifications necessary for the performance of the Work or indicative of the Respondents qualifications to perform the Work.
- 2) **Bankruptcy, Litigation & Contract Dispute Information** — Respondent is required to provide the BRAA with a complete list and description of all lawsuits, litigation, claims, arbitrations, and administrative hearings brought by or against the Respondent, its parent or subsidiaries, predecessor organizations, any of its wholly-owned subsidiaries, or any of its owners or officers during the last (5) years. The list shall include all case names; case, arbitration, or hearing identification numbers; the name of the project over which the dispute arose; a description of the subject matter of the dispute; and the final outcome of the matter or the current status if the matter is not final.
- 3) **Criminal History Information** — A complete list and description of all criminal proceedings or hearings concerning offenses in which the Respondent, its owners, officers, predecessor organization(s), or wholly owned subsidiaries were defendants. Respondent shall include in this list any criminal proceedings or records that have been sealed by a court.
- 4) **Negative Contract Performance Information** — A complete list and description of all terminated or rescinded contracts to which Respondent was a party. This list must also include the circumstances under which the contract was terminated or rescinded. In addition to contracts that were terminated or rescinded, the list must include contracts pursuant to which Respondent was assessed liquidated damages as a result of delay or any other reason.

- 5) **Financial Terms** - Respondent must provide the BRAA with the financial terms of its proposal, including a description of all services included within lump sums, any applicable hourly rates for performance of the Work or some portion of the Work, estimates of the number of hours likely to be incurred per year (for each element of the Work for which it lists an hourly rate), an explanation of whether and how products, parts and equipment will be paid for by the Authority (and whether the Respondent will charge a mark-up on such products, parts and equipment), and any other aspect of the financial terms necessary for a full understanding of the financial proposal.
- 6) **Statement of Offer** - The Proposal must contain the following statement:

_____, as principal or agent of _____
hereby agree and certify that this Proposal constitutes an offer to the BRAA to perform the Work set forth in the RFP in accordance with the General Conditions and industry standards. This offer shall remain open until October 1, 2017, or until the RFP is awarded, whichever occurs first.

Signature

Name

Title

Proposal Instructions

Written Proposals shall be limited to a maximum of fifteen (15) pages, excluding financial information and litigation and other contract dispute information.

Submit five (5) complete copies of all requested material to:

Boca Raton Airport Authority
903 NW 35th St
Boca Raton, FL 33431

RE: RFP #2017-BRAA-01

BRAA MUST RECEIVE PROPOSALS NO LATER THAN 3:00 P.M., EASTERN STANDARD TIME ("EST"), ON July 7, 2017. BRAA will not accept electronically transmitted, late, or misdirected proposals. Respondents are cautioned that they are responsible for delivery to the specific location cited above. Therefore, if your Proposal is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the above address. The time and date for receipt of Proposals will be strictly observed. The BRAA will not be responsible for late deliveries or mail delays. Each Proposal will be time/date stamped upon receipt. Proposals received after the specified time and date shall be returned unopened.

Pre-Bid Conference/Site Visits

An optional pre-bid conference will be held on Tuesday, June 13 10:00am at the Airport Authority Office. It is the proposer's responsibility to become familiar with the site and areas to be maintained prior to submitting a proposal. Site visits may be set up by contacting Travis Bryan at travis@bocaairport.com.

Cone of Silence

As provided in the Procurement Code, the Cone of Silence, which restricts communications with the BRAA or any of its members, the Executive Director or any of the Executive Director's staff, consultants or agents, is in effect as of the time of advertisement. VIOLATION OF THE CONE OF SILENCE IMMEDIATELY AND PERMANENTLY DISQUALIFIES RESPONDENTS OR POTENTIAL RESPONDENTS FROM CONSIDERATION IN THIS RFP. Please review the Procurement Code for further details. It is the responsibility of the Respondent and potential Respondents to become familiar with the Cone of Silence. The Cone of Silence terminates when the Executive Director takes action that ends the solicitation. The Procurement Code can be found online at www.bocaairport.com.

Selection Process

The BRAA will be responsible for selecting from among the Proposals received. It is anticipated, but not required, that the process of evaluation for this RFP proceed in the following manner:

Review of Proposals: The Executive Director will first review each Proposal for responsiveness to the terms and conditions of the RFP. The Executive Director reserves the right to reject any and all Proposals and to waive any minor irregularities or technicalities. The Executive Director shall have the right to inspect the facilities and organization of any Respondent, to make inquiries, to ask for further information, or to take any other action to determine the best Respondent and Proposal for the performance of the Work. The Executive Director shall have the right to extend the date for the receipt of Proposals and all other dates set forth in this RFP. The Executive Director has the right to increase, decrease and adjust the Proposal Requirements hereunder.

Interviews/Selection: Each responsive Respondent may be interviewed by the Procurement Committee. After interviews have been conducted, the Procurement Committee will select the Proposal which represents the Best Value to the Authority, as defined in the Procurement Code.

Evaluation Criteria

The Procurement Committee will select from among the responsive Respondents based upon the following weighted evaluation criteria: points maximum 100.

0-30 pts - Financial Terms

0-30 pts - Capability, Reliability, Experience

0-30 pts - Airport Specific Experience

0-10 pts - Resources and Equipment

Instructions and Information for Respondents

Proposals are at Respondent's expense. Each Respondent is responsible for the costs incurred in preparing their Proposal. The BRAA will not reimburse for any of these costs.

Potential Respondents may submit written requests for clarification or additional information to the BRAA by email to travis@bocaairport.com on or before June 23, 2017. BRAA may, at its sole discretion publish addenda addressing issues raised in the requests for clarification or additional information.

All Respondents shall carefully examine the RFP documents. Any ambiguities or inconsistencies shall be brought to the attention of the BRAA in writing prior to June 23, 2017, as set forth above. Failure to do so, on the part of the Respondent, will constitute an acceptance by the Respondent of any reasonable interpretation of the RFP requirements by the BRAA. Any questions concerning the intent, meaning and interpretations of the RFP documents shall be requested in writing, and received by the Executive Director by close of business on June 23, 2017. The BRAA will not be responsible for any oral instructions made by any employee(s) of the BRAA in regard to the RFP.

Addenda:

Should revisions to the RFP documents become necessary, the Executive Director will issue an addendum and notify each potential Respondent in writing.

Accuracy of Proposal Information :

By responding and signing the Proposal, the Respondent attests that the information submitted to the BRAA in its Proposal is true, correct and accurate. The Respondent also agrees that any false, inaccurate, misleading, exaggerated, or incorrect information provided as part of their Proposal may be deemed inappropriate and/or non-responsive and shall be disqualified from further consideration.

Insurance Requirements:

The Respondent must carry the insurance types and coverage levels required by the Minimum Standards available at www.bocaairport.com.

Protest:

Protests arising from the terms of the RFP and/or from the decisions of the Executive Director shall be made in accordance with the procedures set forth in the Procurement Code. The Procurement Code sets forth administrative procedures that must be exhausted prior to the initiation of any claim in a court of law.

Rejection of All Proposals; Cancellation of the RFP:

In accordance with the Procurement Code, the Executive Director may, at any time prior to award, reject all Proposals or cancel the RFP. The decision to reject all Proposals or cancel the RFP may be made for any reason.

Confidential and Proprietary Information:

The BRAA is subject to Chapter 119, Florida Statutes (the "Public Records Laws"), which makes all Proposals and other information provided by Respondents a matter of public record. No claim of confidentiality or proprietary information in all or any portion of a Proposal will be honored unless a specific exemption from the Public Records Laws exists and it is cited in the Proposal. A blanket statement that the entire Proposal is exempt from the Public Records Law is not acceptable and will not be honored. Any claimed exemption must be specifically identified by page(s) and paragraph number(s). An incorrectly claimed exemption does not disqualify the Respondent, only the exemption claim.

Governing Law:

This RFP shall be governed by the laws of the State of Florida, and the venue for any legal action will be in Palm Beach County, Florida.

General Conditions

By Responding to this RFP, Respondents agree to the following general terms and conditions governing the Respondent's performance of the Scope of Services:

T e r m :

The term of the agreement for performance of the Work shall commence on October 1, 2017, and end at 11:59:59 p.m. (EDT) on October 31, 2020. The BRAA may renew this agreement on the same terms and conditions for up to two (2) one-year terms upon written notice to the selected Respondent given at least thirty (30) days before the end of the expiring term.

Termination for Convenience:

The agreement may be terminated for convenience by the BRAA upon thirty (30) days written notice to the Respondent. Respondent shall be compensated for all Work up to the date of termination for convenience.

Payment:

Respondent shall invoice the BRAA at the beginning of each calendar month for all Work performed during the previous month. The BRAA shall pay the monthly invoiced amount within fifteen (15) business days of receipt of the monthly invoice.

Time Is of the Essence:

Time is of the essence in the performance of the Work.

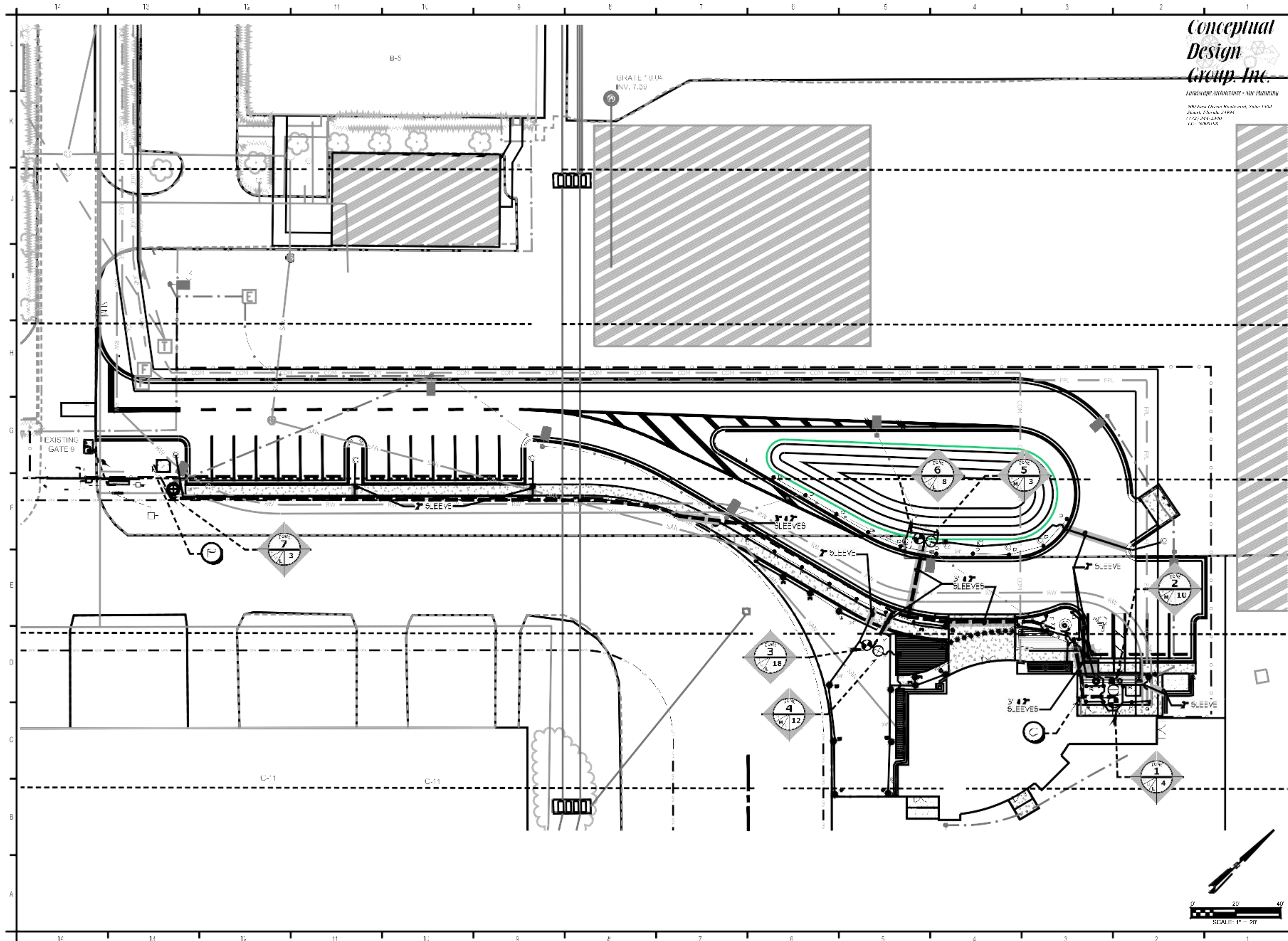
Assignment:

This agreement may not be assigned without the written consent of the Executive Director. Such consent to assignment may be withheld for any or no reason.

Attachment A: Work Area Map



Attachment B: USCBP Landscaping and Irrigation



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COMMITTEE No.	Commissioner No.
FILED No.	
FILED No.	
FILED No.	
FILED No.	
FILED No.	
FILED No.	
FILED No.	
FILED No.	
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Revision Schedule		
No.	Description	Date

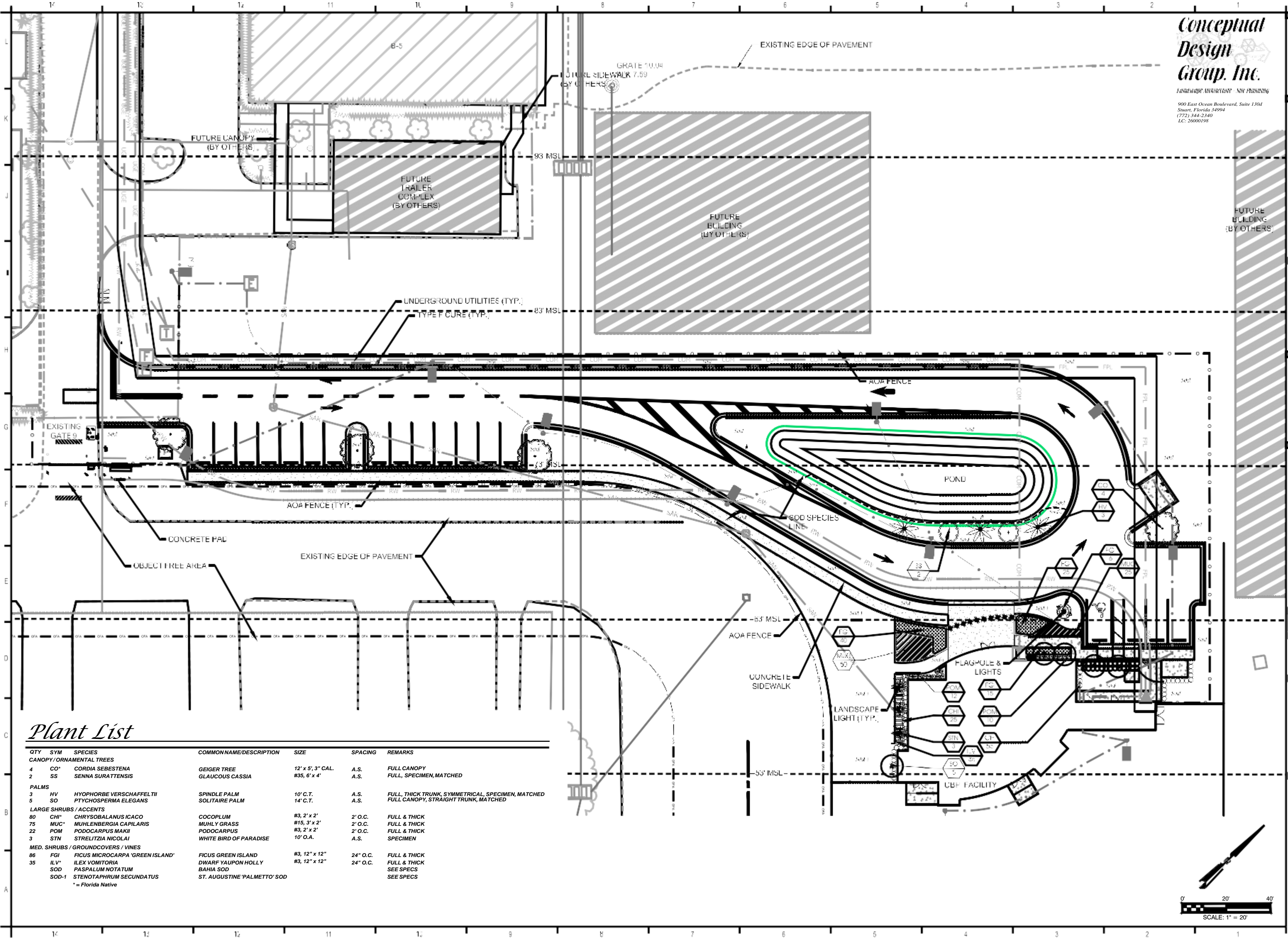
**CUSTOMS AND
BORDER PROTECTION
FACILITY**

BOCA RATON AIRPORT
BOCA RATON, FL 33433

IRRIGATION PLAN

L1 of 2

Submitted: Issue Date:
BIC DOCUMENT: 03-09-2018



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Contract No.	Commission No.
Rev. History No.	
Rev. History No.	
Rev. History No.	
Rev. History No.	
Rev. History No.	
Rev. History No.	
Rev. History No.	

Revision Schedule		
No.	Description	Date

CUSTOMS AND
BORDER PROTECTION
FACILITY

BOCA RATON AIRPORT
BOCA RATON, FL 33431

LANDSCAPE PLAN

L1 of 2

Submitted: 03-05-2015
Issue Date: 03-05-2015

Plant List

QTY	SYM	SPECIES	COMMON NAME/DESCRIPTION	SIZE	SPACING	REMARKS
CANOPY / ORNAMENTAL TREES						
4	CO*	CORDIA SEBESTENA	GEIGER TREE	12" x 5", 3" CAL.	A.S.	FULL CANOPY
2	SS	SENNA SURATTENSIS	GLAUCOUS CASSIA	#35, 6' x 4'	A.S.	FULL, SPECIMEN, MATCHED
PALMS						
3	HV	HYOPHORBE VERSCHAFFELTII	SPINDLE PALM	10' C.T.	A.S.	FULL, THICK TRUNK, SYMMETRICAL, SPECIMEN, MATCHED
5	SO	PTYCHOSPERMA ELEGANS	SOLITAIRE PALM	14' C.T.	A.S.	FULL CANOPY, STRAIGHT TRUNK, MATCHED
LARGE SHRUBS / ACCENTS						
80	CHI*	CHRYSOBALANUS ICACO	COCOPLUM	#3, 2' x 2'	2' O.C.	FULL & THICK
75	MUC*	MUHLENBERGIA CAPILARIS	MUHL GRASS	#15, 3' x 2'	2' O.C.	FULL & THICK
22	POM	PODOCARPUS MAKII	PODOCARPUS	#3, 2' x 2'	2' O.C.	FULL & THICK
3	STN	STRELITZIA NICOLAI	WHITE BIRD OF PARADISE	10' O.A.	A.S.	SPECIMEN
MED. SHRUBS / GROUNDCOVERS / VINES						
86	FGI	FICUS MICROCARPA 'GREEN ISLAND'	FICUS GREEN ISLAND	#3, 12" x 12"	24" O.C.	FULL & THICK
35	ILV*	ILEX VOMITORIA	DWARF YAUPOH HOLLY	#3, 12" x 12"	24" O.C.	FULL & THICK
	SOD	PASPALUM NOTATUM	BAHIA SOD			SEE SPECS
	SOD-1	STENOTAPHRUM SECUNDATUS	ST. AUGUSTINE 'PALMETTO' SOD			SEE SPECS

* = Florida Native

