

**TOWN OF HOWEY-IN-THE-HILLS  
REQUEST FOR PROPOSALS**

**RFP: #2024-003**

**TOWN OF HOWEY-IN-THE-HILLS  
HOWEY FINGER PIER PROJECT**

**PROPOSALS ARE DUE ON OR BEFORE 2:00 PM EST AUGUST 1, 2024**

**MAIL OR DELIVER PROPOSALS TO:**

ATTN: John Brock, Town Clerk  
P.O. Box 128  
101 N. Palm Avenue  
Howey-in-the-Hills, FL 34737

**CONTACT:**

Morgan Cates, Public Works Director  
P.O. Box 128  
101 N. Palm Avenue  
Howey-in-the-Hills, FL 34737  
Phone: (352) 324-2290 ext. 117  
email: [mcates@howey.org](mailto:mcates@howey.org)

- 1. THE PROJECT.** The Town of Howey-in-the-Hills (the “Town”) located at 101 North Palm Avenue is issuing a Request for Proposals (RFP) for the replacement of the existing #5 finger pier. The Finger Pier is located across from 309 N. Lakeshore Blvd on the shoreline of Little Lake Harris.

The work will include the removal, disposal, of the existing Finger Pier referenced as Finger Pier #5 and constructing a new Finger Pier.

All lumber will be DDS #1 Marine treated lumber. The pier frame will consist of 6”x6” piles, 2”x8” framing and top rail, 2”x6” girders and x-bracing, mid-rail and kick plate. The top rail will have 45-degree splices and must be rounded with no splinters. All decking, kick plate, mid-rails, and top rails will be made of composite material (composite material color will be chosen by the Public Works Director). All fasteners will be stainless steel.

For this Request for Proposal, there will be two design options that the vendors will need to provide proposals for (**please see the attached Typical Pier Designs**).

Option #1 – Finger Pier with 5’x56’ walkway leading to a 10’x20’ platform with two corner benches, handrail running the full length of both sides of the walkway and the platform.

Option #2 – Finger Pier with 5’x56’ walkway leading to a 8’x20’ platform, no corner benches, handrail running the full length of both sides of the walkway and the platform.

**VENDORS THAT WISH TO SUBMIT A PROPOSAL ON THE PROJECT CAN SCHEDULE A MEETING AND MEET WITH MORGAN CATES, PUBLIC WORKS DIRECTOR, PRIOR TO SUBMITTING THE PROPOSAL. CONTACT MR. CATES AT 352-324-2290 EXT 117.**

The Town intends for the Project to be completed within a period of six months from the Notice to Proceed.

## **2. INSTRUCTIONS.**

- a. Deadline and Delivery of the Proposal Packages:** All proposal packages must be received by the Town Clerk on or before **2:00 PM EST August 1, 2024**. Proposals must be sealed in one package and clearly labeled “**RFP 2024-003 Town of Howey-in-the-Hills Howey Finger Pier Project**” on the outside of the package. Late proposals will not be accepted by the Town Clerk. Vendors accept all risks of late delivery of mailed proposals regardless of fault. Faxed and e-mailed proposals will be deemed non-responsive.
- b. Licenses, Permits, Local Laws and Requirements:** The selected vendor shall secure all licenses and permits, and must become familiar with any local conditions, which may, in any manner, affect the services required. The vendor is required to carefully examine the RFP terms and to become thoroughly familiar with all conditions and requirements that may in any manner affect the work to be performed under the resulting contract.

Prior to entering into a contract with the Town, owners of all forms of business doing business in the State of Florida, except sole proprietorships, must register with and be in good standing with the Florida Department of Corporations. A foreign corporation cannot transact business in the State of Florida until it obtains a certificate of authority from the Department of State.

- c. **Withdrawal of Proposals:** A vendor may request a proposal be withdrawn from consideration prior to the date and time the proposals are due. Proposals that have been submitted to the Town become a public record, subject to public record retention requirements.
- d. **Preliminary Schedule:** These dates are estimates only and are subject to change by the Town. The schedule of pertinent events for this RFP may be viewed on the Town’s website at <https://www.howey.org/rfps> All times listed are EST.

RFP Posted on Town Website	July 16, 2024
Questions Due to the Town (in writing via e-mail)	July 23, 2024
Responses to Questions Posted	July 25, 2024
Proposal Packages Due to the Town	August 1, 2024, at 2:00 p.m.
Proposal Packages Opened and Evaluated	August 1, 2024, at 2:15pm at Town Hall
Notice to Award Contract Posted on Town Website	August 5, 2024
Contract Negotiated with Town	August 8, 2024
Town Council Approval of Contract	August 12, 2024

\*All questions must be submitted by e-mail to the Town Clerk.

**3. SUBMITTAL REQUIREMENTS.** The proposal package must be submitted on 8-1/2” X 11” paper. Vendors must submit **two** hard copies and **one** electronic copy on USB Flash Drive in Adobe Acrobat (.pdf) format. Vendor’s proposal shall identify and address and include, in the same order presented below, each of the following Sections a-d, including each subsection. If there is no information to present for a specific section or subsection, state the reason such as “not applicable” or “there is no information that we wish to present.” Failure to follow these instructions may result in a proposal being deemed non-responsive.

- a. **Title Page:** Identify the RFP subject, RFP number, name of vendor, vendor address, vendor phone and facsimile number, primary point of contact, primary point of contact’s title, and e-mail address for receipt of notifications and date of submittal.
- b. **Letter of Transmittal:** The letter must be signed by a representative authorized to contractually bind the vendor and include the title or authority of the representative. The letter shall briefly state the understanding of the vendor regarding the work to be performed and make a positive commitment to perform the work within the specified time period. The following must be included:
  - 1. Type of business (sole proprietorship, partnership, corporation, etc.)

2. State of incorporation.
3. Headquarters location and whether offices are located in the State of Florida, and if so, where.
4. The names and contact information of the persons who will be authorized to make representations for the vendor.
5. A certification that the vendor will furnish the goods and services specified in the proposal package at the prices quoted in the proposal, and that the proposal will remain firm for sixty days after the date that the proposal package is submitted in order for the Town to evaluate the proposals and make an award.

c. **Eligibility:**

1. Provide proof of legal entity and authorization to do business within the State of Florida.
2. Provide a minimum of three specific references with appropriate contact information for “similar” projects, period of performance for the specific engagement, and the value of services performed.
3. Indicate financial wherewithal and stability of firm.
4. Indicate any potential conflicts of interest with the Town.

d. **Schedule and Price:** Provide the schedule and price for completing the Project as outlined herein.

**4. METHOD OF AWARD.** Proposals will be evaluated based on the lowest-priced responsive and responsible bidder. The contract will be awarded to a single vendor. In the event the Town is unable to reach an agreement with the lowest-price responsive and responsible bidder, the Town may attempt to negotiate an agreement with the second-lowest priced responsive and responsible bidder, and so on, until an agreement is reached.

**5. GENERAL.**

- a. **Right to Reject Proposals:** The Town reserves the right to make an award it determines to be in its best interests or to reject any and all proposals. Further, the Town, in making its award decision, retains the authority to waive what it considers to be minor irregularities in the proposal or to seek clarification on certain issues from any vendor submitting a proposal. Failure to provide the requested information may result in the rejection of the proposal.
- b. **Compliance with Laws:** Vendor shall comply with all laws, rules, codes, ordinances, licensing and bonding requirements that are applicable to this RFP and the conduct of vendor’s business, including those of Federal, State, and local agencies having jurisdiction and authority.
- c. **Convicted Vendors:** Vendor affirms that it is aware of the provisions of Section 287.133(2)(a) of the Florida Statutes and that at no time has vendor been convicted of a public entity crime.

- d. **Discriminatory Vendors:** Vendor affirms that it is aware of the provisions of Section 287.134(2)(a) of the Florida Statutes, and that at no time has vendor been placed on the Discriminatory Vendor List.
- e. **Vendor's Cost:** Costs for developing a proposal responsive to this RFP are entirely the obligations of the vendor and shall not be chargeable in any manner to the Town.
- f. **Vendor's Representations:** In submitting a proposal, the vendor understands, represents, and acknowledges the following (if the vendor cannot so certify to any of following, the vendor shall submit with its proposal a written explanation).
  - 1. The vendor is not currently under suspension or debarment by the State or any other governmental authority.
  - 2. The vendor, its affiliates, subsidiaries, directors, officers, and employees are not currently under investigation by any governmental authority and have not in the last ten years been convicted or found liable for any act prohibited by law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.
  - 3. The vendor has no delinquent obligations to the State, including a claim by the State for liquidated damages under any other contract.
  - 4. The proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
  - 5. The prices and amounts in the proposal have been arrived at independently and without consultation, communication, or agreement with any other Vendor or potential Vendor; neither the prices nor amounts, actual or approximate, have been disclosed to any Vendor or potential Vendor, and they will not be disclosed before the opening of the proposals.