



**REQUEST FOR PROPOSAL**  
**for**  
**CONSTRUCTION SERVICES AT LAUNCH COMPLEX 25**  
**at the**  
**CAPE CANAVERAL AIR FORCE STATION**  
**for the**  
**NAVY STRATEGIC WEAPONS SYSTEM ASHORE TESTING FACILITY**  
**RFP-SF-34-0-2013/TB**

**Issue Date:** February 11, 2013  
**Published Date:** February 11, 2013  
**Due Date:** March 19, 2013

**Introduction:** Space Florida is dedicated to fostering the growth and development of a sustainable and world-leading Aerospace industry in the State. Space Florida promotes aerospace business development by facilitating business financing, spaceport operations, research and development, workforce development, and innovative education programs.

**About the Strategic Weapons System Ashore and Space Florida**

The United States Navy has decided to locate a testing facility, the Strategic Weapons System Ashore (“SWS Ashore”), at the Cape Canaveral Air Force Station (the “CCAFS”). The SWS Ashore will support the Strategic Systems Programs (“SSP”) D-5 Trident missile system and a replacement missile system for a next generation submarine by providing missile tubes, test (inert, non-launch) missiles, and associated hardware and software systems for end-to-end integrated systems test capability. Through this effort Florida has the opportunity to strengthen its existing leadership in military aerospace activity, advanced technologies and systems development and to expand SSP’s mission capabilities and CCAFS, and thereby increase CCAFS’s military value, as well as, enhance the potential value of CCAFS for other future aerospace-related activities.

**Purpose**

Space Florida is soliciting competitive written proposals from qualified contractors to provide the services detailed below in the Scope of Services. This project consists of demolition and site work, including the construction of equipment pads, driveways, utilities, and a stormwater management system at Complex 25 to support the SWS Ashore. The proposal may either be through a single or multiple entity or team structures in a prime-sub manner.

**RFP Project Coordinator:** Upon release of this RFP, all Vendor communications concerning this solicitation must be directed **in writing** to the RFP Project Coordinator listed below.



Name: Debbie Hebert  
Address: 505 Odyssey Way, Suite 300  
Exploration Park, FL 32953  
Telephone: 321-730-5301, Extension 256  
E-Mail: [dhebert@spaceflorida.gov](mailto:dhebert@spaceflorida.gov)

*Prospective Vendors shall not contact, communicate with, or discuss any matter relating in any way to this RFP with any Space Florida employee or Space Florida Board or Committee Member, other than the RFP Project Coordinator. Any such communication initiated by a prospective Vendor may be grounds for disqualifying the prospective Vendor from consideration for award of this RFP.*

Space Florida is seeking to contract with a Florida licensed construction company in accordance with the Purpose referred to above to provide the following Scope of Services:

### **SCOPE OF SERVICES**

Exterior Launch Complex 25 (CX 25) Site Preparations and Structures. Site improvements are necessary to support transport, lay-down and lift of heavy equipment and improve site security. The specific modifications the selected Vendor is expected to make are:

- a. Install Crane Pad and Lay-down Area. An approximately 20,000 SF crushed stone crane area must be provided to accommodate the crane that is necessary for heavy equipment operations. This work also includes reinforcing the underground communications bank structure to accept loads generated by the crane when carrying heavy equipment. A separate 10,000 SF hard pavement lay-down area must be constructed to store and stage all of the necessary large equipment that will be used at the facility. The lay-down area will accommodate the combined weight of the inert missile, loading tube and transporter vehicle.
- b. Install Flexible Pavement Road. A new road from Safety Road to CX 25 must be constructed to support the weight of heavy equipment and special transport vehicles. In addition, a 5,000 SF asphaltic flexible pavement area must be constructed adjacent to the new CX 25 access road as a parking space for the special inert missile transporter vehicle.
- c. Expand Retention Area. Additional retention/detention area must be added to the new and/or existing storm water management system to accommodate increased pavements and vehicular/mechanical activity at CX 25. The system at CX 25 must also comply with current environmental codes that call for a reduction in phosphorus and nitrogen nutrient loads on local ecosystems.

The selected Vendor shall furnish all labor, materials, equipment and supervision to perform the site work in accordance with the Strategic Weapon System Ashore CX 25-Site Improvements Drawing Package (the "Drawing Package"). The Drawing Package is exempt from the Florida Public Records Act per 119.071(3)(b)1 of the Florida Statutes. A copy of the Drawing Package will be provided to the Vendors that attend the Mandatory Pre-Construction Meeting. Note, that each Vendor must sign an



“Exempt Document Distribution Form”, a form of which is attached hereto as **Addendum A**, prior to receiving a copy of the Drawing Package.

## **COMPLIANCE DOCUMENTS**

Phase 1: SWSA EB FET	Facility Evaluation Tests
NFPA	National Fire Prevention Association Standards
National Safety Council	Accident Prevention Manual
OSHA	Department of Labor Occupational Safety & Health Administration Standards
Highland Associates	Final Design Drawing Package and Specifications for SWSA EB

## **PROGRAM MANAGEMENT**

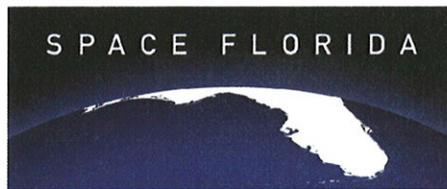
The selected Vendor will be required to provide overall program management, technical direction, coordination, and administrative effort to ensure that the requirements are properly implemented and performed in a timely and effective manner. The program management system employed must be sufficient to provide Space Florida with in-depth, accurate, and timely information as to the technical, financial, and schedule status of the project.

The selected Vendor shall be required to designate, by name, an individual to serve as the Program Manager (the “PM”). The PM shall:

- Have the ability to read, write, speak and understand the English language;
- Have full authority to act on behalf of the selected Vendor;
- Provide the designated Space Florida representative with the names and telephone numbers of home office staff and management to call regarding questions, problems, etc., if necessary;
- Keep information updated as changes in personnel or data occur;
- Ensure the selected Vendor’s personnel read, understand, and comply with the Drawing Package, security and safety requirements, work restrictions and all other applicable requirements in the resulting contract; and
- Ensure all of the selected Vendor’s personnel are qualified in performing the type of work assigned.

## **PROGRAM SCHEDULE**

The selected Vendor must establish and maintain a detailed project schedule that meets a sixteen week timeline from Notice To Proceed. At the Mandatory Pre-Construction Meeting, the selected Vendor must submit a baseline schedule to the designated Space Florida representative. The schedule must contain all task activities, actual start dates and durations, and status of manpower required to support the contract task. The schedule must also identify each factor that constitutes a potential interruption to operations. The schedule must be updated and provided to the designated Space Florida representative weekly.



## **GENERAL**

1. The selected Vendor is responsible for field verifying all dimensions, checking quantities and notifying the designated Space Florida representative of any variances with what is represented in the Drawing Package.
2. The selected Vendor must provide all facilities, tools, equipment, material, and personnel required to modify, fabricate, and install all components associated with the tasks and specifications provided in this RFP.
3. The selected Vendor shall not perform any task or commit any act that in any way interrupts, delays, or interferes with CCAFS operations, production, tests, or services.
4. The finished product must meet the intent and purpose of the project as described and detailed in this RFP and attachments.
5. Workmanship must conform to all the requirements of the publications of legally constituted authorities having jurisdiction, the specifications, standards, and drawings in this RFP, and the best standard practice of the appropriate trade to assure proper safety, functionality, and service life.
6. The selected vendor and all sub-contractors for this project shall comply with Davis-Bacon salary and wage requirements and reporting.
7. The selected Vendor will be required to provide, in a form acceptable to Space Florida a performance and payment bond, each with a good and sufficient surety or sureties acceptable Space Florida. The performance bond shall be submitted in the form and following the procedures in Federal Acquisition Regulation (FAR) 52.228-15 and FAR Part 28, or equivalent procedures under Florida law, depending on what Space Florida in its sole discretion, determines is appropriate.
8. The selected Vendor will be required to provide insurance based on federal or state standards, depending on what Space Florida in its sole discretion, determines is appropriate.

## **DELAYS**

1. Work delays should be planned for and expected at CCAFS. This includes normal daily restrictions associated with accessing CCAFS, possible vehicle and equipment inspections, and obtaining personnel access badges. Obtaining badges and passes is normally a one-time occurrence since they are issued for the entire length of the project.
2. The selected Vendor should plan to coordinate daily with the Space Florida representative prior to arriving on-site to avoid delays or work stoppages due to on-going or scheduled CCAFS work activities.



## **DAMAGE to EXISTING FACILITIES**

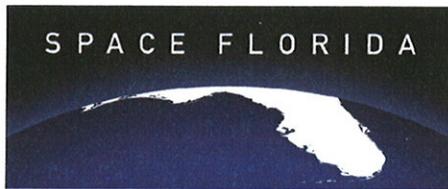
1. No facility modifications are to be made other than those outlined in this RFP.
2. All expenses required to restore the facilities to the manner in which they previously existed and which has been altered or damaged by actions of the selected Vendor, shall be borne solely by the selected Vendor. This includes, but is not limited to, equipment, buildings, structures, vehicles, pavement, roadways, sidewalks, and curbs.
3. Repairs shall match existing or adjoining work and should be in a condition of equal to or better condition than that which existed before.

## **WASTE DISPOSAL**

1. Upon completion of the work, the selected Vendor shall have all debris and waste removed from the work site and adjacent work areas. An approved Waste Information Specification (WIS) form shall be utilized for all waste created during this project. During the construction, testing, and certification period, the selected Vendor shall maintain a safe, clean, and orderly work environment. Prior to the selected Vendor leaving the work site each day, it is expected that all scrap and waste material be removed and the premises left in a neat and orderly condition.
2. The selected Vendor shall be responsible for disposing of all non-hazardous solid waste generated during the construction period in accordance with local, state and federal laws. A possible source to contract with and provide an on-site solid waste dumpster(s) is Waste Pro (321-837-0055). For projects generating hazardous waste, the selected Vendor shall obtain the Landfill Verification Form from for the handling and disposal of hazardous waste.

## **HEALTH and SAFETY**

1. Prior to commencing work, the selected Vendor and subcontractors must have appropriate safety plans in effect, perform regular safety briefings with personnel, and to be in compliance at all times with applicable OSHA standards. Such safety plan is subject to review and approval by Space Florida.
2. The selected Vendor shall maintain, at all times, a compilation of Material Safety Data Sheets (MSDS) of all chemicals and materials to be used during the course of this project.
3. All personal protective equipment shall be furnished at the selected Vendor's expense.



## **CONTRACTOR ON-SITE FACILITIES**

1. All operations of the selected Vendor, including material storage and equipment, on CCAFS premises shall be coordinated with the Space Florida representative and confined to areas authorized and approved by Space Florida.
2. The selected Vendor shall hold and save Space Florida, the U.S. Government, U.S. Air Force, and the U.S. Navy, its officers and agents, harmless and free from liability of any nature occasioned by the selected Vendor's operations.
3. Temporary buildings (storage sheds, yards, shops, offices, and other facilities) may be erected by the selected Vendor but only with approval by Space Florida and shall be built to meet all CCAFS codes with labor and materials furnished by the selected Vendor without additional expense to Space Florida, the U.S. Government, the U.S. Air Force, or the U.S. Navy.
4. One (1) week prior to commencing work, the selected Vendor shall provide the Space Florida representative with a list of proposed temporary facilities or other equipment requiring a lay down area.
5. Upon completion of the work, such temporary facilities, equipment and utilities shall be removed by the selected Vendor at the selected Vendor's expense within seven (7) calendar days.

## **MATERIAL SHIPMENT**

1. Deliveries to CCAFS may not be granted unless there is 48-hour minimum advanced coordination with the Space Florida representative.
2. The selected Vendor shall be responsible for notifying suppliers of the procedures and regulations, concerning access to CCAFS.
3. Materials shall be new and delivered to the site in the original, sealed containers or packages and bear the manufacturer's name and brand designations. Material shall be packaged, stored, handled, and installed in a manner to protect them from all damage and the environment during the entire construction period.

## **DOCUMENTATION REQUIREMENTS**

1. The selected Vendor shall maintain a redlined set of drawings at the job site to show any deviations made from the contract drawings, and which reflect the "As-Built" conditions.
2. These drawings shall clearly identify all dimensions established in the field and all deviations to the drawings, as approved by the Space Florida representative.



3. All red-line drawings shall be turned-over and provided to Space Florida within two (2) weeks of work completion.
4. All documents and drawings provided by Space Florida shall not be used for any purpose other than those intended by this project.

### INSTRUCTIONS TO VENDORS

**Submittal Deadline:** All proposals/responses must be received by Space Florida no later than 12:00 Noon (EST) on Tuesday, March 19, 2013. Late proposals will not be considered. Vendors accept all risks of late delivery of mailed proposals regardless of fault. Faxed and e-mailed proposals will be deemed non-responsive.

**Delivery of the Proposal:** The vendor is responsible for timely delivery of proposal/response to:  
Space Florida  
Attn: Debbie Hebert, RFP Project Coordinator  
505 Odyssey Way, Suite 300  
Exploration Park, FL 32953  
(*new location*)

Unless otherwise specified herein, proposals must be sealed in one package and clearly labeled "REQUEST FOR PROPOSAL FOR CONSTRUCTION SERVICES AT COMPLEX 25, CAPE CANAVERAL AIR FORCE STATION (CCAFS) FOR STRATEGIC WEAPONS SYSTEM ASHORE, RFP-SF-34-0-2013/TB" on the outside of the package.

*Due to the location and the associated guidelines for security at the Space Florida Headquarters offices, proposals/responses provided via hand-delivery must contact the RFP Project Coordinator in writing on or before Monday, March 18, 2013, Noon, so that proper clearance may be facilitated.*

**Local Laws and Requirements:** The Vendor should 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 any and all conditions and requirements that may in any manner affect the work to be performed under the contract. No additional allowance will be made due to the lack of knowledge of required conditions.

**Withdrawal of Proposals:** Any proposal may be withdrawn prior to the date and time the proposals are due. Any proposal not withdrawn prior to the date and time proposals are due, will constitute an irrevocable offer, for a period of ninety (90) days, to provide Space Florida with the services as specific in the proposal. Note that if a Vendor withdraws a proposal, Space Florida still must retain a copy of the proposal in order to comply with the retention requirements of the Public Records Law.



**Preliminary Schedule:** These dates are estimates only and are subject to change by Space Florida.

Event	Date	Time
RFP Announcement and Posted on Space Florida Website	February 11, 2013	3:00 P.M.
<b>Mandatory</b> Pre-Construction Meeting Registration <i>and</i> CCAFS Visitor Badge Request Form Deadline	February 15, 2013	12:00 Noon
<b>Mandatory</b> Pre-Construction Meeting and Site Visit	February 21, 2013	9:00 A.M.
Question Submission Deadline*	February 26, 2013	12:00 Noon
Question Responses Posted	March 5, 2013	3:00 P.M.
Proposals Due	March 19, 2013	12:00 Noon
Proposals Evaluated (Part 1 & 2)	March 20 – 25, 2013	N/A
Inform Vendors of Interview/Presentation Time	March 26, 2013	N/A
Interviews/Presentations, Final Evaluation (Part 3)		TBD
Notice of Intent to Enter into Negotiations and Intent to Award		TBD
Contract Negotiations		TBD
Notice of Award		TBD

\*All questions must be submitted in writing to the RFP Project Coordinator, Debbie Hebert at [dhebert@spaceflorida.gov](mailto:dhebert@spaceflorida.gov). All answers will be posted to the Space Florida website.

**Mandatory Pre-Construction Meeting:** All interested Vendors must attend the Mandatory Pre-Construction Meeting which will commence at the Space Florida South Campus offices. This meeting will be immediately followed by a familiarization tour of CX 25. Attendance for the Mandatory Pre-Construction Meeting and Site Visit will be limited to a maximum of two (2) personnel per vendor. Each attendee must complete the Mandatory Proposers Registration Form (**Addendum B1**) and the KSC Visitor Badge Request Form (**Addendum B2**) (if not already KSC badged) and submit to the RFP Project Coordinator at the address below no later than 12:00 Noon EST February 15, 2013:

RFP Project Coordinator  
 Name: Debbie Hebert  
 Fax: 321-730-5307  
 E-Mail: [dhebert@spaceflorida.gov](mailto:dhebert@spaceflorida.gov)

*Please note that in order to receive a CCAFS Visitor Badge for this project, the applicant must be a U.S. citizen AND when arriving at the Air Force Badging Office, you must have the Space Florida pre-approved badge form and must present two (2) forms of picture I.D.*

**Submittal Instructions:** The proposal must be submitted on 8-1/2" X 11" paper, 12-point font. An interested Vendor should submit six (6) hard copies and one (1) soft copy on compact disk in Microsoft Word (.doc) or Adobe Acrobat (.pdf) format of their proposal.



The proposal is limited to thirty (30) one-sided pages. Permitted exclusions to the proposal page limit are: Front and Back pages, Title page, Table of Contents, Index or Divider Inserts. All other information submitted will be included in the total page count.

The Vendor may also choose to submit a redacted electronic version of the proposal marked "REDACTED" suitable for release to the public, if requested. Space Florida is subject to the disclosure requirements in Florida's Public Records Law in Chapter 119 of the *Florida Statutes*, and proposals received by Space Florida are considered public records under Chapter 119. From time-to-time, a specific statutory exemption may apply to a section or portion of a proposal. If the Vendor chooses to

submit a redacted version, the Vendor must mark all portions of a proposal which are asserted to be exempt from disclosure "exempt" or "confidential" as applicable, and must provide the statutory citation and a written basis for such claim for each marked portion. Simply designating material as "exempt", "confidential", "proprietary", etc., will not protect the information from disclosure under Chapter 119, and shall constitute the Vendor's waiver of the claimed exemption. An entire proposal may not be marked or considered "exempt" or "confidential". Space Florida urges the Vendor to consult with an attorney if the Vendor is not familiar with or does not understand the application of the Public Records Law to the Vendor's proposal. If a "redacted" version of the proposal is not submitted, and Space Florida receives a public records request for a proposal submitted in response to this RFP, Space Florida will provide the requestor with an unredacted version of the Vendor's proposal. Furthermore, if the Vendor submits a proposal marked "exempt" or "confidential" in its entirety, Space Florida will not be responsible for determining what portions, if any, of the Vendor's proposal are "exempt" or "confidential" and will provide the requestor with an unredacted version of the Vendor's proposal. Under no circumstances whatsoever will Space Florida be responsible or liable for determining what is, or what is not, subject to disclosure under the Florida Public Records Law with respect to a Vendor's proposal.

**Vendor's proposal shall specifically identify and address, in the same order presented below, each of the following Sections A-F, 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:** Shall identify the RFP subject, RFP number, name of vendor, vendor address, vendor phone and facsimile number, primary point of contact, primary point of contact e-mail address for receipt of notifications and date of submittal.
- B. Table of Contents:** Shall provide identification of the material by section and by page number.
- C. Letter of Transmittal:** Shall not exceed two (2) pages and 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 and include the following:



- Type of business (sole proprietorship, partnership, corporation, etc.); and
- State of incorporation; and
- Headquarters location and if any offices are located in the State of Florida; and
- Include the names and contact information of the persons who will be authorized to make representations for the vendor; and
- Be signed by a representative who is authorized to contractually bind the vendor and include the agent's title or authority.

**D. Profile and Qualifications:** Experience and Qualifications of the firm and staff:

1. Give a brief history of the organizational structure of the firm, including the organization's inception. Indicate number of employees, and identify if the firm has a minority, women, and/or service disabled veteran business status with the State of Florida.
2. Biographies of proposed project lead and other key members of the staff, team, subcontractors, etc., that will be assigned to this effort. The biographies shall include their position, years of experience, and similar success to Space Florida's requirements.
3. Current/past performance in similar activities. The detail should include three (3) specific references with appropriate contact information, period of performance for specific engagement, and the value of services performed. Vendor should not include references that Vendor does not want contacted by Space Florida.
4. Indicate financial wherewithal and stability of firm.
5. Indicate any potential conflicts of interest with Space Florida or at the vendors firm, office, or engagement team level.
6. Describe the firm's single distinctive competency compared to other firms and include the three top factors, which the vendor believes are key for a successful relationship.
7. Proposed Teaming Arrangement: The Vendor shall outline its proposed teaming arrangement, listing all team members and outlining how the team will be structured, including which team member will serve as the prime contractor and be legally bound with Space Florida. If the Vendor intends to fulfill the Scope of Services solely using in-house resources, it will state such.

**E. Approach to RFP:** The Vendor shall clearly describe the proposed approach to providing the services as described in the Scope of Services identified above.

**F. Additional Data:** Since data not specifically requested should not be included in the foregoing proposal sections, provide any additional information you consider to be helpful in the selection process in this section.

**Selection of Vendor Using Competitive Negotiations:** Space Florida shall use a competitive negotiation process (section 287.055 of the *Florida Statutes*) in selecting the Vendor. The proposal shall be evaluated by Space Florida. Three (3) or more Vendors deemed as best suited and qualified shall be selected by a committee of at least three (3) Space Florida representatives or members of the Space Florida Board of Directors for discussions and/or presentations, ranking, and subsequent negotiations with the highest ranked Vendor. Space Florida will attempt to negotiate an agreement with the highest-ranked Vendor. If no agreement is reached with the highest-ranked Vendor, negotiations will be



terminated and initiated with the second-highest-ranked Vendor, and so on, until an agreement is reached.

The successful Vendor shall be required to execute an agreement which provides, among other things, that any and all plans, drawings, reports, and specifications that result from Vendor's services shall be the property of Space Florida. Upon the successful negotiation of an agreement, a formal contract will be prepared and executed by both parties.

**Evaluation Criteria:** Vendors will be evaluated on the following criteria:

- A. Qualifications/Relevant Experience/Financial Soundness: Vendor, team members, and subcontractors (if any) qualifications, financial soundness, and relevant experience.
- B. Background/Key Personnel: Vendor's experience and qualifications of key personnel and references.
- C. Proposed Approach: Vendor's proposed approach to providing the Services.
- D. Schedule/Timeline: Vendor's proposed schedule and timeline to meet the goals of Space Florida.
- E. Other Relevant Factors: As set forth in subsection 287.055(4) of the *Florida Statutes*.
- F. Interview/Presentation (during Part 3 of the Evaluation Process).

**Ranking:** Vendors will be ranked in a three-part process:

**Part 1.** Proposals received will be evaluated to ensure that Vendors have met the submittal requirements stated in this RFP.

**Part 2.** Proposals received will be evaluated and ranked in accordance with the RFP evaluation criteria. A ranking will be established by totaling the sum of the scores. No less than three (3) Vendors will be scheduled for interviews or presentations. Neither the ranking nor the total scores established for the short-listing will be carried forward to the next step of the process. The RFP Evaluation Criteria Score Sheet, Parts 1 & 2 is attached hereto as **Addendum C**.

**Part 3.** Short-listed Vendors (or all Vendors) will be expected to make a presentation and/or answer questions. The Selection Committee will rank the Vendors based on the RFP Evaluation Criteria Score Sheet established for Part 3.

**Right to Reject Proposals:** Space Florida reserves the right to reject any or all proposals, for any reason, and will not be liable for any Vendor for cost incurred in connection with the preparation and submittal of a proposal or response to this RFP.

**Fixed-Price Contract:** Space Florida intends for this RFP to result in a fixed-price contract.

**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. By way of non-exhaustive example, contractor shall comply with the Florida Sunshine Law and Public Records Act, Immigration and Nationality Act, the Americans with Disabilities Act, and all prohibitions against discrimination on



the basis of race, religion, sex, creed, national origin, handicap, marital status, or veteran's status.

**Convicted Vendors:** A person or affiliate placed on the convicted Vendor list pursuant to Section 287.133 of the *Florida Statutes* following a conviction for a public entity crime is prohibited from submitting a bid, proposal, or entering into a contract to provide any goods or services to Space Florida for a period of thirty-six months from the date of being placed on the convicted Vendor list.

**Discriminatory Vendor:** An entity or affiliate placed on the discriminatory Vendor list pursuant to Section 287.134 of the *Florida Statutes* is prohibited from submitting a bid, proposal, or entering into a contract to provide any goods or services to Space Florida for a period of thirty-six months from the date of being placed on the discriminatory Vendor list.

**Vendor's Representation and Authorization:** In submitting a proposal, each Vendor understands, represents, warrants 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 has not employed or retained any company or person, other than a bona fide employee working solely for Vendor to solicit or secure a contract with Space Florida and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Vendor any fee, commission, percentage, gift, or other consideration contingent on or resulting from securing a contract with Space Florida.
2. The Vendor is not currently under suspension or debarment by the State or any other governmental authority.
3. 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.
4. Vendor has no delinquent obligations to the State, including a claim by the State for liquidated damages under any other contract.
5. 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.
6. Vendor has fully informed Space Florida in writing of all convictions of the firm, its affiliates (as defined in subsection 287.133(1)(a) of the *Florida Statutes*), and all directors, officers, and employees of the firm and its affiliates for violation of Federal or State Antitrust laws with respect to a public contract for violation of any Federal or State law involving fraud, bribery, collusion, conspiracy or material misrepresentation. This includes disclosure of the names of current employees who were convicted of contract crimes while in the employ of another company.
7. Neither the Vendor nor any person associated with it in the capacity of owner, partner, Director, officer, principal, investigator, project director, manager, auditor, or position involving the administration of funds:
  - a. Has within the preceding three (3) years been convicted of or had a civil judgment rendered against them or is presently indicted for or otherwise criminally or civilly charged for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, State, or local



government transaction or public contract; violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or

- b. Has within the preceding three (3) years of this certification had one (1) or more Federal, State, or local government contracts terminated for cause or default.

**Property of Space Florida:** All information submitted by Vendor will become part of the project file and, unless otherwise exempt or confidential in accordance with Florida law and marked appropriately in a “redacted” version as provided above, will become a public record. All proposals and accompanying documentation will become the property of Space Florida and will not be returned.

**Vendor’s Cost to Develop Proposal:** Costs for developing proposals responsive to this RFP are entirely the obligations of the Vendor and shall not be chargeable in any manner to Space Florida.



## ADDENDUM A

### EXEMPT DOCUMENT -- DISTRIBUTION FORM

Space Florida has issued a Request for Proposals, RFP-SF-34-0-2013/TB, for construction services at Launch Complex 25 at the Cape Canaveral Air Force Station for the Navy Strategic Weapons System Ashore Testing Facility.

In order to appropriately respond to RFP-SF-34-0-2013/TB, prospective vendors must be provided with a copy of the Strategic Weapon System Ashore CX 25-Site Improvements Drawing Package (the "Drawing Package"). Florida's Public Records Law establishes a right of access to Space Florida's records unless such records have been made confidential or exempt by the *Florida Statutes*. Subsection 119.071(3)(b)1 of the *Florida Statutes* exempts the Drawing Package from public inspection and copying.

**Prospective vendors that receive the Drawing Package must maintain the exempt status of the Drawing Package and keep access to and reproduction of the Drawing Package to the absolute minimum.**

*This form must be completed and signed by a prospective vendor prior to Space Florida's distribution of the Drawing Package.*

Name of Company: \_\_\_\_\_

Name of Person Receiving the Drawing Package: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Profession:  Licensed Architect # \_\_\_\_\_

Licensed Engineer # \_\_\_\_\_

Licensed Contractor # \_\_\_\_\_

By signing this form, I personally, or as the representative of the above named company, fully understand the exempt nature of the Drawing Package and certify that I will maintain, or cause to be maintained, the exempt status of the Drawing Package in accordance with Florida law.

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



**ADDENDUM B1**  
**Mandatory Proposers Pre-Construction Meeting Form**  
**CONSTRUCTION SERVICES AT LAUNCH COMPLEX 25**  
**at the**  
**CAPE CANAVERAL AIR FORCE STATION**  
**for the**  
**NAVY STRATEGIC WEAPONS SYSTEM ASHORE TESTING FACILITY**  
**RFP-SF-34-0-2013/TB**

**Issue Date:** February 11, 2013  
**Published:** February 11, 2013  
**Due Date:** March 19, 2013, 12:00 Noon, EST

**RETURN TO:** [dhebert@spaceflorida.gov](mailto:dhebert@spaceflorida.gov) no later than February 15, 2013, 12:00 Noon

Name of Vendor: \_\_\_\_\_

Address of Vendor: \_\_\_\_\_  
 \_\_\_\_\_

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

**Each** representative attending the Mandatory Pre-Construction Meeting, please complete the following:

1. Representative Name: \_\_\_\_\_
2. E-mail address: \_\_\_\_\_
3. Fax #: \_\_\_\_\_
4. Does the representative have a current KSC/CCAFS Badge:     Yes  No
5. If yes, Badge #: \_\_\_\_\_
6. Expiration Date: \_\_\_\_\_

If you answered “No” to #2 above, you must be a U.S. Citizen and complete the attached CCAFS Visitors Badge Form (Addendum C2). For U.S. Citizens born outside of the United States, you must provide proof of naturalization with CCAFS Visitors Badge Form. Additional information regarding CCAFS badging requirements may be found at:  
[http://www.nasa.gov/centers/kennedy/business/business\\_visit.html](http://www.nasa.gov/centers/kennedy/business/business_visit.html).



**ADDENDUM B2**  
**Air Force Visitor Badge Request**

<b>45 SFS BADGE/VISITOR REQUEST</b> <i>(SUBJECT TO THE PRIVACY ACT OF 1974)</i>		REQUIRES ACCESS TO:			<input type="checkbox"/> LONG TERM		<input type="checkbox"/> SHORT TERM		
		<input type="checkbox"/> PAFB		<input checked="" type="checkbox"/> CCAFS					
		Contractor <input type="checkbox"/>	Student <input type="checkbox"/>	Resident <input type="checkbox"/>	Visitor <input type="checkbox"/>	Caretaker <input type="checkbox"/>	Golf <input type="checkbox"/>		
<b>PRIVACY ACT STATEMENT</b>									
<p>AUTHORITY: E.O. 9397; The Privacy Act of 1974, 5 U.S.C. 522a; DODD 8500.1</p> <p>PRINCIPAL PURPOSE(S): To provide necessary information to 45th Space Wing (45 SW) to determine if applicant meets access control requirements IAW HSPD12, DoD 5200.8, DTM 09-12 and FIPS201. Use of SSN is necessary to make positive identification of an applicant. Records in the Defense Biometric Identification System (DBIDS) are maintained to support DoD physical security and information assurance programs and are used for identity verification purposes, to record personal property registered with the DoD and for producing facility management reports. SSN, Drivers License Number or other acceptable identification will be used to distinguish individuals who request entry to 45 SW property.</p> <p>DISCLOSURE: Voluntary. However, failure to provide the requested information may result in denial of a badge or visitor pass and denial of entry to 45 SW property.</p>									
<b>I. IDENTIFICATION</b>									
NAME(First, Middle Initial, Last)				BIRTH(MM/DD/YYYY)		SOCIAL SECURITY NO			
DRIVER'S LICENSE NO			STATE	COMPANY/UNIT					
US CITIZEN?		ALIEN/PASSPORT/BIRTH COUNTRY(Non-US Citizen)			GENDER	HEIGHT(ft/in)	WEIGH(lbs)	EYE COLOR	HAIR COLOR
YES <input type="checkbox"/>	NO <input type="checkbox"/>								
<b>II. ATTESTATION</b>									
All badges are government property and should be returned to the Visitor Control Center or Security Manager upon completion of official business. Immediately report lost or stolen badges to your Security Manger.									
SIGNATURE							DATE		
<b>III. ORGANIZATION/SPONSOR AND ACCESS DATES/TIMES</b>									
START DATE(MM/DD/YYYY)		DAYS REQUESTING ACCESS							
		MON	TUE	WED	THU	FRI	SAT	SUN	
END DATE(MM/DD/YYYY)		Hours (e.g. 0730-1630)							
REQUESTOR Gail Bailey		AGENCY/ORGANIZATION Space Florida		DUTY PHONE 321-730-5301		SIGNATURE AND DATE			
REMARKS									
DOES APPLICANT HAVE A CURRENT SECURITY CLEARANCE OR FAVORABLE BACKGROUND CHECK?							YES <input type="checkbox"/>	NO <input type="checkbox"/>	
DOES APPLICANT HAVE A NON-DOD ISSUED COMMON ACCESS CARD OR TWIC?							YES <input type="checkbox"/>	NO <input type="checkbox"/>	
VERIFIED BY(Print Name)				SIGNATURE			DATE		
<b>IV. ACKNOWLEDGEMENT OF POTENTIAL TOXIC HAZARDS (CCAFS ONLY)</b>									
<p>Visitors must be aware that highly toxic chemicals (Nitrogen Tetroxide, Aerozine-50, Anhydrous Hydrazine and Monomethyl Hydrazine) used during launch vehicle processing pose potential risks of airborne toxic hazards at CCAFS. In the event of a toxic chemical release, all personnel including visitors must comply with posted warning signs and announcements on the Cape Aural Warning Zones system. This includes stopping your vehicle and waiting for security personnel to arrive when traffic lights on posted toxic hazard signs are activated red. Emergency procedures will evacuate personnel to designated assembly points that are upwind of a toxic chemical release point. CCAFS facilities that process these toxic chemicals include: all launch complexes; Fuel Storage Area 1 (FSA1); Satellite Processing &amp; Integration Facility (SPIF); Defense Satellite Communication System Processing Facility (DPF); and the Solid Motor Assembly Building (SMAB). Dial 911 (853-0911 cell phone) to report any emergency.</p>									
I ACKNOWLEDGE RECEIPT AND UNDERSTANDING OF THIS SAFETY WARNING BY INITIALING HERE									
<b>V. 45 SFS USE ONLY</b>									
DATE OF NCIC CHECK		NCIC OPERATOR		COMMENTS					

**INSTRUCTIONS FOR COMPLETING FORM (Must be typed or printed clearly in ink).**

Use this form to request a Defense Biometric Identification System (DBIDS) badge or visitor pass for personnel requiring access to Patrick AFB and/or Cape Canaveral Air Force Station.

**Badge Type:**

Select either Patrick AFB and/or Cape Canaveral Air Force Station for installation access. Check long term (access for 60 days or longer) or short term paper pass (access less than 60 days). Check the type of badge (e.g. contractor, student, visitor, Golf).

**I. Identification Section**

Name -- Enter individuals Last Name, First Name and Middle Initial.

Suffix -- Enter the individuals Suffix, if applicable, e.g. Jr, II, Sr, III

Drivers License/State -- Enter individuals complete driver's license number and state issued.

Social Security Number -- Enter the individual's social security number.

Birth -- Date of Birth using MM/DD/YYYY format.

US Citizen -- Check either Yes or No is the individual is a US citizen

Alien Passport -- Used to document Alien, Passport or immigration number of non-US citizens

Gender -- Enter either M or F

Height -- Enter height of individual in feet and inches, e.g. 5'8"

Weight -- Enter weight in pounds, e.g. 175

Eye Color -- Enter individual's eye color, e.g. Black, Blue, Gray, Green, Hazel, Violet

Hair Color -- Individual's hair color, e.g. Auburn, Black, Blond, Gray, Red, Silver, White

**II. Attestation**

Completed by applicant at time of badge/visitor pass issue at Visitor Control Center

**III. Sponsoring Organization and Access Date/Times**

Start Date - Enter date the badge/visitor pass is to become effect.

End Date -- The date which the badge/visitor pass expires.

Days Requesting Access -- Enter time(s) for authorized installation access for each day of the week. Leave blank for default DBIDS access 24x7.

Requestor -- Enter name of person completing access request form.

Agency/Organization -- Enter requestor's organization

Duty Phone -- Enter requestor's duty phone.

Signature/Date -- Requestor's signature and date.

Remarks -- Enter any additional processing instructions.

Current Security Clearance or Favorable Background Check -- If known, select yes or no if applicant has a favorably adjudicated background investigation.

Non-DoD Issued Common Access Card or Transportation Worker Identification Credential (TWIC) -- Select yes or no if subject has a non-DoD CAC or TWIC.

Investigation Date -- Date a background investigation was completed as documented in the Joint Personnel Adjudication System (JPAS).

Verified By -- Name of individual verifying security clearance/background investigation.

Security Manager Signature -- Self-explanatory.

Date -- Self-explanatory.

**IV. Acknowledgement of Potential Toxic Hazards (CAAFS Only)**

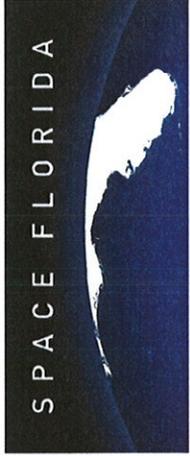
Initialed by applicant at the Visitor Control Center if access to CCAFS is being requested.

**V. 45 SFS use only**

Internal use only.

**Directions for Submitting:**

Page one of the form may be delivered to either the Patrick AFB Visitor Control Center at (321) 494-6558 or the CCAFS Visitor Center at (321) 853-3441. Allow three duty days for processing.



**ADDENDUM C**

**RFP EVALUATION CRITERIA SCORE SHEET TOTALS, PARTS 1 & 2**  
**RFP-SF-34-0-2013/TB**

Item #	Selection Criteria	Score Range				
1.	<b>**Review criteria in conjunction with RFP**</b> <b>Profile and Qualifications-</b> Vendors and Subcontractor (if any) qualifications, financial soundness and relevant experience.	0 – 25				
2.	<b>Background/Key Personnel-</b> Vendor’s experience, qualifications of key personnel and references.	0 – 20				
3.	<b>Proposed Approach-</b> Vendor’s proposed approach to providing the services as described in the Scope of Services.	0 – 25				
4.	<b>Schedule/Timeline-</b> Does the vendor’s proposed schedule and timeline meet the goals of Space Florida?	0 – 20				
5.	<b>Other Relevant Factors/Additional data -</b> As set forth in subsection 287.055(4) of the <i>Florida Statutes</i> . Additional information relevant and pertinent to the proposal.	0 – 10				
	<b>Total Scores</b>	<b>100 Possible</b>				

Evaluator’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_