

CITY OF MEXICO BEACH
2023-2024 ARTIFICIAL REEF PROJECT
REQUEST FOR PROPOSALS

RFP # 2024-01

RFP OPENED: _____

NOTICE TO PROPOSERS

Notice is hereby given that the City of Mexico Beach, Florida will accept sealed proposals for **RFP 2024-1** until 2:00 PM (Central Time), on January 15, 2024, for the City of Mexico Beach 2023-2024 Artificial Reef Project. The project consists of construction and deployment of a minimum of two (2) of approximately 10,000-36,000 lb concrete artificial reef modules (22-25 feet tall), thirty-five (35) of approximately 5,000-8,000 lb concrete artificial reef modules (6-8 feet tall), and seven (7) of approximately 3,000-6,000 lb concrete artificial reef modules (5-6 feet tall) at eight (8) specified locations offshore of the City of Mexico Beach. Copies of the provisions, forms, and specifications may be obtained at <https://mexicobeachfl.gov/bids/> . Any other information or questions, please contact Mr. Chris Hubbard, City Administrator, at c.hubbard@mexicobeachfl.gov and 850-648-5700 during normal working hours.

At 2:30 PM (Central Time), on January 15, 2024, the proposals will be opened and read. All proposals must be in sealed envelope reflecting on the outside thereof the proposer's name and **"City of Mexico Beach 2023-2024 Artificial Reef Projects to be opened on January 15, 2024."**

There is no obligation on the part of the City to award the proposal to the lowest bidder, and the City reserves the right to award the proposal to the bidder submitting a responsive proposal with a resulting negotiated agreement which is most advantageous and in the best interest of the City of Mexico Beach and to waive any irregularity or technicality in proposals received. The City of Mexico Beach shall be the sole judge of the proposal and the resulting negotiating agreement that is in its best interest and its decision shall be final.

Any bidder failing to mark outside of the envelope, as set forth herein, may not be entitled to have their proposal considered.

All proposals should be addressed as follows:

City of Mexico Beach
Attn: Chris Hubbard, City Administrator
201 Paradise Path
Mexico Beach, FL 32456

Chris Hubbard
City Administrator

SPECIFICATIONS

RFP #: 2024-01

RFP ITEM: CITY OF MEXICO BEACH 2023-2024 ARTIFICIAL REEF PROJECT

The purpose of this RFP is to secure sealed proposals for the construction, acquisition and deployment of clean concrete pre-fabricated structures as described in Attachment A.

The City reserves the right to choose the contractor and material that best meets their needs and to select quantities of its choice.

These projects are funded by the U. S. Fish & Wildlife Service (Federal Aid in Sport Fish Restoration Program) and the Florida Fish & Wildlife Conservation Commission (Division of Marine Fisheries Artificial Reef Grants Program).

Proposers must include a concise description of the type of material being submitted. Description should include size, weight, pictures (if possible) and literature (if appropriate) in accordance with the criteria described in Attachment “A”. The City reserves the right to disqualify any RFP that appears not providing clear descriptive information.

Selection will be based on criteria (point system) as described in Attachment “A”.

SPECIAL CONDITIONS

1. The City reserves the right to waiver any informalities or reject any and all proposals, in whole or part, to utilize any applicable state contracts in lieu of or in addition to this proposal, and to accept the proposal that in their judgment will best serve the interest of the City. The City specifically reserves the right to reject any conditional proposal and will normally reject those that made it impossible to determine the true amount of the proposal.
2. **Addition/Deletion of Items:** The City reserves the right to add or delete any item from this proposal or resulting contract when deemed to be in the City's best interest.
3. **PIGGYBACKING:** The City hereby authorizes other agencies to piggyback, the practice of one agency using the procurement/agreement of another agency, on this Contract with Contractor's consent. The terms and conditions of the new contract, including the scope of work and volume of goods or services, must be the same as those of this contract.
4. Proposals will not be considered from vendors who are currently involved in official financial re-organization or bankruptcy proceedings.
5. **Payments:** The contractor shall be paid upon submission of invoices in duplicate, to the City of Mexico Beach, 201 Paradise Path Mexico Beach, FL 32456 or by e-mail to c.hubbard@mexicobeachfl.gov. The prices stipulated herein for articles delivered and accepted. Invoices must show purchase order numbers.
6. **Information:** Questions concerning proposal requirements or specifications should be directed to the City of Mexico Beach, City of Mexico Beach, 201 Paradise Path Mexico Beach, FL 32456; Phone # 850-648-5700, Attn: Chris Hubbard, City Administrator. Any changes by the City to specifications shall be in writing in the form of an addendum and furnished to all proposers. Verbal information obtained otherwise will not be considered in awarding of proposals.
7. **Right to Waive & Reject:**
 - A. The City, in its absolute discretion, may reject any proposal of a proposer that has failed, in the opinion of the City, to complete or perform a City contracted project in a timely fashion or has failed in any other way, in the opinion of the City, to perform a prior contract in a satisfactory manner.
 - B. There is no obligation on the part of the City to award the proposal to the lowest proposer, and the City reserves the right to award the proposal to the proposer submitting a responsive proposal with a resulting negotiated agreement which is most advantageous and in the best interest of the City of Mexico Beach, and to reject any and all proposals or to waive any irregularity or technicality in proposals received. The City of Mexico Beach shall be the sole judge of the proposal and the

resulting negotiated agreement that is in its best interest and their decision shall be final.

- C. The City of Mexico Beach reserves the right to waive any informalities or reject any and all proposals, in whole or part, to utilize any applicable state contracts in lieu of or in addition to this proposal and to accept the proposal that in its judgment will best serve the interest of the City.
- D. The City of Mexico Beach specifically reserves the right to reject any conditional proposal and will normally reject those that made it impossible to determine the true amount of the proposal. Each item must be proposed separately and no attempt is to be made to tie any item or items to any other item or items.

8. **Disqualification of Proposers:**

Any of the following reasons may be considered as sufficient for the disqualification of a proposer and the rejection of his proposal or proposals:

- A. More than one proposal for the same work from an individual, firm or corporation under the same or different name.
- B. Evidence that the proposer has a financial interest in the firm of another proposer for the same work.
- C. Evidence of collusion among proposers. Participants in such collusion will receive no recognition as proposers for any future work of the City until such participant shall have been reinstated as a qualified proposer.
- D. Uncompleted work that in the judgment of the City might hinder or prevent the prompt completion of additional work if awarded.
- E. Failure to pay or satisfactorily settle all bills due for labor and material on former contracts in force at the time of advertisement of proposals.
- F. Default under previous contract.
- G. The City, in their absolute discretion, may reject any proposal of a proposer that has failed, in the opinion of the City, to complete or perform a City contracted project in a timely fashion or has failed in any other way, in the opinion of the City, to perform a prior contract in a satisfactory manner.

9. **Proposal Opening:** Opening shall be in the City Hall Conference Room on the date and time specified. It is the proposer's responsibility to assure that his proposal is delivered at the proper time and place. Offers by telegram, facsimile, or telephone are **NOT ACCEPTABLE**. **NOTE:** The City of Mexico Beach, FL is "**not a next day guaranteed delivery location**" by delivery services.

10. **Public Entity Crime Information:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

11. **Conflict of Interest:** The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All respondents must disclose with their proposal the name of any officer, director, or agent who is also a public officer or an employee of the City of Mexico Beach.

Furthermore, all respondents must disclose the name of any City officer or employee who owns, directly or indirectly, any interest of five percent (5%) or more in the firm or any of its branches.

Furthermore, the official, prior to or at the time of submission of the proposal, must file a statement with the City of Mexico Beach, if he/she is an officer or employee of the City, disclosing his/her or spouse's or child's interest and the nature of the intended business.

NOTE: For proposer's convenience, this certification form is enclosed and is made a part of the proposal package.

12. **Certifications and Assurances:** Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals which are equal with respect to price, quality and service are received by the City for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process (see attached certification form).

NOTE: For proposer's convenience, this certification form is enclosed and is made a part of the proposal package.

13. **Discrimination:** An entity or affiliate who has been placed on the discriminatory vendor list may not submit a proposal on a contract to provide goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

14. **Indemnification & Hold Harmless:** To the fullest extent permitted by law, CONTRACTOR shall indemnify and hold harmless CITY, its officers and employees from

liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the CONTRACTOR and other persons employed or utilized by the CONTRACTOR in the performance of this Agreement.

NOTE: For proposer's convenience, this certification form is enclosed and is made a part of the proposal package.

15. **Contractor's Insurance:**

- A. The **CONTRACTOR** shall not commence work in connection with this Agreement until he has obtained all required insurance and such insurance has been approved by the City of Mexico Beach.
- B. All insurance policies shall be with insurers licensed to do business in the State of Florida, and any insuring company is required to have a minimum rating of A, Class X in the Best Key Rating Guide published by A. M. Best & Co., Inc.
- C. The City shall retain the right to reject all insurance contracts that do not meet the requirement of this Agreement. Further, the City reserves the right to change these insurance requirements with 60-day notice to the **CONTRACTOR**.
- D. The insurance definition of Insured or Additional Insured shall include Subcontractor, Sub-subcontractor, and any associated or subsidiary companies of the **CONTRACTOR** which are involved, and which is a part of the contract.
- E. The City reserves the right at any time to require the **CONTRACTOR** to provide certified copies of any insurance policies to document the insurance coverage specified in this Agreement.
- F. The designation of **CONTRACTOR** shall include any associated or subsidiary company which is involved and is a part of the contract and such, if any associated or subsidiary company involved in the project, must be named in the Workers' Compensation and/or Jones Act coverage as applicable.
- G. All policies shall be written so that the City will be notified of cancellation or restrictive amendments at least thirty (30) days prior to the effective date of such cancellation or amendment. Such notice shall be given directly to the City Representative.
- H. All insurance contracts, except the Workers' Compensation and Jones Act shall list the City of Mexico Beach as an Additional Insured. **CONTRACTOR** shall provide the City current Certificates of Insurance for all policies at least ten days before commencing work.

16. **Workers' Compensation and/or Jones Act Insurance:**

- A. The **CONTRACTOR** shall secure and maintain during the life of this agreement Workers' Compensation **and/or Jones Act** insurance for all employees employed including supervision, administration and management personnel. In case any work is sublet with the approval of the City, the **CONTRACTOR** shall require the Subcontractor to provide Workers' Compensation insurance for all employees. **All contractors/subcontractors will submit a copy of their certificate of Worker's Compensation Insurance and/or Jones Act with their bids. Bids not containing this certification will be cause for rejection of bid.** Evidence of such insurance shall be furnished by City not less than ten (10) days prior to the commencement of any and all subcontracted work.
- B. Such insurance shall comply with the Florida Workers' Compensation Law **and/or Jones Act**.
- C. Coverage shall include a waiver or subrogation clause in favor of the City of Mexico Beach. Also, this endorsement must be indicated on all Certificates of Insurance.
- D. Contractor shall insure and/or otherwise comply with the Federal Longshoremen and Harbor Workers Act and the Jones Act. If the installation of the reefs will occur entirely on water, using a vessel that will arrive in Florida waters from international waters seaward of Florida (Gulf of Mexico), and the vessel will depart the same way having never docked at any location within Florida waters, only then can the following changes be made to the insurance requirements:
 - 1) Workmen's Comp will not be required as it cannot be purchased for a vessel at sea.
 - 2) United States Longshoremen and Harbors Act Coverage will not be required as it cannot be purchased for a vessel at sea.
 - 3) The General Automobile and Business Auto Liability are not required if the acquisition of all materials and installation of the reefs will not require the operation of a motor vehicle for the duration of the project.

17. **Business Automobile & Public Liability Insurance:**

- A. The **CONTRACTOR** shall maintain Business Automobile Liability insurance coverage throughout the life of this Agreement. The insurance shall include Owned, Non-Owned and Hired motor vehicle coverage.
- B. The **CONTRACTOR** shall carry other Public Liability insurance against all other Bodily Injury, Property Damage and Personal and Advertising Injury exposures.
- C. In addition to the required coverage in B above, Public Liability coverage shall include the following:

- 1) On and Off Premises Operation Liability
 - 2) Personal Injury Liability Insurance
 - 3) Independent Contractor Liability
 - 4) Completed Operations & Products Liability
- D. The **CONTRACTOR** shall agree to maintain in force Commercial General Liability Insurance including Completed Operations and Products Liability coverage for at least two years following acceptance of the project by the City.
- E. All liability insurance shall be written on an occurrence basis and shall not be written on a claim-made basis. If the insurance is issued with an aggregate limit of liability, the aggregate limit of liability shall apply only to the locations included in this Agreement. If, as the result of any claims or other reasons, the available limits of insurance reduce to less than those stated in the LIMITS OF LIABILITY, the **CONTRACTOR** shall notify the City representative in writing. The **CONTRACTOR** shall purchase additional liability insurance to maintain the requirements established in this Agreement. Umbrella or Excess Liability insurance can be purchased to meet the Limits of Liability specified in this Agreement.

Limits of Liability:

The insurance required shall be written for not less than the following limits unless law requires higher amounts:

<u>COVERAGE</u>	<u>LIMIT</u>
1. Workers Compensation and/or Jones Act.	
a. State	Statutory
b. Employers Liability	\$1 million each accident
2. Business Automobile & Commercial Grant Liability Insurance	\$1 million each occurrence (Combined Single Limit)
3. Personal & Advertising Injury	\$250,000

18. **Notice of Claims or Litigation:** The **CONTRACTOR** agrees to report any incident or claim that results from performance of this Agreement. Within ten (10) days of the **CONTRACTOR'S** knowledge, the City Representative shall receive written notice describing the incident or claim. In the event such incident or claim involves injury or property damage to a third party, verbal notification shall be given the same day the **CONTRACTOR** becomes aware of the incident or claim. A detailed written report is to be made within ten (10) days).
19. **Certificate of Insurance:**

- A. All insurance shall include the interest of all entities names in and its respective agents, consultants, servants and employees of each and all other interests as may be reasonably required by the City of Mexico Beach as Additional Insured. The coverage afforded the Additional Insured under this policy shall be primary insurance. If the Additional Insured has other insurance that is applicable to the loss, such other insurance shall be on an excess or contingent basis. The amount of the company's liability under this policy shall not be reduced by the existence of such other insurance.
- B. Certificates of Insurance, in duplicate, indicating the jobsite and evidencing all required coverage must be submitted to and approved by the City of Mexico Beach prior to the commencement of any of the work. The certificate holder(s) shall be as follows:

City of Mexico Beach
201 Paradise Path Mexico Beach, FL 32456

- C. All policies shall expressly require 30 days written notice to the City of Mexico Beach at the address set out above, or the cancellations of material alterations of such policies, and the Certificates of Insurance, shall so provide. The certificate, if on a Standard Accord, shall not include language such as "if any" or but failure to mail such notice shall impose on obligation or liability of any kind upon the City, its agents or representatives.
- D. All certificates shall be subject to the City's approval of adequacy of protection and the satisfactory character of the Insurer.
- E. The Certificates of Insurance shall disclose any and all deductibles or self-insured detentions (SIRs). Deductibles or SIRs in excess of \$10,000 will not be accepted unless specifically approved in writing by the City of Mexico Beach. All deductibles or SIRS, whether approved by the City or not, shall be the Contractor's full responsibility. In particular, the Contractor shall afford full coverage as specified herein to entities listed as Additional Insured.

In no way will the entities listed as Additional Insured be responsible for, pay for, be damaged by, or limited to coverage required by this schedule due to the existence of a deductible or SIR. Specific written approval from the City of Mexico Beach will only be provided upon demonstration that the Contractor has the financial capability and funds necessary to cover the responsibilities incurred as a result of the deductible or SIR.

- F. In the event of failure of the Contractor to furnish and maintain said insurance and to furnish satisfactory evidence thereof, the City of Mexico Beach shall have the right (but not the obligation) to take out and maintain insurance on the project. All costs for the coverage will be paid by Contractor upon presentation of a bill.

20. General Terms:

Any type of insurance or increase of limits of liability not described above which the Contractor required for its own protection or on account of statute shall be its own responsibility and at its own expense.

The carrying of the insurance described shall in no way be interpreted as relieving the Contractor of any responsibility under this contract.

Should the Contractor engage a subcontractor or sub-subcontractor, the same conditions will apply under this agreement to each subcontractor and sub-subcontractor.

The Contractor hereby waives all rights of subrogation against the City of Mexico Beach and its consultants and other indemnities of the Contractor under all the foregoing policies of insurance.

21. Umbrella Insurance:

The Contractor shall have the right to meet the liability insurance requirements with the purchase of an umbrella insurance policy. In all instances, the combination of primary and umbrella liability coverage must equal or exceed the minimum liability insurance limits stated in this agreement.

ATTACHMENT A SCOPE OF WORK

City of Mexico Beach 2023-2024 Artificial Reef Project

The City of Mexico Beach, Florida will be administering an artificial reef construction project. The project consists of construction and deployment of a minimum of two (2) of approximately 10,000-36,000 lb concrete artificial reef modules, thirty-five (35) of approximately 5,000-8,000 lb concrete artificial reef modules, and seven (7) approximately 3,000-6,000 lb concrete artificial reef modules at eight (8) specified locations offshore of the City of Mexico Beach. The locations and allocations of the artificial reef modules are as specified in the deployment plan (see Attachment B). The specifications for the artificial reef modules will be described in subsequent paragraphs. Available funds for this project are **\$137,000.00**. Contractors must submit proposals for what they can construct and deploy as specified in the deployment plan for the total of **\$137,000.00**. Contractor selection will be administered through the criteria outlined in the below request for proposal process.

The specified artificial reef modules are to be deployed in three (3) artificial reef permit areas offshore of the City of Mexico Beach. These permit areas are Bridge Span, Crooked Island, and Sherman Sites. These are authorized artificial reef permit areas with the U.S. Army Corps of Engineers and Florida Department of Environmental Protection as applicable. The permit for the Bridge Span Site is permit no. SAJ-2006-01340(MOD-KAB) authorized on December 7, 2022; and is valid until December 7, 2027; FDEP permit not applicable. The permit for the Crooked Island and Sherman Sites is permit no. SAJ-1988-60104 (SP-JML) authorized on June 17, 2015 and is valid until March 18, 2025 plus FDEP 03-0322337 EI authorized July 23, 2015 and valid until March 31, 2025.

Each Contractor RFP proposal must consist of the following elements:

MINIMUM CONTRACTOR QUALIFICATIONS

- 1) **CONTRACTORS** must meet the following minimum qualifications by including a response to each item below at the time of submitting a proposal:
 - a. Must be on file with the Department of State in accordance with provision of Chapter 607, Florida Statutes (check the State of Florida Secretary of State website);
 - b. Must not be on the federal debarment list;
 - c. Must not be on the state debarment list;
 - d. Must show they are competent and have the necessary resources to fulfill the conditions of the contract;
 - e. Must have completed an artificial reef project within the past 5 years, anywhere in the United States;
 - f. Provide proof of insurance (in accordance with City liability requirements);

MINIMUM MATERIAL STANDARDS

- 2) The project entails the manufacture and deployment of at least **44** pre-fabricated concrete artificial reef modules, or other concrete structures acceptable to the City. They will consist of: **1) At least 2 large multisided pyramid or dome shaped concrete artificial reef modules (Module A) providing horizontal ledges and crevices within the structure. They must be at least 22 feet to a maximum of 25 feet tall with a base diameter/dimensions of at least 10 feet and weigh at least five tons each. 2) At least 35 multisided pyramid or dome shaped concrete artificial reef modules (Module B) providing horizontal ledges and crevices within the structure. They must be at least 6 feet to a maximum of 8 feet tall with a base diameter/dimensions of at least 7 feet and weigh at least two tons each. 3) At least 7 multisided pyramid/cylinder/dome shaped concrete providing horizontal ledges and crevices or facsimile artificial reef modules (Module-C). They must be at least 5-6 feet tall with a base diameter of at least 6 feet and a minimum weight of two tons each.** All artificial reef materials shall be clean and free from excess dirt, asphalt, creosote, petroleum, or other hydrocarbons and toxic residues, loose free-floating material or other deleterious substances. Pre-fabricated modules must be composed of marine grade concrete with a minimum strength of 4,000 pounds per square inch (psi) with a micro-silica strengthening agent. Pre-fabricated modules shall consist of concrete with no exposed metal framework. Pre-fabricated modules will be designed with multiple openings of various sizes all the way through the outer surface to allow for water circulation and access by fish. All modules must have a solid bottom or the top of the structure must have an opening greater than 36 inches in diameter to allow for sea turtle escapement. Units must be capable of being lowered to an upright position on the seafloor within 20 feet of designated coordinates for each unit. Any lifting lines or straps used during deployment must be temporary and removed by the BIDDER prior to payment.
- 3) The City of Mexico Beach shall have the opportunity to evaluate the structural integrity of each pre-fabricated module proposed for use, and shall eliminate from artificial reef material consideration all badly damaged modules that would be prone to break apart during the transport and/or deployment process.
- 4) The **GRANTEE** must develop for the purpose of tracking each module placement a system of unique module identifiers. For example, one such system could consist of unique alpha numeric lettering spray painted or otherwise obviously displayed on each unit. The purpose of this system is to allow for visual identification of these units underwater during initial post deployment module condition and orientation visual assessments.

LOADING AND TRANSPORTATION

- 5) Artificial reef materials will be loaded using a suitable means of conveyance for transportation to a staging area site and loading onto a barge or other suitable vessel for offshore transportation to the designated artificial reef site. Offshore transportation shall be provided by a sufficiently powered transport or towing vessel, and shall include the

necessary personnel and equipment to safely transport and deploy the reef material. Reef material loaded on to the transporting vessel must be properly secured in compliance with Coast Guard standards to allow for its safe transport to the reef construction site.

DEPLOYMENT PATTERN STANDARDS

- 6) During the deployment of the artificial reef material, the transport vessel must be effectively moored through double anchoring, be spudded down, or otherwise be held securely in place with minimal movement (+/-20 feet) to ensure accurate placement of the concrete modules patch reef on the bottom. Material must be arranged to provide habitat complexity as well as provide sand bottom forage area opportunities. Individual reef materials should not be widely scattered. Any machinery used to move and deploy the reef materials should be sufficiently powered/maneuverable and capably operated to ensure timely, effective and safe off-loading of materials. The tug or transport vessel shall meet all U.S. Coast Guard certification and safety requirements, be equipped with a working, accurate Global Positioning System (GPS) unit and other marine electronics including a working VHF radio.

Materials proposed must be deployed within one specified permitted area. The bidder shall state the number of proposed modules in their bid response using Attachment B. Where multiple modules are deployed at a single location, the modules are to be placed in straight line layouts and within 40-foot-on-center distances of each other without stacking or otherwise contacting each other. The modules will be placed within 20 feet of all designated on-center coordinates for each module and shall not be widely scattered within each deployment location.

CALENDAR OF EVENTS

- 7) **It is desired that the project construction be accomplished within 120 days of contract award or Notice to Proceed.** Project construction must be completed prior to **August 31, 2024**. No compensation will be made for any work completed after this date.

ECONOMY OF PRESENTATION

- 8) **CONTRACTOR's** proposals shall be prepared simply and economically, providing a straightforward, concise delineation of **CONTRACTOR's** capabilities to satisfy the requirement of the RFP. Elaborate binding, colored displays, and promotional material are not desired; however, technical literature may be included as attachments to the proposal. Emphasis in each proposal must be on completeness and clarity of content. In order to expedite the evaluation of proposals, it is essential that **CONTRACTORS** follow the format and instructions contained in the RFP. **CONTRACTORS** must also provide electronic copies of their bids/documents/- presentations/proposals on CD/DVD or flash media (i.e. USB flash media) with their submissions.

PROPOSAL CRITERIA/FORMAT

9) The **CONTRACTOR** shall develop as part of the proposal, in draft form, a detailed project plan for the procurement, labor, construction, staging, transport and deployment on which the **CONTRACTOR** intends to bid. The **CONTRACTOR** must provide as part of the proposed project plan the following:

a. **Experience and Understanding (Average Ranking Weighted 10%)**

Describe the qualifications and demonstrate the ability to implement and administer the project. The Contractor must provide the following information:

1. Minimum of three reference names, one of which must be the client from a previous artificial reef project. Addresses and phone numbers must be provided for each reference. Higher quality artificial reef project references are preferred.
2. Number of years of involvement in marine construction projects and the number, name, location, description, cost and year of artificial reef construction projects successfully completed. Greater amount of artificial reef projects in the past 5 years are preferred.

b. **Module Specifications (Average Ranking Weighted 70%)**

Describe detailed specifications of the module designs proposed to be deployed. The contractor must provide the following information:

1. Detailed description and specifications of modules. Describe the module dimensions, weight and the composition of each component of each module design including wall thickness, what type of material reinforces the module's concrete walls and how and with what material the separate parts of the module are secured to each other. Submit scale engineering drawings (top, side, bottom view's) of each module design proposed. Module descriptions exhibiting the greatest detail and performance potential are preferred.
2. Footprint. Provide the area in square feet of the base of each module design proposed. Large footprints are preferred.
3. Surface area. Specify the external surface area exposed in the water column (not covered by seafloor) in square feet of each module type to be deployed, and the combined average total top outside surface area for each module design. Indicate if any material enhancements that will be attached to the module surface such as stone, shell, etc. Greatest amount of surface areas and material enhancements are desired.
4. Height. Identify the maximum height of each type of module to be deployed. Greatest heights meeting specifications and restrictions are desired.
5. Lifting and placement mechanism. Describe how each module is designed to be lifted and released on the bottom in straight lines within 20 feet of the designated

coordinates for each module. Describe how the lifting lines and/or straps will be temporary/removable.

6. Demonstrate stability of each module design. Documentation of past performance are preferred.
7. Demonstrate durability of each module design. Documentation of past performance at similar deployment depths are preferred.
8. Tendency to subside. Demonstrate the tendency of each module design to subside. Describe any module design elements intended to reduce subsidence. Documentation of past performance and designs with minimal subsidence at similar deployment depths and similar substrate type are preferred.
9. Identify the total quantity of modules that will be provided. Greatest quantity is preferred.
10. Depth and composition of pilings (when applicable). Identify the dimensions and composition of the pilings to be used in the module design and describe the depth and methods which the piling will be embedded in the sea floor. Material compositions of greatest durability are preferred. Piling depths exceeding minimum specifications are also desirable.

c. **Schedule of Operations (Average Ranking Weighted 10%)**

1. Provide the total number of estimated days at sea and associated vessel loading days that will be required to complete the project prior to the contract expiration date. Shortest periods of time and earliest completion dates are preferred.
2. Provide the number of estimated days required to manufacture the modules (if not already manufactured). Shortest periods of time are preferred.
3. Provide a schedule factoring in weather, availability of equipment, materials and other commitments commencing from the anticipated date of contract execution to estimated completion of the operation. Shortest periods of time are preferred.
4. Describe the step-by-step tasks of procuring, loading, moving, transporting, handling and deploying the selected modules through the time the modules are placed on the bottom. Proven methods are preferred.
5. Describe how the modules will be safely transported to the reef construction site, including how the modules will be secured for transit to the deployment site.
6. Describe the proposed anchoring system and the proposed method to accurately deploy the modules at the designated coordinates. Describe how coordination with designated City observers will be maintained. Methods with the greatest degree of

safety and protection are preferred. Greatest anchoring and deployment methods to ensure placement accuracy are favored.

d. **Available Deployment Resources (Average Ranking Weighted 10%)**

Describe the resources available to successfully complete deployment of all proposed modules. The contractor must provide the following information:

1. The staging site where the units will be kept and made available for inspection prior to deployment. High site capability and accessibility for inspection by the city is preferred.
2. The specifications (load capacity, vessel type, etc.) of the vessel/barge, and crane, and other equipment that will deploy the modules, and the port(s) they will be operating from. Well maintained equipment showing greatest capabilities and dependability are preferred.
3. The specification (load capacity, vessel type, etc.) of the tugboat and/or other support vessels that will deploy the modules, and the port(s) they will be operating from. Well maintained vessels showing greatest capability and dependability are preferred.
4. The GPS specifications and methods to be used to deploy materials at the target locations and the anticipated deployment accuracy of module placement in relation to the target coordinates. Equipment redundancy and installations with the least offset distances are preferred. Methods and procedures assuring greatest placement accuracy are preferred.

DEPLOYMENT AND MATERIAL PLACEMENT

- 10) Within 30 days following contract award, the **City of Mexico Beach** shall provide the **CONTRACTOR** with a specific list of coordinates for each of the proposed modules.
- 11) **An on-site observer, designated by the City of Mexico Beach, must be present during deployment operations.** Effective and reliable communications shall exist at all times between the transport/deployment vessel, and the designated City of Mexico Beach observers on-site.
- 12) Deployment operations will only be initiated when sea height in the operations area is no greater than two to three feet as forecast by the nearest NOAA weather office.
- 13) The City of Mexico Beach observers reserve the right to suspend off-loading operations if positioning and other deployment objectives, including safety of personnel and equipment, are not being met.
- 14) All special and standard manatee protection requirements described in the Army Corps of Engineers and applicable FDEP Permits for these reef sites must be met.

- 15) The City of Mexico Beach's Contract Manager or City of Mexico Beach's designated official observer shall ensure that the reef is constructed within the permitted area. This can be done using marker buoys, or dynamic positioning, if the chosen subcontractor can provide such services. When using marker buoys, the marker(s) shall be buoys of sufficient size and color to be clearly visible to the tug captain, and sufficiently anchored and with sufficient scope so that they will not drift off the designated deployment site prior to deployment. Precise GPS placement of marker buoys that do not shift position with time are important to ensure the reef is constructed within the permitted area. When relying on dynamic positioning from the subcontractor, the City of Mexico Beach's observer will confirm deployment locations with the subcontractor in advance of deployment, and will use a secondary method to confirm proper positioning of the deployment vessel. Secondary methods include either onboard-radar detection, or a handheld GPS, to monitor the GPS location of the deployment vessel throughout the course of the deployment. The City of Mexico Beach will not pay for materials placed outside the permit area as described above.
- 16) The **City of Mexico Beach observers** shall remain on site during the entire deployment phase of the operation and confirm the GPS coordinates of the individual placements as well as the maximum vertical relief of the constructed reefs using a fathometer after the reef construction has been completed.
- 17) Both the **City of Mexico Beach observers** and the **CONTRACTOR** shall have on site current nautical charts of the deployment area, with the permitted site indicated on the chart. The reef coordinates as specified in the deployment plan and the corner coordinates of the permit site shall also be in possession of the **City of Mexico Beach observers** and the **CONTRACTOR** when on site. The **CONTRACTOR** shall also be in possession of a copy of the Army Corps and applicable FDEP permits for the area where the deployments are taking place. The **CONTRACTOR** shall be responsible for insuring that all permit condition terms are complied with.
- 18) The **City of Mexico Beach** agrees to allow the **COMMISSION** to conduct on-site inspections of the modules before, during, and after the deployment.

LIABILITY AND RESPONSIBILITY FOR REEF MATERIALS

- 19) Upon initiation of the handling and movement of these artificial reef materials by the **CONTRACTOR**, all liability, risk of loss and responsibility for the safe handling, storage, transportation and deployment of the materials shall be borne by the **CONTRACTOR**. This liability, assumption of risk and responsibility shall remain with all contractors until the materials are deployed at the permitted reef site in accordance with the specifications in this Agreement.

REPORTING, PERFORMANCE, AND PUBLICATIONS

- 20) The FWC Materials Placement Report shall be signed and submitted by the **City of Mexico Beach or designated representatives observing deployments** to the **COMMISSION's** Project Manager within 30 days of field operations completion. The Materials Placement

Report shall reflect an accurate material tonnage for the reef deployed as well as a detailed description of the type, number, dimensions and individual weights of the various sizes of reef materials deployed. This information may be submitted on the materials placement report in lieu of taking loaded and unloaded barge measurements.

- 21) As a minimum, any published articles related to this artificial reef activity shall reflect sponsorship as follows: "Sponsored by the Mexico Beach Artificial Reef Association, City of Mexico Beach, State of Florida, Fish and Wildlife Conservation Commission, and USFWS Federal Aid in Sport Fish Restoration Program". If the sponsorship reference is in written material, the words "State of Florida, Fish and Wildlife Conservation Commission" shall appear in the same size letters or type as the name of the Grantee's organization.
- 22) Proposers must complete Attachment D, Certification Regarding Debarments, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Federally Funded Transactions.
- 23) The **CONTRACTOR** shall comply with all applicable Federal, State and local rules and regulations in providing services to the City of Mexico Beach under this Agreement, including the general and special conditions specified in any permits issued by the U. S. Army Corps of Engineers, Florida Department of Environmental Protection, or the Florida Fish & Wildlife Commission. The **CONTRACTOR** acknowledges that this requirement includes compliance with all applicable Federal, State and local health and safety rules and regulations.
- 24) The **CONTRACTOR** is required to be in compliance with the following Federal employment guidelines when employing individuals with funds obtained through this contract:
 - A. Title 42, United States Code Section 2000d (Section 601, Title VI, Civil Rights Act of 1964 as amended)
 - B. Title 29, United States Code Section 794 (Section 504, Rehabilitation Act of 1973, as amended)
 - C. Title 20, United States Code Section 1681 (Section 901, Title IX, Public Law 92-318, prohibiting discrimination of the basis of sex)
 - D. Title 42, United States Code (Section 6101 Title II of Public Law 94-135, prohibiting discrimination on the basis of age)
 - E. Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375 and as supplemented in Department of Labor Regulations (41 CFR Part 60)
 - F. Under Title 40, United States Code Section 276a to a-7 (as supplemented by Department of Labor Regulations, 29 CFR, Part 5), **CONTRACTORS** shall be required to pay wages to laborers and mechanics at a rate not less than the minimum

wages specified in a wage determination made by the Secretary of labor. In addition, **CONTRACTORS** shall be required to pay wages not less often than once a week.

25) If modules are damaged during deployment, liquidated damages may be assessed giving the **City of Mexico Beach** the option of reducing payment for any misplaced, disoriented, cracked or broken modules documented during the **City of Mexico Beach’s** post-deployment surveys. The **City of Mexico Beach** will report liquidated damages to the **CONTRACTOR** using the assigned unique identifier number within 30 days of material deployment. Claims for liquidated damages may only be applied to the specific modules documented by the **City of Mexico Beach** within the 30-day inspection period. Modules not inspected within the 15-day inspection period will not be eligible for liquidated damages. Liquidated damages may be applied per unit according to the liquidated damages schedule (Table 1). Damages can be cumulative; for example, if a unit is found to be lying on its side and was cracked during handling that unit’s price will be reduced by 20%.

Table 1: Schedule of liquidated damages for misplaced, disoriented, cracked or broken modules documented during the post-deployment surveys.

Liquidated Damages (PER UNIT)		Reduction
1	Unit deployed intact but not lying upright	10%
2	Unit cracked during handling but is still intact	10%
3	Unit is broken with up to 10% of the material no longer intact	10%
4	Unit is broken with up to 20% of the material no longer intact	20%
5	Unit is broken with up to 30% of the material no longer intact	30%
6	Unit is broken with up to 40% of the material no longer intact	40%
7	Unit is broken with more than 40% of the material no longer intact	100%
8	Unit was deployed outside of the permitted area and must be removed by contractor causing the violation.	100%

PROHIBITION OF UNAUTHORIZED ALIENS In accordance with Executive Order 96-236, the City of Mexico Beach shall consider the employment by the **CONTRACTOR** of unauthorized aliens a violation of sub-section 274A(a) of the Immigration and Nationality Act. Such violation shall be cause for unilateral cancellation of this **CONTRACT** if the **GRANTEE/CONTRACTOR** knowingly employs unauthorized aliens.

EXPERIENCE List below, or as an attachment, any previous experience in artificial reef preparation and experience. List references, if available.

Attachment B
City of Mexico Beach
2023-2024 Artificial Reef Project
Deployment Plan

Bidder Contractor Name: _____

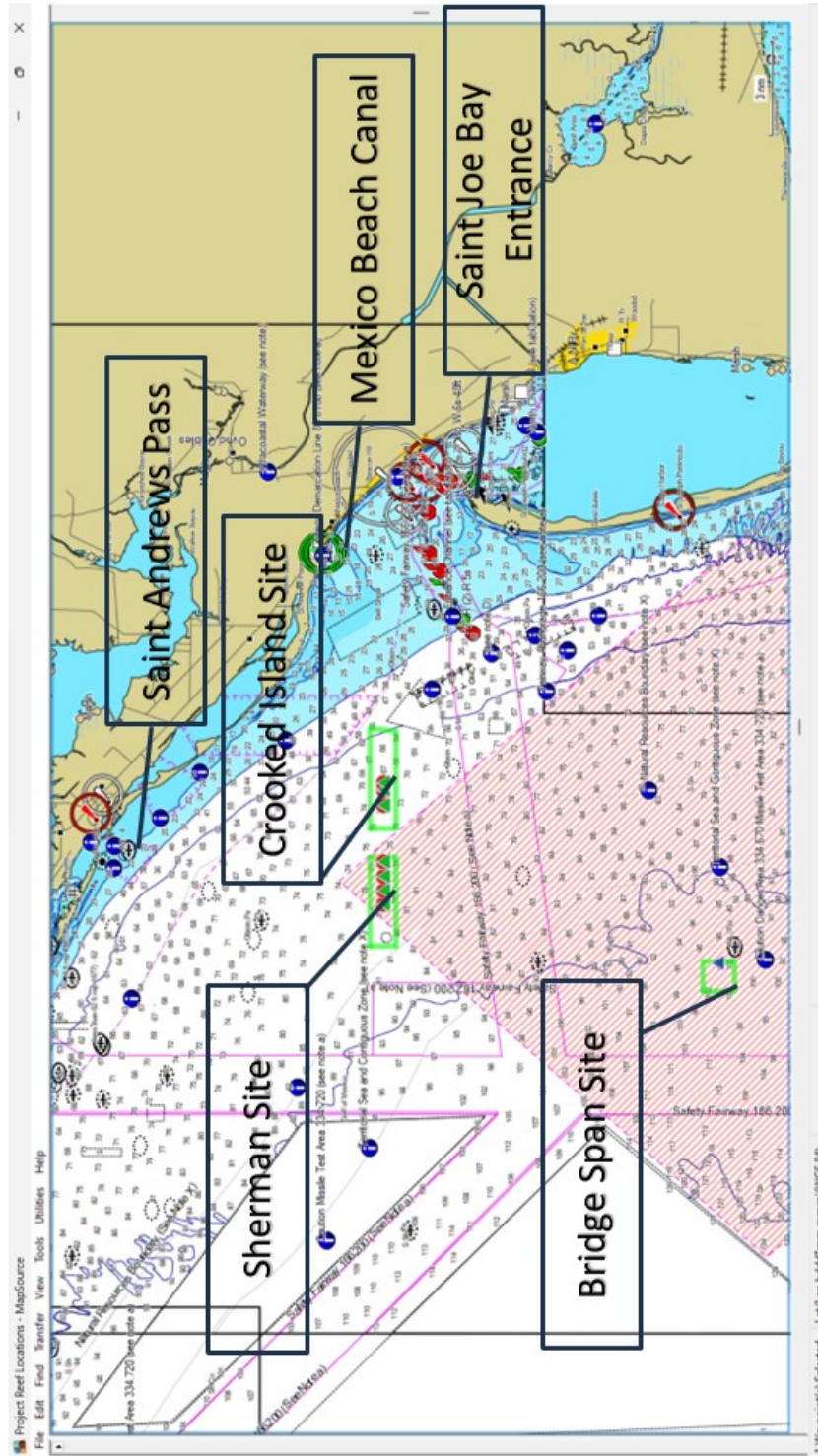
Module Type A = Large multisided pyramid or dome shaped module or facsimile (22-25 ft tall)
 Module Type B = Multisided pyramid/cylinder/dome shaped module or facsimile (6-8 ft tall)
 Module Type C = Multisided pyramid/cylinder/dome shaped module or facsimile (5-6 ft tall)

Total Type A Modules (at least 2): _____	
Total Type B Modules (at least 35): _____	
Total Type C Modules (at least 7): _____	
Total Number of Modules (A+B+C): _____	
Number of proposed modules placed in <u>Bridge Span, Crooked Island, and Sherman Sites.</u>	Number of Type A (min 2): _____
	Number of Type B (min 35): _____
	Number of Type (min 7): _____

Following is the reef deployment location and structure positions:			
Permit Area/ Structure Type	Reef Location/Structure Positions	Depth Range	Distance and Bearing from Mexico Beach Canal
Bridge Span Site Set 8		100-102 ft	18.5 nm at 228°
A1 A2	N29 44.550 W85 41.675 N29 44.530 W85 41.655		
Crooked Island Site Set 5		72-75 ft	8.6 nm at 258°
B21 B22 B23 B24 B25 C5	N29 55.090 W85 35.567 N29 55.090 W85 35.574 N29 55.090 W85 35.581 N29 55.090 W85 35.553 N29 55.090 W85 35.546 N29 55.090 W85 35.560		
Crooked Island Site Set 6		72-73 ft	8.1 nm 257°
B26 B27 B28 B29 B30 C6	N29 55.090 W85 34.977 N29 55.090 W85 34.984 N29 55.090 W85 34.991 N29 55.090 W85 34.963 N29 55.090 W85 34.956 N29 55.090 W85 34.970		

Crooked Island Site Set 7		69-71 ft	7.9 nm 257°
B31	N29 55.090 W85 34.707		
B32	N29 55.090 W85 34.714		
B33	N29 55.090 W85 34.721		
B34	N29 55.090 W85 34.693		
B35	N29 55.090 W85 34.686		
C7	N29 55.090 W85 34.700		
Sherman Site Set 1		77-79 ft	11.9 nm 261°
B1	N29 55.090 W85 39.397		
B2	N29 55.090 W85 39.404		
B3	N29 55.090 W85 39.411		
B\$	N29 55.090 W85 39.383		
B5	N29 55.090 W85 39.376		
C1	N29 55.090 W85 39.390		
Sherman Site Set 2		77-79 ft	11.5 nm 261°
B6	N29 55.090 W85 38.867		
B7	N29 55.090 W85 38.874		
B8	N29 55.090 W85 38.881		
B9	N29 55.090 W85 38.853		
B10	N29 55.090 W85 38.847		
C2	N29 55.090 W85 38.860		
Sherman Site Set 3		77-79 ft	11.0 nm 260°
B11	N29 55.090 W85 38.315		
B12	N29 55.090 W85 38.322		
B13	N29 55.090 W85 38.329		
B14	N29 55.090 W85 38.301		
B15	N29 55.090 W85 38.293		
C3	N29 55.090 W85 38.308		
Sherman Site Set 4		77-79 ft	10.5 nm 260°
B16	N29 55.090 W85 37.757		
B17	N29 55.090 W85 37.764		
B18	N29 55.090 W85 37.773		
B19	N29 55.090 W85 37.743		
B20	N29 55.090 W85 37.736		
C4	N29 55.090 W85 37.750		

Project Locations



Crooked Island and Sherman Sites USACOE Permit SAJ-1988-60104. Bridge Span Site USACOE Permit SAJ-2006-01340.

Distance & Bearing from Inlets:

Mexico Beach Canal 6.5 -18.2 nm & 255-229 Degrees.

St Andrews Pass in Panama City 11.6 - 22.6 nm & 146 - 175 Degrees.

St Joe Bay Entrance (Gulf County) 10.4 - 18.2 nm & 243 - 282 Degrees.

US Chart 11389 , 19 Jul 2005

North



Attachment C

CONFLICT OF INTEREST DISCLOSURE FORM

For purposes of determining any possible conflict of interest, all proposers/proposers, must disclose if any City of Mexico Beach employee(s), elected officials(s), of if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their business.

Indicate either “yes” (an employee, elected official, or agency is also associated with your business), or “no”. If yes, give person(s) name(s) and position(s) with your business.

YES _____ NO _____

NAME(S)

POSITION(S)

FIRM NAME: _____

BY (PRINTED): _____

BY (SIGNATURE): _____

TITLE: _____

ADDRESS: _____

PHONE NO. _____

E-MAIL _____

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Attachment D

CERTIFICATIONS AND ASSURANCES

The City will not enter this Agreement unless Contractor completes the CERTIFICATIONS AND ASSURANCES contained in this Attachment. In performance of this Agreement, Contractor provides the following certifications and assurances:

- A. Debarment and Suspension Certification (2 CFR Part 1400)
- B. Certification Regarding Lobbying (31 U.S.C. 1352)
- C. Certification Regarding Public Entity Crimes (section 287.133, F.S.)
- D. Certification Regarding Drug-Free Workplace Requirements (41 U.S.C. 701 et. seq.) (as applicable to recipients and subrecipients of federal financial assistance)
- E. Certification Regarding the Scrutinized Companies List (section 287.135, F.S.) (as applicable)

A. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS – PRIMARY COVERED TRANSACTION.

The undersigned Contractor certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal department or agency;
2. Have not within a three-year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; 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;
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph A.2. of this certification; and/or
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause of default.

If Contractor is unable to certify to any of the statements in this certification, Contractor shall attach an explanation to this Agreement.

B. CERTIFICATION REGARDING LOBBYING – Certification for Contracts, Grants, Loans, and Cooperative Agreements.

The undersigned Contractor certifies, to the best of his /her knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employees of Congress, or employee of a Member of Congress in connection with a Federal contract, grant, loan, or cooperative agreement, the undersigned shall also complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

The undersigned shall require that language of this certification be included in the documents for all subcontracts at all tiers (including subcontracts, sub-grants and contracts under grants, loans and cooperative agreements) and that all sub-recipients and contractors shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this Grant was made or entered into. Submission of this certification is a prerequisite for making or entering into this Agreement imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

C. CERTIFICATION REGARDING PUBLIC ENTITY CRIMES, SECTION 287.133, F.S.

Contractor hereby certifies that neither it, nor any person or affiliate of Contractor, has been convicted of a Public Entity Crime as defined in section 287.133, F.S., nor placed on the convicted vendor list.

Contractor understands and agrees that it is required to inform the City immediately upon any change of circumstances regarding this status.

**D. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS
(If Contractor is a Recipient of Subrecipient of Federal Financial Assistance)**

Pursuant to the Drug-Free Workplace Act of 1988, the undersigned attests and certifies that the Grantee (if not an individual) will provide a drug-free workplace by the following actions:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in Contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing an ongoing drug-free awareness program to inform employees concerning:
 - a. The dangers of drug abuse in the workplace.
 - b. The policy of maintaining a drug-free workplace.

- c. Any available drug counseling, rehabilitation and employee assistance programs.
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the Agreement be given a copy of the statement required by paragraph D.1. of this certification.
4. Notifying the employee in the statement required by paragraph D.1. of this certification that, as a condition of employment under the Agreement, the employee will:
 - a. Abide by the terms of the statement.
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
5. Notifying the City in writing ten (10) calendar days after receiving notice under subparagraph 4.b. from an employee or otherwise receiving actual notice of such conviction. Provide such notice of convicted employees, including position title, to every Grant Manager on whose Grant activity the convicted employee was working. The notice shall include the identification number(s) of each affected Contract or Grant.
6. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph 4.b. herein, with respect to any employee who is so convicted:
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 as amended.
 - b. Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local, health, law enforcement, or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of this entire certification.

If the Contractor is an individual, the Contractor certifies that:

1. As a condition of the grant, Contractor will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and,
2. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, Contractor will report the conviction, in writing, within 10 calendar days of the conviction, to the City. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

E. CERTIFICATION REGARDING the SCRUTINIZED COMPANIES LISTS, SECTION 287.135, F.S.

If this Grant is in the amount of \$1 million or more, in accordance with the requirements of section 287.135, F.S., Grantee hereby certifies that it is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum

Energy Sector List. Both lists are created pursuant to section 215.473, F.S. Grantee/Contractor also hereby certifies that it is not engaged in business operations in Cuba or Syria.

Grantee/Contractor understands that pursuant to section 287.135, F.S., the submission of a false certification may subject Grantee/Contractor to civil penalties, attorney's fees, and/or costs.

If Grantee/Contractor is unable to certify to any of the statements in this certification, Grantee/Contractor shall attach an explanation to this Grant.

By signing below, Grantee/Contractor certifies the representations outlined in parts A through E above are true and correct.

(Signature and Title of Authorized Representative)

Grantee Date

(Street)

(City, State, ZIP Code)

Attachment E

CERTIFICATION REGARDING DEBARMENTS, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER FEDERALLY FUNDED TRANSACTIONS

Required for all contractors and subcontractors on procurement (vendor) contracts of \$100,000 or more, and for all contracts and grants with sub-recipients regardless of amount, when funded by a federal grant.

1. The undersigned hereby certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. The undersigned also certifies that it and its principals:
 - (a) Have not within a three-year period preceding this response been convicted of or had a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
 - (b) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 2.(a) of this Certification; and
 - (c) Have not within a three-year period preceding this certification had one or more public transactions (Federal, State or local) terminated for cause or default.
3. Where the undersigned is unable to certify to any of the statements in this certification, an explanation shall be attached to this certification.

Dated this _____ day of _____, 20____.

By: _____
Authorized Signature/Contractor

Typed Name/Title

Grantee Name/Contractor Name

Street Address

Building, Suite Number

City/State/Zip Code

Area Code/Telephone Number

**INSTRUCTIONS FOR CERTIFICATION REGARDING DEBARMENT,
SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-
LOWER TIER FEDERALLY FUNDED TRANSACTIONS**

1. By signing and submitting this form, the certifying party is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the certifying party knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Florida Fish and Wildlife Conservation Commission (FWC) or agencies with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The certifying party shall provide immediate written notice to the person to which this contract is submitted if at any time the certifying party learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this contract is submitted for assistance in obtaining a copy of those regulations.
5. The certifying party agrees by submitting this contract that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier contract, or other covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the FWC or agency with which this transaction originated.
6. The certifying party further agrees by executing this contract that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all contracts or lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (Telephone No. (202) 501-4740 or (202) 501-4873.)
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the FWC or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Attachment F

INDEMNIFICATION AND HOLD HARMLESS

To the fullest extent permitted by law, CONTRACTOR shall indemnify and hold harmless CITY OF MEXICO BEACH, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the CONTRACTOR and other persons employed or utilized by the CONTRACTOR in the performance of this Agreement.

Proposer's Company Name

Authorized Signature – Manual

Physical Address

Authorized Signature – Typed

Mailing Address

Title

Phone Number

FAX Number

Cellular Number

After-Hours Number(s)

DATE

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NOTICE OF AWARD

TO:

PROJECT

DESCRIPTION: CITY OF MEXICO BEACH ARTIFICIAL REEF PROJECT

The **OWNER** has considered the **PROPOSAL** submitted by you for the above-described **WORK** in response to its Advertisement for Proposals dated _____ and Information for Proposers.

You are hereby notified that your **PROPOSAL** has been accepted for items in the amounts of \$_____.

You are required by the Instructions to Proposers to execute the Agreement and furnish the required **CONTRACTOR'S** Certificates of Insurance within fifteen (15) calendar days from the date of this notice to you.

If you fail to execute said Agreement and to furnish said Certificates of Insurance within fifteen (15) calendar days from the date of this notice, said **OWNER** will be entitled to consider all your rights arising out of the **OWNER'S** acceptance of your **PROPOSAL** as abandoned. The **OWNER** will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this **NOTICE OF AWARD** to the **OWNER**. If you have any questions, please call John Christopher at 850-689-5960.

Dated this ____ day of _____, 20__.

OWNER –CITY OF MEXICO BEACH

BY: _____ TITLE _____
Chris Hubbard City Administrator

ACCEPTANCE OF NOTICE

Receipt of the above **NOTICE OF AWARD** is hereby acknowledged.

BY: _____

This the _____ day of _____, 20 ____.

BY: _____

Title: _____

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CONTRACT

This agreement, in sextuple, executed in Mexico Beach, Florida this _____ day of _____ 20__ representing the City of Mexico Beach, the Owner, hereinafter called the Party of the First Part, and _____ or **its** successors, executors, administrators and assigns, hereinafter called the Party of the Second Part.

WITNESSETH:

That for and in consideration of payments, hereinafter mentioned, to be made by the Party of the First Part, the Party of the Second Part agrees to furnish all equipment, machinery, tools and labor; to furnish and deliver all materials required to be furnished and delivered in and about the improvement and to do and perform all work **related to providing concrete structures to be used in a reef building project as per RFP #2023-01** for an approximate total price of \$ _____ in strict conformity with the provisions of this Contract, the Notice to Contractors, the Specifications and the Plans approved by the Owner. The said Plans, Specifications, the Notice to Contractors, and the Proposal are hereby made a part of this agreement as fully and to the same effect as if the same had been set forth at length in the body of this agreement.

In consideration of the foregoing promises, the Party of the First Part agrees to pay to the Party of the Second Part such unit prices for the work actually done as are set out in the accompanying proposal in the manner provided in the said Specifications.

The Contractor shall be prepared to begin work to be performed under the contract as he set forth in his proposal, but will not proceed until he receives official notice to begin. The official notice will stipulate the date upon which it is expected that the Contractor will begin his work and from which date the working days tabulated against his time limit will begin; all other requirements in regard to the beginning of construction stipulated in the proposal and Special Provisions will date from the official notice. The place where the work is to be started will either be stated in the "Notice to Proceed"; or will be designated on the ground. The work shall be prosecuted from as many different points, in such part or parts and at such times as may be directed, and shall be conducted in such a manner and with sufficient materials, equipment and labor as is considered necessary to insure its completion with the time set forth in the proposal. Should the prosecution of work for any reason be discontinued by the Contractor, with the consent of the City, he shall notify the City at least twenty-four (24) hours before again resuming operations.

REPRESENTATIVES: The authorized representative for the City shall be:

Chris Hubbard, City Administrator
City of Mexico Beach
Mexico Beach, FL 32410
850-648-5700
E-Mail: c.hubbard@mexicobeachfl.gov

The authorized representative for _____ shall be:
(Contractor Name)

E-Mail: _____

All notices required by this agreement shall be in writing to the representative listed above.

IN WITNESS WHEREOF, the Administrator of the City, by authority vested in them, has hereunto subscribed his name on behalf of the City of Mexico Beach, Florida, the Owner, and the said _____ has hereto fixed his signature, the day and year above written.

WITNESSES:

Chris Hubbard, City Administrator

CONTRACTOR

**STATE OF FLORIDA
CITY OF MEXICO BEACH**

This contract is accepted this _____ day of _____ **2023** and is effective on the
_____ day of _____ 20__.

ATTEST:

CITY OF MEXICO BEACH, FLORIDA

BY _____
CONTRACTOR

BY _____
Chris Hubbard, City Administrator

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NOTICE TO PROCEED

DATE: _____

TO:

PROJECT: _____

You are hereby notified to commence WORK in accordance with the Agreement dated _____, 20_____, on or before _____, and you are to complete the WORK within _____. The date of completion of all WORK is therefore _____.

You are required to return an acknowledged copy of this NOTICE TO PROCEED to the OWNER/S.

CITY OF MEXICO BEACH
OWNER

BY: Chis Hubbard _____
Signature

TITLE: City Administrator _____

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED is hereby acknowledged.

Company Name

This the _____ day of _____, 20 _____

Signature

By: _____
Type or Print Name

Title: _____

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ARTIFICIAL REEF PROJECT PROPOSAL EVALUATION

Evaluator _____

Date _____

Company Evaluated _____

RANKING SCALE

Not Qualified Does Not Meet Minimum Requirements		Low Qualified									Highly Qualified
0		1	2	3	4	5	6	7	8	9	10

1. Experience and Understanding (Average Ranking Weighted 10%)

Describe the qualifications and demonstrate the ability to implement and administer the project. The Contractor must provide the following information:

- _____ a. Minimum of three reference names, one of which must be the client from a previous artificial reef project. Addresses and phone numbers must be provided for each reference. Higher quality artificial reef project references are preferred.
- _____ b. Number of years of involvement in marine construction projects and the number, name, location, description, cost and year of artificial reef construction projects successfully completed. Greater amount of artificial reef projects in the past 5 years are preferred.

2. Module Specifications (Average Ranking Weighted 70%)

Describe detailed specifications of the module designs proposed to be deployed. The contractor must provide the following information:

- _____ a. Detailed description and specifications of modules. Describe the module dimensions, weight and the composition of each component of each module design including wall thickness, what type of material reinforces the module's concrete walls and how and with what material the separate parts of the module are secured to each other. Submit scale engineering drawings (top, side, bottom view's) of each module design proposed. Module descriptions exhibiting the greatest detail and performance potential are preferred.

- _____ b. Footprint. Provide the area in square feet of the base of each module design proposed. Large footprints are preferred.
- _____ c. Surface area. Specify the outside surface area exposed in the water column (not covered by seafloor) in square feet of each module type to be deployed, and the combined average total top outside surface area for each module design. Indicate if any material enhancements that will be attached to the module surface such as stone, shell, etc. Greatest amount of surface areas and material enhancements are desired.
- _____ d. Height. Identify the maximum height of each type of module to be deployed. Greatest heights meeting specifications and restrictions are desired.
- _____ e. Lifting and placement mechanism. Describe how each module is designed to be lifted and released on the bottom in straight lines within 20 feet of the designated coordinates for each module. Describe how the lifting lines and/or straps will be temporary/removable.
- _____ f. Demonstrate stability of each module design. Documentation of past performance are preferred.
- _____ g. Demonstrate durability of each module design. Documentation of past performance at similar deployment depths are preferred.
- _____ h. Tendency to subside. Demonstrate the tendency of each module design to subside. Describe any module design elements intended to reduce subsidence. Documentation of past performance and designs with minimal subsidence at similar deployment depths and similar substrate type are preferred.
- _____ i. Identify the total quantity of modules that will be provided. Greatest quantity is preferred.
- _____ j. Depth and composition of pilings (when applicable). Identify the dimensions and composition of the pilings to be used in the module design and describe the depth and methods which the piling will be embedded in the sea floor. Material compositions of greatest durability are preferred. Piling depths exceeding minimum specifications are also desirable.

3. **Schedule of Operations (Average Ranking Weighted 10%)**

- _____ a. Provide the total number of estimated days at sea and associated vessel loading days that will be required to complete the project prior to the contract expiration date. Shortest periods of time and earliest completion dates are preferred.

- _____ b. Provide the number of estimated days required to manufacture the modules (if not already manufactured). Shortest periods of time are preferred.
- _____ c. Provide a schedule factoring in weather, availability of equipment, materials and other commitments commencing from the anticipated date of contract execution to estimated completion of the operation. Shortest periods of time are preferred.
- _____ d. Describe the step-by-step tasks of procuring, loading, moving, transporting, handling and deploying the selected modules through the time the modules are placed on the bottom. Proven methods with greatest placement accuracy are preferred.
- _____ e. Describe how the modules will be safely transported to the reef construction site, including how the modules will be secured for transit to the deployment site.
- _____ f. Describe the proposed anchoring system and the proposed method to accurately deploy the modules at the designated coordinates. Describe how coordination with designated City observers will be maintained. Methods with the greatest degree of safety and protection are preferred. Greatest anchoring and deployment methods to ensure placement accuracy are favored.

4. **Available Deployment Resources (Average Ranking Weighted 10%)**

Describe the resources available to successfully complete deployment of all proposed modules. The contractor must provide the following information:

- _____ a. The staging site where the units will be kept and made available for inspection prior to deployment. High site capability and accessibility for inspection by the city is preferred.
- _____ b. The specifications (load capacity, vessel type, etc.) of the vessel/barge, and crane, and other equipment that will deploy the modules, and the port(s) they will be operating from. Well maintained equipment showing greatest capabilities and dependability are preferred.
- _____ c. The specification (load capacity, vessel type, etc.) of the tugboat and/or other support vessels that will deploy the modules, and the port(s) they will be operating from. Well maintained vessels showing greatest capability and dependability are preferred.
- _____ d. The GPS specifications and methods to be used to deploy materials at the target locations and the anticipated deployment accuracy of module placement in relation to the target coordinates. Equipment redundancy and installations with the least offset distances are preferred. Methods and procedures assuring greatest placement accuracy are preferred.

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Checklist of Items Required with Bid Packages

- **Contractor's Bid:**
 - Material Specifications
 - Reef Unit Prices
 - Deployment Pattern
 - Available Deployment Resources
 - Task Plan
 - Schedule of Operations
 - Experience and Understanding

- **The following completed and signed forms:**
 - CONFLICT OF INTEREST DISCLOSURE FORM (Attachment C)
 - CERTIFICATIONS AND ASSURANCES (Attachment D)
 - CERTIFICATION REGARDING DEBARMENTS, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER FEDERALLY FUNDED TRANSACTIONS (Attachment E)
 - INDEMNIFICATION AND HOLD HARMLESS (Attachment F).

- **Certificates declaring the following:**
 - Contractor's Insurance showing City of Mexico Beach as additional insured.
 - Worker's Compensation Insurance and /or Jones Act as applicable.
 - Business Automobile & Public Liability Insurance

- **Electronic copies of their bids/documents/presentations/proposals on CD/DVD or flash media (i.e. USB flash media)**