

**HARBOR BAY COMMUNITY DEVELOPMENT DISTRICT  
INSTRUCTIONS TO PROPOSERS**

**(EMERGENCY REQUEST FOR PROPOSALS FOR  
RETAINING WALL STABILIZATION)**

Hillsborough County, Florida

THE SEAWALL PROJECT ENGINEER HAS MADE FINDINGS THAT THE STATUS OF THE CANAL RETAINING WALL THAT IS THE SUBJECT OF THE EMERGENCY PROJECT CREATES AN IMMEDIATE DANGER TO THE PUBLIC HEALTH, SAFETY AND/OR WELFARE. ACCORDINGLY, AND PURSUANT TO THE PROVISIONS OF SECTION 287.055(3)(A)1., *FLORIDA STATUTES*, THE DISTRICT IS CONDUCTING THE INSTANT PROCUREMENT INFORMALLY AND OUTSIDE THE SCOPE OF A STATUTORY COMPETITIVE PROCUREMENT. THE DISTRICT THEREFORE WILL SELECT THE PROPOSAL THAT IS IN THE BEST INTERESTS OF THE DISTRICT, AND NO BID PROTEST RIGHTS APPLY TO THIS SOLICITATION. FURTHER, THE DISTRICT RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS, MAKE MODIFICATIONS TO THE WORK, AWARD THE CONTRACT IN WHOLE OR IN PART WITH OR WITHOUT CAUSE, PROVIDE FOR THE DELIVERY OF THE PROJECT IN PHASES, AND WAIVE MINOR OR TECHNICAL IRREGULARITIES IN ANY PROPOSAL, AS IT DEEMS APPROPRIATE, AND IF THE DISTRICT DETERMINES IN ITS DISCRETION THAT IT IS IN THE DISTRICT'S BEST INTERESTS TO DO SO.

**1. OVERVIEW.** The Harbor Bay Community Development District (“**District**”) is requesting proposals (“**Proposals**”) from firms (“**Proposers**”) to provide labor, materials, equipment and construction services necessary for an emergency repair of approximately 1,676 linear feet of canal retaining wall (“**Emergency Project**”), as more particularly described in the plans and specifications prepared by Langan Engineering and Environmental Services, Inc. (“**Project Engineer**”). The District is a special purpose unit of local government established under Chapter 190 of the Florida Statutes for the purpose of financing, acquiring, constructing, installing, operating and maintaining community infrastructure improvements for the community of Mirabay, which is located in south Hillsborough County, near Apollo Beach.

The Emergency Project consists of 18 phases, some or all of which may be authorized for contract by the District's Board of Supervisors. For each of Phases 11, 13, 15, 17 and 18, the District is requiring the installation of a “new wall” solution to stabilize the canal wall. In particular, the solution involves installation of new sheet piling and additional tie-back anchors in front of the existing retaining wall, along with a new concrete cap and drainage system. For Phases 9, 10, 12, 14, and 16, the solution may involve the “new wall” solution or, alternatively, may involve simply placing rip-rap against the wall. PROPOSERS SHALL BID BOTH SOLUTIONS FOR PHASES 9, 10, 12, 14 AND 16.

Further, the District has pre-approved two forms of sheet piling for the Emergency Project, including “ESP Ever Comp 26.1 Sheetpile” manufactured by Everlast Synthetic Products, LLC and “SuperLoc Series 1580 Fiberglass Sheetpile” manufactured by Creative Pultrusions, Inc. Other sheets that meet the approved specifications may also qualify.

BECAUSE THIS IS AN INFORMAL PROCUREMENT BEING CONDUCTED ON AN EXPEDITED SCHEDULE, PROPOSERS ARE ENCOURAGED TO CONTACT THE PROJECT ENGINEER BY PHONE AND/OR E-MAIL TO DISCUSS THE EMERGENCY PROJECT AND THE PROCESS FOR BIDDING. Please contact John Magnavita, Senior Project Engineer with Langan Engineering and Environmental Services, Inc., at [jmagnavita@Langan.com](mailto:jmagnavita@Langan.com), or by phone at (786) 264-7216. Copies of the pricing sheet, specifications and form of agreement and/or other materials are available on the District's website at [www.harborbaycdd.org](http://www.harborbaycdd.org).

**2. DUE DATE.** TIME IS OF THE ESSENCE WITH RESPECT TO THE EMERGENCY PROJECT. Accordingly, the District is requesting that Proposers submit Proposals no later than **Monday, February 15, 2016, at 3 p.m.** to the Project Engineer's office via e-mail at [jmagnavita@Langan.com](mailto:jmagnavita@Langan.com), or in an envelope marked "RESPONSE TO REQUEST FOR PROPOSALS FOR EMERGENCY PROJECT" at Parkside Corporate Center, 15150 NW 79<sup>th</sup> Court, Suite 200, Miami Lakes, Florida 33016-5848. It is anticipated that the Proposals will be publicly announced at that time. All Proposers shall be available to begin work no later than **March 1, 2016**.

**3. PROPOSAL REQUIREMENTS.** All Proposals shall include the following information in addition to any other requirements of the Project Manual: (1) a completed pricing sheet, (2) information regarding the Proposer's background and experience, including information and references from at least FIVE similar projects involving the installation of sheet piling, (3) information regarding the Proposer's equipment and personnel available for use in the Emergency Project, (4) a proposed construction schedule, (5) a list of any subcontractors and suppliers proposed for the Emergency Project, along with background and experience for each of the same, (6) copies of any manufacturer's warranties assignable to the District for sheet piling, and (7) information regarding the financial capability of the Proposer, including but not limited to an insurance certificate consistent with the form of contract, and proof of ability to obtain payment and performance bonds for the full value of the Emergency Project, with a surety acceptable to the District. With respect to the purchase of sheet piling, all sheet piling must meet the Project Engineer's specifications.

**4. MINIMUM REQUIREMENTS.** To be eligible to submit a Proposal, an interested firm must hold all required local, state and federal licenses in good standing and be authorized to do business in Hillsborough County and the State of Florida. Each Proposal shall remain binding for a minimum of thirty (30) days after the Proposal opening.

**5. CONTRACT FORM.** Upon notice of award, the successful Proposer shall enter into a contract with the District substantially in the form attached as part of the bid documents. Accordingly, Proposers should carefully review the form of contract prior to bidding.

**6. BID GUARANTEE.** A certified or cashier's check on any national or state bank, or a proposal bond, in the amount of \$5,000, and payable to the District, must accompany each Proposal as a guarantee that the Proposer will promptly enter into an agreement to do the work following award of the contract. The Proposal guaranty shall be submitted with the understanding that the Proposer will not withdraw its proposal for a period of thirty (30) days

after the due date for the Proposals. As described in the form of contract, the successful Proposer will also be required to furnish a payment and performance bond in compliance with section 255.05, Florida Statutes.

Any and all questions relative to this solicitation shall be directed to the Project Engineer using the information listed above. Further information is available at [harborbaycdd.org](http://harborbaycdd.org).

John Magnavita  
Project Engineer  
Harbor Bay Community Development District