



LEVY COUNTY
FLORIDA

LEVY COUNTY BOARD OF COUNTY COMMISSIONERS
310 SCHOOL STREET
BRONSON, FL 32621

RFP_2026_06 - Levy County EOC Construction Project Manager

Date of Distribution/post on OpenGov	June 16, 2026
Pre-Proposal Meeting (Non-Mandatory)	June 30, 2026, 10:00am Levy County Government Center, 318 Mongo Street, Room C, Bronson, FL 32621
Deadline for Questions and Contract Exception Form	July 17, 2026, 12:00pm
Final Addenda Posted	July 24, 2026, 12:00pm
Proposal Due Date NOTE: Any proposal that is submitted after the due date and time (regardless of reason) will be rejected by	July 30, 2026, 10:00am
Proposal Opening (Non-Mandatory)	July 30, 2026, 11:00am Levy County Government Center, 318 Mongo Street, Room C, Bronson, FL 32621

Professional Services Committee Meeting to review and rank proposals (Non-Mandatory)	August 7, 2026, 10:00am Levy County Government Center, 318 Mongo Street, Room C, Bronson, FL 32621
Presentation with Short List Firms - Times TBD	August 21, 2026
County Commission Meeting - Authorize staff to negotiate with top firm(s) in ranked order & authorize Chair to sign the Contract (Non-Mandatory)	September 8, 2026, 9:00am Levy County Government Center Auditorium, 310 School Street, Bronson, FL 32621

SUBMITTAL OF RESPONSE: Levy County only accepts electronic submittals through OpenGov Procurement at <https://procurement.opengov.com/portal/levycounty/projects/275371>. To submit a bid in response to this solicitation, the bidder must be registered with OpenGov. For questions relating to this procurement process, contact Jason Rivera, Director of Finance & Administration at rivera-jason@levycounty.org

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1. ADVERTISEMENT

BOARD OF COUNTY COMMISSIONERS

LEVY COUNTY, FLORIDA

REQUEST FOR PROPOSALS

RFP_2026_06 – Levy County EOC Construction Project Manager

Notice is hereby given that Levy County, Florida will be receiving sealed bids via OpenGov Procurement at <https://procurement.opengov.com/portal/levycounty/projects/275371>, for the following:

The County is soliciting sealed proposals from qualified professional firms for the construction of a new Levy County Emergency Operations Center (EOC) on new site, and renovation of the existing EOC for Levy County Sheriff Dispatch.

BID OPENING AT THE LEVY COUNTY GOVERNMENT CENTER

318 MONGO ST, ROOM C

BRONSON, FL 32621

BID DUE DATE: Thursday, July 30, 2026 - 10:00 am

E-BID OPENING DATE: 07/30/2026 – 11:00 AM

All bid documents are available online through OpenGov at <https://procurement.opengov.com/portal/levycounty/projects/275371>. If you have any questions, please contact Jason Rivera, Director of Finance & Administration at (352) 486-5218 or rivera-jason@levycounty.org.

2. PROJECT REQUIREMENTS

2.1. RFP TIMELINE

The County reserves the right to revise this timeline by issuance of written addenda to this RFP. Proposer must adhere to the published timeline, as revised from time to time.

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2.2. BACKGROUND

Levy County is a local government entity governed by a Board of County Commissioners (the “Board” or “BOCC”) and administered by a County Manager. The County is approximately 1,413 square miles in size and has a population of approximately 46,000 (that includes 7 municipalities). The unincorporated area is largely rural with approximately 92.8% of the County’s Future Land Use being comprised of Natural Resources and Conservation (18%), Forestry/Rural Residential (42.4%) and Agricultural/Rural Residential (32.4%).

2.3. PROPOSAL FORMAT/CONTENTS

Proposals should be numbered sequentially. In determining the overall quality and completeness of a proposal, document presentation, organization, and format will be considered. Proposals must be organized in the following format. If any criterion is not applicable, or if the proposer has no information to provide in response to that criterion, the proposer shall so indicate.

Part 1 – Knowledge, Experience and Qualifications of Personnel and the Firm (Total Possible Points 35):

- A list of the persons who will be assigned to provide the Services with a description of their anticipated role, including identifying the primary contact to manage the Services.
- A resume for each person on the list that describes their experience, education, and qualifications to provide the Services.
- A list of projects/work of a similar nature that the firm or its personnel have been involved.

Part 2 – Approach to Services (Total Possible Points 30):

Proposer shall provide a written narrative explaining their intended approach and a proposed timeline for the completion of the Services with clear deadlines and specific action items identified for each phase of the project, including alternatives for providing effective stakeholder engagement and public participation and underrepresented members of our community.

Part 3 – Price Proposal (Total Possible Points 30):

Proposer shall describe basis for billing for the Services, such as a fixed fee for each Task or hourly rates with a not to exceed amount per Task. Please include time/cost for travel to public meetings. For Budget purposes, it is critical to the County to have a maximum cost for these Services.

Part 4 – Forms and Documents (Total Possible Points 5):

- A. Completed Proposal Signature Form (with all Forms and required documents attached); and
- B. Copies of Certifications/Licenses (if any) of personnel who will be assigned to the Services.

2.4. REVIEW OF PROPOSALS; SELECTION PROCESS

The County will evaluate each complete proposal received based on capabilities, adequacy of personnel, past record, experience, whether the proposer is a certified minority business enterprise and other factors determined by the County to be applicable to the particular requirements of the Services. The County reserves the right to reject any response, or any part of a response, reject all responses, to waive any irregularities in any responses, and to award the Contract(s) as deemed to be in the best interest of the County. The Board shall be the final judge of the merits of any award and its decision(s) shall be final.

The following selection process will be followed for this RFP:

First, the proposals will be publicly opened at the date/time/place specified in this RFP and the name of each proposer will be announced at that meeting.

Second, the Evaluation Committee will hold a public meeting to discuss and score the proposals (based on the weighted criteria in "Proposal Format/Criteria" above.) The Professional Services Committee may hold a closed meeting to conduct interviews (if they determine interviews necessary) by phone or virtual means, such as Teams, Zoom, or Go to Meeting.

Third, the Evaluation Committee will present its ranking to the Board of County Commissioners, who, if satisfied, will direct the County Manager (or designee) to negotiate with the proposers in ranked order, and authorize the Chair to

sign the Agreement (in the Form contained in the ATTACHMENTS section of this RFP), subject to approval by the County Attorney as to form and legal sufficiency.

Note: In the event that the top ranked proposer does not execute an Agreement, the County reserves the right to negotiate with the next highest ranked proposer, and so on, until an Agreement is executed or until the County elects to end the RFP process.

Note regarding Public Meetings and Public Records: In accordance with Section 119.071(1)(b)2, Florida Statutes, the sealed proposals, proposals, or replies received by the County pursuant to a competitive solicitation are exempt from Section 119.07(1), Fla. Stat., and s. 24(a), Art. I of the State Constitution, until such time as the County provides notice of an intended decision or until 30 days after opening the proposals, proposals, or final replies, whichever is earlier.

In addition, in accordance with Section 286.0113(2), Florida Statutes, any portion of a meeting at which a proposer makes an oral presentation, answers questions, or engages in negotiations as part of a competitive solicitation is exempt from the public meeting requirements in Section 286.011, Florida Statutes and S. 24(b), Article I of the Florida Constitution; but will be recorded and made available as required by State law.

3. INSURANCE REQUIREMENTS

The (Contractor/Vendor) shall furnish Levy County (County) with Certificates of Insurance. The Certificates are to be signed by a person authorized by that insurer to bind coverage on its behalf. The County is to be specifically included as an additional insured on all policies except Workers' Compensation. In the event the insurance coverage expires prior to the completion of the project, a renewal certificate shall be issued 30-days prior to said expiration date. The policy shall provide a 30-day notification clause in the event of cancellation or modification to the policy. All certificates of insurance must be on file with and approved by the County before the commencement of any work activities.

3.1. Builders Risk Insurance

The Contractor shall purchase and maintain Builders Risk Insurance to cover the subject property for all risks of loss, subject to a waiver of coinsurance, and covering off-site storage, transit and installation risks.

The policy is to be endorsed to cover the interest of all parties, including the County and all contractors and subcontractors. The insurance is to be endorsed to cover testing and to grant permission to occupy the facility under construction or renovation during such activity.

4. SCOPE OF WORK

4.1. Scope of Work

The scope of work is construction of a new Levy County EOC on new site and Renovation of the existing EOC for Levy County Sheriff Dispatch. The EOC facility will consist of approximately 12,000 square feet including EOC and Logistics Storage building with associated parking on new site. The 911 Dispatch will consist of renovation of approximately 3,500 sf and new addition of 3,000 gsf for 911 dispatch on existing EOC site. Construction will begin approximately January 2027 with anticipated final completion by January 30, 2028. It is the intent of Levy County to utilize Direct Purchase Program to save sales tax on appropriate materials, as determined by CMAR, Owner and A/E team.

5. INTENT AND GENERAL INFORMATION

Thank you for your interest in working with Levy County. General information regarding this procurement process is provided below:

5.1. INTENT

It is the intent of Levy County ("County") to negotiate a contract with a qualified proposer who meets, or exceeds, all requirements set forth in this Request for Proposals ("RFP").

5.2. QUESTIONS, EXCEPTIONS TO FORM OF AGREEMENT AND ADDENDA

There shall not be any contact between a potential proposer/proposer or their representative(s) and any member of County Staff or County Commissioners regarding this Project or RFP.

The County will not respond to verbal (in person or phone) questions regarding this RFP. Proposers must submit written questions via the OpenGov Procurement Portal at

<https://procurement.opengov.com/portal/levycounty/projects/275371>

Any proposer who requires/requests revision(s) to the Form of Agreement must submit a completed Contract Exception Form. The County is under no obligation to grant any exceptions and proposals that are contingent on exceptions being granted will not be accepted. If an exception is rejected by the County during the question portion of this RFP process and the proposer subsequently submits a proposal, the proposer is deemed to have waived their request for an exception.

All questions and Contract Exception Forms must be received by the County prior to the deadline for same in order to receive a response. The Contract Exception Forms can be found in the [ATTACHEMENTS](#) section of this RFP. The County will respond to each question and each completed Contract Exception Form and will issue written addenda for any supplemental instructions or clarifications to the RFP or the Contract. All addenda will be posted in County's OpenGov Procurement Portal. Each proposer must acknowledge receipt of addenda as part of its proposal and is presumed to have read and be thoroughly familiar with the provisions of this RFP and its addenda.

5.3. HOW TO SUBMIT A PROPOSAL

The County only accepts electronic submittals through OpenGov Procurement. In order to submit a proposal, the proposer must be registered with OpenGov. The complete proposal must be uploaded in PDF format unless the RFP specifically states otherwise. Any proposal submitted after the due date and time will not be accepted by OpenGov and will not be considered. The County is not responsible for any delays in delivery or uploading of a proposal caused by any issues experienced in attempts to upload on OpenGov or caused by any other occurrence. A proposer should give sufficient time to address any delivery or uploading issues when it schedules the submittal of its proposal.

Proposals must be submitted in the format specified by the County in this RFP. Any erasures or other corrections to the County Forms must be explained or noted over the signature of the proposer. Forms containing any conditions, omissions, erasures, alterations, or irregularities of any kind, whether explained or noted or not, may be rejected by the County.

The documents listed within the Vendor Questionnaire must accompany any proposal submitted. A proposal submitted without the required documents may result in the County deeming the proposal non-responsive. The County reserves the right to request additional information from any proposer prior to award.

The County is not responsible for any expense incurred by a proposer in reviewing, evaluating, preparing, or submitting a proposal. Proposers are solely responsible for the entire expense of responding to this RFP.

5.4. WITHDRAWAL OF PROPOSALS

Modifications to or withdrawal of a proposal may be made up until the Due Date. Modifications and withdrawals must be documented in OpenGov in order to be recognized by the County. Error or negligence in preparing the proposal confers no right for withdrawal of the proposal after it has been opened.

5.5. ARITHMETIC DISCREPANCIES

For the purpose of evaluation of proposals, the following will be utilized in resolving arithmetic discrepancies found in any proposal:

- A. Obviously misplaced decimal points will be corrected.
- B. In case of discrepancy between unit price and extended price, the unit price will govern.
- C. Apparent errors in addition of lump sum and extended prices will be corrected.

5.6. PROPOSAL PREPARATION & SUBMITTAL EXPENSES

The County is not responsible for any expense incurred by a proposer in reviewing, evaluating, preparing, or submitting a proposal. Proposers are solely responsible for the entire expense of responding to this RFP.

5.7. CODE OF ETHICS

With respect to this RFP, if any proposer violates or is a party to a violation of the State of Florida Code of Ethics for Public Officers and Employees, Chapter 112, Part III, Florida Statutes, such proposer shall be disqualified from furnishing the goods or services for which the proposal is submitted and may be further disqualified from participating in future County procurement processes.

5.8. PROPOSAL OPENING; PROPOSAL SUBMITTALS

In accordance with Section 255.0518, Florida Statutes, the proposals will be opened at a public meeting, and the name of each proposer and the price submitted in the proposal will be announced at that meeting. However, in accordance with Section 119.071(1)(b)2, Florida Statutes, the sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from Section 119.07(1), Fla. Stat., and s. 24(a), Art. I of the State Constitution, until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.

5.9. EQUAL EMPLOYMENT OPPORTUNITY

In accordance with the provisions of Title VI of Civil Rights Act of 1964 and the Regulations of the Department of Commerce issued pursuant to such Act, no proposer will be discriminated against on the grounds of race, color, or national origin. In addition, in accordance with the provisions of the County's Procurement Policy, small and minority business enterprises, women's business enterprises and labor surplus area firms will be afforded full opportunity to submit responses to this RFP.

6. EVALUATION CRITERIA

Written Proposal Format and Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	LENGTH OF TIME IN BUSINESS Rank the firm based on the number of years in business.	Points Based	5 <i>(5% of Total)</i>
2.	INSURANCE, BONDING CAPACITY, LITIGATION AND SETTLEMENTS Rank the firm based proof of insurance, bonding capacity, and applicable coverage for this project. In addition, disclose any pending litigation and any settlements in the past five (5) years.	Points Based	10 <i>(10% of Total)</i>
3.	AVAILABILITY TO START AND MEET SCHEDULE Rank the firm based on their current workload, availability, and ability to start and complete the project on time.	Points Based	15 <i>(15% of Total)</i>
4.	QUALIFICATIONS OF STAFF ASSIGNED TO PROJECT Rank the firm based on the staff's experience and qualifications that are being assigned to this project.	Points Based	25 <i>(25% of Total)</i>
5.	PAST PERFORMANCE – FIVE (5) PREVIOUS COUNTY CLIENTS Rank the firm based on five previous County clients.	Points Based	15 <i>(15% of Total)</i>
6.	PREVIOUS EXPERIENCE BUILDING COUNTY PUBLIC SAFETY FACILITIES, OFFICES, AND /OR FACILITIES WITH ENHANCED PROTECTIONS Rank the firm based on their previous experience, giving special attention to County Office facilities and/or with Dispatch/Call Centers or enhanced features.	Points Based	15 <i>(15% of Total)</i>
7.	ABILITY TO KEEP PROJECTS IN BUDGET Rank the firm based on their experience and methodology to keep the project within budget	Points Based	15 <i>(15% of Total)</i>

Presentation/Interview Format and Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	QUALIFICATIONS OF STAFF ASSIGNED TO THE PROJECT Rank the firm based on the staff's experience and qualifications that are being assigned to the project.	Points Based	15 <i>(15% of Total)</i>
2.	EXPERIENCE AND AVAILABILITY Rank the firm based on their construction experience and their availability to start the project.	Points Based	15 <i>(15% of Total)</i>
3.	ABILITY TO MEET SCHEDULE Rank the firm based on their ability to start and complete the project on time including any issues that might impact procurements, delivery, and construction of the project.	Points Based	10 <i>(10% of Total)</i>
4.	UNDERSTANDING OF THE REQUIREMENTS Rank the firm based on their understanding of the project including permitting, sitework, building construction along with any foreseeable items that might impact the project.	Points Based	15 <i>(15% of Total)</i>
5.	CURRENT WORKLOAD Rank the firm based on their ability to discuss a plan on how they will commit to Levy County project's with current work-load as it stands.	Points Based	10 <i>(10% of Total)</i>
6.	APPROACH AND METHODS Rank the firm based on their approach and methodology for this size and type of project.	Points Based	20 <i>(20% of Total)</i>

7.	<p>CONSTRUCTION MANAGER’S FEE AS A PERCENTAGE OF BUDGET AND GENERAL CONDITIONS COST AS A LUMP SUM COST RELATING TO PROJECT AND STAFFING.</p> <p>Rank the firm based on their percentage fee cost based on stated budget and General Conditions lump sum cost based on Tab 4 staff assigned to manage this project. General Conditions costs should include all costs associated with direct and indirect staffing, Insurance, Bonds, 3.5 percent CM Contingency based off budget stated in RFP, Eighteen (18) month construction duration schedule for EOC and 911 Dispatch and any other costs needed by this CMAR to manage the completion of construction. All other costs of project are assumed to be trade contractor performed.</p>	Points Based	<p>15 <i>(15% of Total)</i></p>
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7. VENDOR QUESTIONNAIRE

1. Proposal Documents (without Cost)*

Upload your proposal here.

Do not include any pricing information in your proposal.

*Response required

2. Pricing Proposal*

*Response required

3. Is Proposer a small or minority business, women's business enterprise, or labor surplus area firm? *

☐ Yes

☐ No

*Response required

4. Sworn Statement on Public Entity Crime*

Please download the below documents, complete, and upload.

- [SWORN STATEMENT ON PUBLIC E...](#)

*Response required

5. Non-Collusion Affidavit*

Please download the below documents, complete, and upload.

- [NON-COLLUSION.pdf](#)

*Response required

6. Drug-Free Workplace Certification*

Please download the below documents, complete, and upload.

- [DRUG-FREE WORKPLACE FORM.pdf](#)

*Response required

7. Anti-Human Trafficking Affidavit*

Please download the below documents, complete, and upload.

- [ANTI-HUMAN TRAFFICKING AFFI...](#)

*Response required

8. Foreign Country of Concern Affidavit*

Please download the below documents, complete, and upload.

- [Foreign Country of Concern ...](#)

*Response required

9. Do you have any conflicts of interest?*

☐ Yes

☐ No

*Response required

When equals "Yes"

9.1. Conflict of Interest Disclosure Statement*

Please download the below documents, complete, and upload.

- [CONFLICT OF INTEREST DISCLO...](#)

*Response required

10. Vendors on Scrutinized Companies List*

By clicking "Please confirm", the proposal proposer, certifies that it is not:

- A. listed on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes,
- B. engaged in a boycott of Israel,
- C. listed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473, Florida Statutes, or
- D. engaged in business operations in Cuba or Syria.

Pursuant to section 287.135(5), Florida Statutes, the County may disqualify the proposal proper immediately or immediately terminate any agreement entered into for cause if the proposal proposer is found to have submitted a false certification as to the above or if the Contractor is placed on the Scrutinized Companies that Boycott Israel List, is engaged in a boycott of Israel, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, during the term of the Agreement. If the County determines that the proposal proposer has submitted a false certification, the County will provide written notice to the proposal proposer. Unless the proposal proposer demonstrates in writing, within 90 calendar days of receipt of the notice, that the County's determination of false certification was made in error, the County shall bring a civil action against the proposal proposer. If the County's determination is upheld, a civil penalty shall apply, and the proposal proposer will be ineligible to propose on any Agreement with a Florida agency or local governmental entity for three years after the date of County's determination of false certification by proposal proposer.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

☐ Please confirm

*Response required

11. W-9 Copy*

*Response required

12. Certificate of Insurability*

Please download the below documents, complete, and upload.

*Response required

13. Evidence Qualified to Transact Business*

Upload your SunBiz Registration here.

*Response required

14. Copies of and Applicable/Current License/Certs*

*Response required

15. Bid Bond*

*Response required