



Florida's Warmest Welcome

**CITY OF POMPANO BEACH
REQUEST FOR QUALIFICATIONS
PB- CRA-02-15**

**CONTINUING CONTRACT FOR ENGINEERING
SERVICES FOR VARIOUS COMMUNITY
REDEVELOPMENT AGENCY PROJECTS**

**RFQ OPENING: December 4, 2014 2:00 P.M.
AT THE OFFICE OF THE COMMUNITY
REDEVELOPMENT AGENCY
100 W. ATLANTIC BOULEVARD, ROOM 276
POMPANO BEACH, FLORIDA 33060**

REQUEST FOR QUALIFICATIONS (“RFQ”)

TABLE OF CONTENTS

Section I – RFQ Schedule	Page 2
Section II – Introduction	Page 3
Section III - Scope of Work	Page 7
Section IV - Evaluation / Selection Process	Page 8
Section V - Submittal Format	Page 10
Project Team Form	Page 12
Attachments	Page 13

Proposers shall submit written sealed responses (“Proposals”) to this RFQ to the Pompano Beach Community Redevelopment Agency (“CRA”) no later than the date, time and at the location indicated on Page 11 of this RFQ. Submittal of Proposals by fax is not acceptable. Proposals shall be submitted as ONE (1) original and FIVE (5) copies.

SECTION I - RFQ SCHEDULE

Release of RFQ	11/02/2014
Last day for questions	11/21/2014
<u>PROPOSALS DUE PRIOR TO 2:00 PM)</u>	<u>12/04/2014</u>
Proposals reviewed, shortlisted and selected by Evaluation Committee	1/6/2014
CRA Board approval to negotiate with first-ranked Proposer	01/20/2015

The CRA reserves the right to issue multiple awards under this RFQ and revise foregoing selection and negotiation schedule. Negotiations with the first ranked Proposer shall commence after formal approval/directive by the CRA Board. If the CRA is unable to negotiate a contract with the first ranked Proposer, at a price the CRA determines to be fair, competitive and reasonable, negotiations with that Proposer shall be formally terminated. The CRA shall then undertake negotiations with the second-ranked Proposer. If those negotiations fail, the CRA shall undertake negotiations with the third-ranked Proposer. **All ranked Proposers shall be required to complete E-Plan training provided by the City of Pompano Beach’s Building Department.**

SECTION II - INTRODUCTION

1. GENERAL

The Pompano Beach Community Redevelopment Agency (“CRA”) has identified major redevelopment projects and programs within its boundaries in an effort to promote private sector investment, economic growth and activity therein. The intent of this Request for Qualifications (“RFQ”) is to select one or more firms with whom to negotiate a continuing contract for environmental engineering services for known or subsequently identified redevelopment activities (the “Project”) in accordance with the Consultants Competitive Negotiations Act set forth in Chapter 287.055, Florida Statutes.

2. ELIGIBILITY

Proposers are required to have an office physically located within the tri-county area of Miami-Dade, Broward or Palm Beach County to ensure they can be readily available for required meetings, discussions and tours. This office must be an active facility from which consultant services are routinely provided and not simply the office of a representative agent, a post office box or other type of mail drop facility. The CRA reserves the right to inspect Proposer’s designated office to insure compliance with this requirement.

3. SMALL BUSINESS ENTERPRISE PROGRAM

The CRA has established a voluntary Small Business Enterprise (“SBE”) Program to encourage and foster participation of small businesses in its procurement of goods and services. In accordance with Chapter 288.703(1), Florida Statutes, a SBE is any Florida-based business entity that has a Small Business Administration 8(a) Certification or is independently owned and operated with 200 or less permanent full-time employees that, together with its affiliates, has a net worth that does not exceed \$5 million. With regard to sole proprietorships, the \$5 million net worth requirement shall include both personal and business investments.

The CRA has set a five percent (5%) voluntary SBE Small Business Enterprise (“SBE”) goal for this Project. SBE Forms are included in this solicitation package and Proposers **must return** a response of participation or non-participation in order to be considered. Appropriate responses are the SBE Participation Form (Attachment “A”) and the Letter of Intent Form (Attachment “B”). Proposers should utilize SBEs certified by the State of Florida, Broward County and/or other local government jurisdictions with similar certification criteria. Firms who are unable to meet the recommended voluntary goals should instead provide the SBE Unavailability Form and Good Faith Effort Report (Attachments “C” and “D”).

Proposers are encouraged to undertake good faith efforts to identify appropriate Small Business Enterprise partners. Sources of information on certified SBEs include the Broward County Small Business Development Division and the State of Florida Office of Supplier Diversity. Links to these organizations can be accessed from the City’s website at www.mypompanobeach.org.

4. CONTRACT AWARD

The initial contract term is for one (1) year and is expected to begin on or about March 1, 2015. The CRA reserves the right to issue one-year contracts to more than one Proposer and to also extend the contract(s) for four (4) additional one year terms providing both parties agree to the extension; all terms, conditions and specifications remain the same; and such extension is approved by the CRA Board.

5. INSURANCE

The insurance requirements for the Project are summarized below. While it is not necessary for Proposers to have this coverage in effect at the time of submittal, certificates indicating that the Proposer already possesses the requisite coverage or a letter from the Carrier indicating upgrade ability will speed the evaluation process. The successful Proposer shall not commence operations, construction and/or installation of improvements until certification or proof of insurance detailing terms and provisions of coverage has been received and approved by the City's Risk Manager.

5.1 Worker's Compensation Insurance covering all employees and providing benefits as required by Chapter 440, Florida Statute, regardless of the size of the company (number of employees). The Contractor further agrees to be responsible for the employment, control and conduct of its employees and for any injury sustained by such employees in the course of their employment.

5.2 Liability Insurance

- a) Naming the CRA as an additional insured on the General Liability Insurance policy only for work performed under this contract.
- b) Such General Liability insurance shall include the checked types of insurance and minimum policy limits indicated on the checklist that follows on Page 5 herein.

5.3 Real & Personal Property Insurance

The Contractor is responsible for any loss or damage to tools, equipment, supplies and temporary structures (e.g. cofferdams, retaining walls, etc.) at the job site and for any loss or damage to buildings being constructed until that building is completed and a certificate of occupancy is issued.

LIMITS OF LIABILITY

Type of Insurance		Each occurrence	Aggregate
GENERAL LIABILITY			
XX comprehensive form			
XX premises - operations	bodily injury	\$1,000,000	\$2,000,000
XX explosion & collapse hazard	property damage	\$1,000,000	\$2,000,000
XX underground hazard			
XX products/completed operations hazard	bodily injury and property damage combined		
XX contractual insurance			
XX broad form property damage		\$1,000,000	\$2,000,000
XX independent contractors			
XX personal injury	personal injury	\$1,000,000	\$2,000,000

AUTOMOBILE LIABILITY			
	bodily injury (each person)	\$1,000,000	
XX comprehensive form	bodily injury (each accident)	\$1,000,000	\$1,000,000
XX owned	property damage	\$1,000,000	\$1,000,000
XX hired	bodily injury and property damage combined		
XX non-owned		\$1,000,000	\$1,000,000

REAL & PERSONAL PROPERTY			
XX comprehensive form		Proposers must show proof of this coverage	

EXCESS LIABILITY			
XX umbrella form	bodily injury and property damage combined		
XX other than umbrella		\$2,000,000	\$2,000,000

PROFESSIONAL LIABILITY		\$1,000,000	\$1,000,000
XX (Pollution/Environmental Coverage)			

The certification or proof of insurance must contain a provision for written notification to the CRA thirty (30) days in advance of any material change in coverage or cancellation.

The successful Proposer shall furnish the certification or proof of insurance required above within ten (10) days after notification of award of contract.

6. GOVERNING LAW

Proposers must agree that any contracts awarded under this RFQ shall be governed by the laws of the State of Florida, both as to interpretation and performance; that they submit to the jurisdiction of state and federal courts in Florida; that the proper venue for any suit at law or in equity hereunder shall be in a court of competent jurisdiction in Broward County, Florida; and that such dispute shall be heard by a judge, not a jury.

7. CONFLICT OF INTEREST

For purposes of determining any possible conflict of interest, each Proposer must disclose if any City or CRA employee is also an owner, corporate officer, or an employee of its business. If any City or CRA employee is also an owner, corporate officer, or an employee, the Proposer must file a statement with the Broward County Supervisor of Elections pursuant to Chapter 112.313, Florida Statutes.

8. LOBBYING PROHIBITED

Proposers shall not lobby any City or CRA officials, officers or personnel related or involved with this RFQ. All oral and written inquiries shall be directed to the Procurement Contact referenced in Paragraph 11 of this Section. Any violation of this condition may result in rejection and/or disqualification of the Proposal.

9. DRUG FREE WORKPLACE

Selected Proposers shall be required to verify they operate a “Drug Free Workplace” as outlined in Chapter 287.087, Florida Statutes.

10. PUBLIC ENTITY CRIMES

Following a conviction for a public entity crime and in accordance with Chapter 287, Florida Statutes, a person or affiliate who has been placed on the Convicted Vendor List maintained by the State of Florida’s Department of General Services, 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 a proposal to lease 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 of \$35,000.00 for CATEGORY TWO purchasing categories as defined therein for a period of 36 months from the date of being placed on the Convicted Vendor List.

11. CONTACT INFORMATION

For additional information regarding this RFQ, please contact Horacio Danovich, Engineer for the CRA, at (954) 786-7834 or horacio.danovich@copbfl.com.

SECTION III- SCOPE OF WORK

1. SERVICES

Work to be accomplished under this contract will include, but not be limited to, various, but not as yet identified, civil and traffic engineering related projects in which construction costs do not exceed \$2,000,000; and engineering study activity when the fee for such professional service does not exceed \$200,000 as mandated by Florida Statutes.

- A. Utility infrastructure, water main and wastewater systems
- B. Gravity sewer main or force main construction projects
- C. Roadway, street design or streetscape projects
- D. Parking lot or structure construction/re-construction projects
- E. Storm water/drainage improvement projects
- F. Parks and recreational facilities
- G. Opinions of probable construction cost
- H. Programming, estimating, scheduling
- I. Identification of alternative funding sources and mechanisms
- J. Topographic, design, boundary, right-of-way and specific purpose surveys,
- K. Preparation of legal descriptions
- L. Property/right-of-way acquisition strategies
- M. Community interaction / facilitation of development projects
- N. Prepare preliminary design reports and/or design alternative recommendations including various types of utility modeling, surveying and field data analysis
- O. Preparation of scoping drawings and technical packages for solicitation of design-build companies or joint ventures
- P. Management of projects using design-build contracting.
- Q. Prepare all required bidding/construction documents for projects. This may include the preparation of surveys, design plans and construction documents, technical specifications, and cost estimates. Attendance at required pre-design, design, bidding and bid award meeting may also be required
- R. Attend pre-bid conference; prepare possible bid addenda for contract document revisions. Assist in making bid award recommendations for contracting and/or construction services
- S. Prepare all required permit applications and submittal packages as required for permit issuance of all agency permits (i.e. Federal, State, County and City)
- T. Provide construction engineering/management/administration services for projects. Services during construction may include shop drawing/contractor submittal reviews and approvals, inspection and approval of project improvements,

certification of projects for various permitting entities, possible field revisions, and review and approval of contractor pay applications

- U. Provide project close-out services. This may include preliminary and final acceptance of projects, preparation and approval of punch list items and project certification as required to all permitting agencies.
- V. Traffic/Transportation Engineering Services (all aspects). This service can be provided by an approved subconsultant as a pass-thru service whereas prime contractor shall be entitled to administrative fees not to exceed 10% of subconsultant's fees.
- W. Electrical Engineering Services (all aspects). This service can be provided by an approved subconsultant as a pass-thru service whereas prime contractor shall be entitled to administrative fees not to exceed 10% of subconsultant's fees.

All services performed must comply with applicable statutes, regulations, and guidelines as set forth by regulatory agencies having jurisdiction. Selected Proposers shall hold all applicable, valid local, state and federal licenses for the various tasks in compliance with all agencies having jurisdiction.

2. COMPOSITION OF PROJECT TEAM

Proposer will be required to commit that the personnel and/or principals named in the proposal shall remain assigned to the "project" throughout the period of the contract unless provided for otherwise in a negotiated contract. No diversion or substitution of personnel or principals will be allowed without submission of a written request with the qualifications and experience of the proposed replacement. The approval of the CRA will be required for any such diversion or substitution.

3. LICENSE

Firms must have previous municipal experience and must be licensed to practice Professional Environmental Engineering in the State of Florida, Florida State Statute 481, by the Board of Professional Regulation.

SECTION IV - SELECTION/EVALUATION PROCESS

An Evaluation Committee ("Committee") shall be responsible for selecting the most qualified Proposer(s) and presenting their findings to the CRA Board who, upon formal approval, shall direct CRA staff to negotiate a contract with the most qualified Proposer(s).

The Committee will rank responses based upon the following criteria:

- A. Prior experience with projects of similar size and complexity in an urban environment with an emphasis on community redevelopment areas: 0-30 points
 - a. Number of similar projects
 - b. Complexity of similar projects

- c. References from past projects
 - B. Qualifications of personnel including sub consultants: 0-20 points
 - a. Number of technical staff
 - b. Qualifications of technical staff:
 - (1) Number of licensed staff
 - (2) Education of staff
 - (3) Experience of staff
 - C. Availability of personnel: 0-15 points
 - a. Current work load/staff participation
 - b. Organization of the team
 - D. Is the firm a certified minority business enterprise as defined by the City of Pompano Beach or the Florida Small and Minority Business Assistance Act of 1985? 0-5 points
 - E. Experience with government agencies, review boards and Community Redevelopment Agencies 0-30 points
- Total 100 points

The Committee will have the option to use the above criteria for the initial ranking to shortlist Proposers and to use an ordinal ranking system to finalize the shortlisted Proposers with a score of “1” assigned to the shortlisted Proposer(s) deemed most qualified by the Committee.

Each Proposer shall submit documents that provide evidence of capability to provide the services required for the Committee’s review for shortlisting purposes. The shortlisted firms may be contacted to provide public presentations regarding their qualifications and ability to furnish the required services. When more than three Proposals are received, the Committee shall submit to the CRA Board for approval, a listing, in ranked order, of no fewer than three firms deemed to be the most highly qualified to perform the engineering services.

The CRA Board reserves the right to approve the recommendation; reject the recommendation and direct staff to re-advertise the solicitation; review Proposals and/or request oral presentations to determine a ranking order that may be the same or different from that of the Committee, and take other such action as it deems appropriate based on the circumstances..

SECTION V - SUBMITTAL FORMAT

Proposals should be limited to the following and identified with the corresponding letter under this Section:

- A. Letter of Interest. In your letter, include the complete corporate name of the primary firm responding, address, telephone, fax number, and name of the person who the CRA should contact regarding your Proposal.

- B. Statement of Skills and Experience of Project Team. Describe the experience of the firm or project team as it relates to the types of projects listed in the Scope of Services Section herein. Describe any experience in redevelopment districts in an urban environment and include the experience of the prime consultants as well as other members of the team; i.e., additional personnel, sub-consultants, branch office, team members, and other resources anticipated to be utilized for this Project. Name specific projects (successfully completed within the past five years) where the team members have previously performed similar projects.
- C. Location of office(s) of the prime and/or sub consultants that may be utilized to support any or all of the professional services listed above and the number of professional and administrative staff at the prime office location. Provide an organizational structure of the team assigned to this project and availability of team members. If firms are situated outside the local area of Broward, Palm Beach, and Miami Dade counties, includes a brief statement as to whether or not the firm will arrange for a local office during the term of the contract.
- D. Proposers shall submit their technical approach to providing environmental engineering services in an urban environment or a redevelopment district including how their firm proposes to maintain time schedules and cost control.
- E. Specify previous or current projects Proposer completed for the City or CRA and the total value of work awarded to facilitate an equitable distribution among qualified Proposers provided such distribution does not violate selection of the most highly qualified firm.
- F. Completed SBE Program Forms attached as Exhibits A-D. On Attachment A, list all participating SBE or M/W/DBE firms, including the prime consultant if applicable. Include copies of all SBE and/or M/W/DBE certifications for the prime and sub consultants. State the percentage of work to be performed by each firm listed on Attachment A. It is the CRA's intent to encourage minority and women owned firms to participate in the process. The method by which this is accomplished should be developed and presented by the Proposer(s) in their submissions.
- G. Resumes of key personnel.
- H. References for completed municipal projects in the South Florida area emphasizing those in redevelopment districts or tied to redevelopment plans. Identify the contact person that was actively involved in project oversight from the public sector.
- I. Completed "Project Team" form.

Interested Proposers should submit one (1) original and five (5) copies of all materials which indicate interest and qualifications. Please identify the original as “original.”

Submittal packages should be marked on the exterior RFQ PB-CRA-02-15 Continuing Contract For Civil and Traffic Engineering Services For Various Community Redevelopment Agency Projects, and addressed to City of Pompano Beach CRA 100 W. Atlantic Blvd., Room 276, Pompano Beach, Florida 33060.

SUBMITTALS MUST BE RECEIVED NO LATER THAN THE DATE SPECIFIED IN THE RFQ SCHEDULE IN SECTION I ABOVE.

PROJECT TEAM FORM

RFQ NUMBER _____

Federal I.D.# _____

Is Prime Consultant a
Certified SBE firm YES__ NO__

PRIME

Role	Name of Individual Assigned to Project	Number of Years Experience	Education, Degrees
Principle-In-Charge	_____	_____	_____
Project Manager	_____	_____	_____
Asst. Project Manager	_____	_____	_____
Other Key Member	_____	_____	_____
Other Key Member	_____	_____	_____

SUB-CONSULTANT
(if any)

Role	Company Name and Address of Office Handling This Project	Name of Individual Assigned to the Project
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

ATTACHMENT "A"
CITY OF POMPANO BEACH, FLORIDA
SMALL BUSINESS ENTERPRISE
PARTICIPATION FORM

RFQ Number & Title: _____

Contractor's Name: _____

<u>Name of Firm</u>	<u>Contact Person, Telephone Number</u>	<u>Type of Work to be Performed</u>	<u>Contract Amount/Percentage</u>

FOR CITY USE ONLY

Total SBE Contract Participation _____

Are documents requested submitted accordingly YES NO

ATTACHMENT "B"
LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR

RFQ # _____

TO: _____
(Name of Prime or General Contractor)

The undersigned intends to perform subcontracting work in connection with the above contract as (check below)

_____ an individual

_____ a corporation

_____ a partnership

_____ a joint venture

The undersigned is prepared to perform the following work in connection with the above Contract, as hereafter described in detail:

(Date)

(Name of SBE Contractor)

BY: _____

ATTACHMENT "C"
SMALL BUSINESS ENTERPRISE (SBE)
UNAVAILABILITY FORM

RFQ # _____

I, _____
(Name and Title)

of _____, certify that on the _____ day of _____, _____, I invited the following SBE CONTRACTOR(s) to bid work items to be performed in the City of Pompano Beach:

SBE Contractor Address	Work Items Sought	Form of Bid Sought (i.e., Unit Price, Materials/Labor, Labor Only, etc.)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Said SBE CONTRACTOR(s):

- ___ Did not bid in response to the invitation
- ___ Submitted a bid that was not the low responsible bid
- ___ Other: _____

Signature: _____ Date: _____

Note: Attach additional documents as available.

ATTACHMENT "D" - GOOD FAITH EFFORT REPORT

RFQ # _____

1. What portions of the contract have you identified as SBE opportunities?

2. Did you provide adequate information to identified SBE? Please comment on how you provided this information.

3. Did you send written notices to SBEs?

Yes No

If yes, please include copy of the notice and the list of individuals who were forwarded copies of the notices.

4. Did you advertise in local publications?

Yes No

If yes, please attach copies of the ads, including name and dates of publication.

5. Did you contact any organizations with large constituents of SBE members for possible sub-contractors? Please attach list of resource organizations used.

6. What type of efforts did you make to assist SBEs in contracting with you?

7. List the SBEs you will utilize and subcontract amount/percentage.

8. Other comments: _____

Note: Please attach the unavailability letters with this report.