



City of St. Pete Beach Request for Qualifications

Engineering and Consulting Services

**Proposals due by, October 27th, 2016
10:00 AM at City Hall
St. Pete Beach, Florida 33706**

Request for Qualifications For Engineering and Consulting Services

1. PURPOSE & INTRODUCTION

The purpose of this Request for Qualifications (RFQ) is for The City of St. Pete Beach to receive responses from qualified firms capable of providing Engineering and Consulting Services for the city of St. Pete Beach. The city will be selecting up to five (5) firms to serve as Engineer of Record for a three (3) year term with two (2) one year options.

Firms should have demonstrated competence in the following areas:

- Roadway Design
- Stormwater Drainage Inspection and Design
- Sanitary Sewer Piping and Structures
- Structural Inspection and Design
- Seawall Repair and Design
- Marine Structures Including Dune Walkovers, Docks, Decks, Piers, and Jetties
- Surveying
- GIS Programming
- Construction Engineering and Inspection (CEI)
- FDOT, FDEP, SWFWMD, USACE, and Pinellas County Water/Navigation Permitting

Consulting firms will be working on an as-needed basis, and this contract does not guarantee the consultants selected a minimum number of projects. Consulting firms may also be asked to provide engineers for emergency inspections following a natural disaster. The City reserves the right to issue separate engineering contracts for specific services at the city's sole discretion.

The consulting firm shall assist the City towards solutions to engineering problems and the approach or technique to be used towards accomplishment of the City's objective for each project or assignment. The engineering firm service may include, but not be limited to, design, surveys, reviews, construction specifications, emergency inspections, and permitting.

The following are an example of future projects for consideration:

- Roadway Rehabilitation and Reconstruction
- Sidewalk and Curb Construction
- City-wide Transition to ADA Compliance
- Parks and Parkway Improvements
- Lift Station Rehabilitation
- Sanitary Sewer System Rehabilitation and Design
- Sanitary Sewer Piping, Including Gravity and Force Main Design

- Undergrounding of Overhead Utilities
- Roof Replacements/Repairs
- Facilities Evaluation and Repairs
- Stormwater Improvements
- Reclaimed Water Pipe & Service Line Replacements
- Seawall Repairs and Reconstruction

2. CALENDER OF EVENTS

- A. September 30th, 2016 Request for Qualifications (RFQ) release Date
- B. October 27th, 2016 RFQ submittal due date, 10:00 AM
- C. October 27th – November 9th, 2016
 Evaluation committee review and applicant interviews
 (if deemed necessary by the City)
- D. November 22nd, 2016 Selection/recommendation to Commission for award

3. QUALIFICATIONS

Statements of Qualifications will be considered from firms normally engaged in implementing the services requested. The responding firm shall present their statement of qualifications as outlined in the submission of submittals section of this document. Respondents must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the City of St. Pete Beach. The City reserves the right, before recommending any award, to inspect the facilities and organization or to take any other action necessary to determine ability to perform in accordance with the specifications, terms and conditions of the Contract. The City of St. Pete Beach will determine whether the evidence of the ability to perform is satisfactory and reserves the right to reject all Statements of Qualifications where evidence submitted, or investigation and evaluation, indicates inability of a firm to perform.

4. SUBMISSION OF SUBMITTALS

The purpose of this section is to provide information related to the qualifications of interested firms to perform the service requested herein. Response to all subsets of this section is mandatory. Failure to provide the requested information may result in the Statement firm’s submission being deemed non-responsive. A non-responsive submittal will not receive further consideration. Upon submission, all submittals become the property of the City of St. Pete Beach and are subject to public records laws. All expenses, including travel expenses for interviews, incurred in the preparation of the submittal shall be borne by the Respondent.

The following information shall be provided in the order detailed:

- a. **Title Page** - List the RFQ subject, the name of the firm, local address, telephone number, name of contact person and date, e-mail address of contact person.
- b. **Table of Contents** – Include a clear identification of the material included in the submittal by page number.
- c. **Letter of Interest** – Limit one (1) page. Make a positive commitment to perform the required work. Also provide the name(s) of the person(s) who will be authorized to make representation for your firm, their title, telephone number, and e-mail address.
- d. **Statement of Qualifications and Profile of Firm** – Limit eight (8) pages. State the size of staff, number of registered professionals and overall experience of the assigned staff for this assignment. Include technical background, experience information, and other applicable data on proposed personnel and any proposed sub-consultants. Include an organizational chart of the project team and describe the communication processes to be used within the project team. State whether your firm is local, national or international in size. Give the location of the office from which the work is to be done.
- e. **Services Approach** – Limit five (5) pages. Include a general synopsis of the firm’s approach and understanding of the work required. Include the firm’s Quality Assurance Control program or policy.
- f. **References** - Limit ten (10) pages. Provide information for those projects which have been successfully completed which are similar to those required under this assignment. Please include projects recently completed within the last five (5) years. Additionally, document that the respondent has provided services for five (5) contracts to other local governments similar to this contract.
 - References shall include:
 - Client name, address, phone number, e-mail address.
 - Description of the scope of the work.
 - Month and Year the project was started and completed.
 - Total cost and professional service fees paid.
 - Role of the firm and the responsibilities.
- g. **Insurance Requirements** – Provide proof of insurance in accordance with insurance requirements section included in this RFQ.

Full resumes are to be attached as exhibits to the proposal. Please provide the brief descriptions and information as stated.

Attachments (additional exhibits) to the proposal are acceptable; however, any attachments provided do not take the place of the written proposal requirements as listed above. Resumes are NOT to exceed two (2) pages per person.

Please direct all technical inquiries concerning this Request for Qualifications in writing to the following City representative. Questions must be submitted no later than ten (10) days prior to the proposal due date.

Ian Wade, Project Manager
City of St. Pete Beach
155 Corey Avenue, St. Pete Beach, Florida 33706
Phone: (727) 363-9254 Fax: (727) 367-2736
E-Mail: iwade@stpetebeach.org

5. SUBMITTAL PROCEDURES:

Firms shall submit four (4) original submittals, (1) unbound copy, and one electronic copy (CD – .PDF File Format). Responses must be submitted by the date and time indicated below. Statements of Qualifications not submitted by that time will be refused. Statements of Qualifications shall not be valid unless sealed in a single envelope or box marked: **“Engineering and Consulting Services”** and received by:

City of St. Pete Beach
City Clerk’s Office
155 Corey Ave.
St. Pete Beach, FL 33706

Request for Qualifications will be received until 10:00AM on Thursday, October 27th, 2016, at the office of the City Clerk.

6. EVALUATION AND SELECTION OF CONSULTANT

A City review team will evaluate each firm's submission based upon the criteria stated in this Request for Qualifications and the ability to execute the services. As part of the evaluation process, the team may request a sit down interview with applicants. Following the evaluation process, the City will then select the firm(s) considered most qualified. The successful firm(s) will be requested to enter into negotiations to produce a contract. The City reserves the right to negotiate modifications to Statements of Qualifications that it deems acceptable. The City reserves the right to terminate negotiations in the event it deems the progress towards a contract to be insufficient.

Firms will be evaluated in accordance with the weighted criteria listed below:

Selection Criteria are as follows:

- Qualification of the Project Team
- Qualifications of the Sub-Consultants
- Firm’s Experience Working on Public Works Projects
- Firm’s Experience Working with the City of St. Pete Beach
- Quality Assurance Control Program/Policy

- Applicable Project References that reflect and demonstrate the Firm's competence in the design/engineering focuses requested by the City.
- Applicable Contract References that reflect and demonstrate the Firm's past performance on other local government contracts.
- Location of Firm
- Quality of Proposal – firm met all requirements requested under Submission of Submittals

7. RESERVES THE RIGHT

The City reserves the right to reject any and all submittals, or any part of any submittal, to waive any irregularities or informalities in any submittal, and to accept that submittal which is deemed to be in the best interest of the City. The City of St. Pete Beach reserves the right to establish additional contracts that may be similar in nature to any contract resulting for this Request for Qualifications as best serves the needs of the City.

8. DESIGNATED CONTACT

The awarded firm shall appoint a person to act as a primary contact with the City. This person or back-up shall be readily available during normal working hours by phone or in person, and shall be knowledgeable of the terms of the Contract.

9. INSURANCE REQUIREMENTS

Include in Qualifications proof of Insurance furnished by the firm's carrier to guarantee the engineering firm is insured.

The awarded firm must file with the City of St Pete Beach certificates of insurance prior to commencement of work evidencing the City as a certificate holder as additionally insured with the following minimum coverage:

Public and Commercial Liability Insurance not less than \$1,000,000.00.
 Comprehensive General Liability Insurance of \$1,000,000.00 each occurrence.
 Personal Injury for \$1,000,000.00 each occurrence.

Owner's and Consultant's Protective Liability;

- Bodily injury liability \$1,000,000.00 each occurrence
- Property damage liability \$1,000,000.00 each occurrence
- Full Workers Comprehensive Insurance required by Florida Law for all people employed by the contractor to perform work on this project.

Automotive Liability (covering the operation, maintenance and all owned, non-owned and hired vehicles.

- Bodily injury liability \$1,000,000.00 each occurrence
- Property damage liability \$1,000,000.00 each occurrence

10. INDEMNIFICATION

The Respondent shall hold harmless the City, its officers and employees, from liabilities, damages, losses and costs, including but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Respondent and any persons employed or utilized by the Respondent in the performance of the Contract.

11. ASSURANCES

The responding firm shall provide a statement of assurance that the firm is not presently in violations of any statutes or regulatory rules that might have an impact on the firm's operations. All applicable laws and regulations of the State of Florida and ordinances and regulations of the City of St. Pete Beach will apply.

12. PROJECT RECORDS

The awarded firm shall maintain auditable records concerning the procurement to account for all receipts and expenditures, and to document compliance with the Contract. These records shall be kept in accordance with generally accepted accounting methods, and the City of St. Pete Beach reserves the right to determine the record-keeping method in the event of non-conformity. These records shall be maintained for three (3) years after final payment has been made and shall be readily available to City personnel with reasonable notice, and to other persons in accordance with the Florida Public Disclosure Statutes.

Upon completion of the project, all reports, studies, recommendations, forms, and other project specific information will need to be submitted in paper and in an electronic file format (.PDF) on USB storage device or web based archive.

13. DEVIATIONS FROM SPECIFICATIONS

Respondents shall clearly indicate, as applicable, all areas in which the items/services he/she proposes do not fully comply with the requirements of this submittal. The decision as to whether an item fully complies with the stated requirements rests solely with the City.

14. NO COLLUSION

By offering a submission to this Request for Qualifications, the responder certifies that no attempt has been made or will be made by the responder to induce any other person or firm to submit or not to submit a submission for the purpose of restricting competition. The only person(s) or principals(s) interested in this submission are named therein and that no person other than those therein mentioned has/have any interest in this submission or in agreement to be entered. Any prospective firm should make an affirmative statement in its proposals to the effect that, to its knowledge, its retention would not result in a conflict of interest with any party.

15. BACKGROUND CHECKS

The Code of Ordinances may require a Consultant or sub-consultant who performs work in or on city property to provide for a criminal background check for any employee of the company who will do the work in or on city property. Criminal background checks shall mean a level (1) one background check as defined by F.S. § 435. The Consultant shall, at its expense, obtain a criminal background check for each of its employees having access to city property prior to beginning the work, and depending on the contract's term, on an annual basis thereafter. The Consultant must ensure a similar background check has been done of its sub-consultants' employees who will have access to city property.

The Consultant shall be required to submit an affidavit on the form provided certifying that background checks shall be completed for all employees who will perform work on city property. The Consultant shall conduct the background checks prior to any work being performed. Consultant shall maintain such records during the contract period and for one year thereafter and shall make such records available for inspection and verification by city.

If such a check reveals a conviction or a plea of nolo contendere, regardless of when the plea or conviction occurred, which includes a felony or misdemeanor involving terrorist behavior, violence, use of a dangerous weapon, crimes of moral turpitude or breach of trust/fiduciary responsibility or which raises concerns about building, system, or personal security or is otherwise a job-related crime, the awarded Proposer shall not assign the individual to any City property. If such a check reveals any of the foregoing after access has already been granted, any access privileges already granted shall be immediately revoked and shall not be reinstated without the City's express written authorization. In the event that the Proposer intends to hire new personnel to perform the required services, the background checks should be initiated at the time of the hire.

The City reserves the right to approve or disapprove whether the Consultant's employees perform the services for the City. Disapproval would apply solely to this contract and shall have no bearing on the Proposer's employment of an individual outside of this contract.

16. CONE OF SILENCE

During the course of a competitive solicitation, a Cone of Silence shall apply as follows:

A Cone of Silence shall be in effect during a Competitive Solicitation beginning upon the advertisement for requests for proposals, requests for qualifications and competitive bids. The Cone of Silence shall terminate at the time the City Commission makes final award of a bid or gives final approval of a contract or contract amendment, rejects all bids or responses to the Competitive Solicitation, or takes other action which ends the Competitive Solicitation. The Cone of Silence shall continue through the negotiation phase for requests for proposals and requests for qualifications and shall not end until the Commission gives final approval of the contract.

Any person or entity that seeks a contract, contract amendment, award, recommendation, or approval related to a Competitive Solicitation or that is subject to being evaluated or having its response evaluated in connection with a Competitive Solicitation, including a person or entity's representative shall not have any communication with any City Commissioner, the City Manager and their respective support staff or any person or group of persons appointed or designated by the City Commission or the City Manager to evaluate, select, or make a recommendation to the City Commission or the City Manager regarding a Competitive Solicitation.

The Cone of Silence shall not apply to written or oral communications with legal counsel for the City or the Purchasing Manager for the City.

Any action in violation of this section shall be cause for disqualification of the bid or the proposal. The determination of a violation shall be made by the City Commission.

17. PUBLIC RECORDS/CONFIDENTIAL INFORMATION

Florida law provides that municipal records shall at all times be open for personal inspection by any person, unless otherwise exempt. Information and materials received by the City in connection with a Proposer's response shall be deemed to be public records subject to public inspection. However, certain exemptions to the public records law are statutorily provided for in Section 119.07, F.S. Section 119.07, F.S. provides an exemption from public records law for sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation 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.

If the Proposer believes any of the information contained in the response is exempt from the Public Records Law, then the Proposer must in the response specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption, otherwise, the City will treat all materials received as public records.

18. PUBLIC ENTITY CRIMES INFORMATION STATEMENT

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a Proposer, supplier, sub-consultant, 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 thirty-six (36) months from the date of being placed on the convicted vendor list.

19. CONFLICT OF INTEREST

The Proposer covenants that they presently have no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. The Proposer further covenants that no person

having any such known interest shall be employed or conveyed an interest, directly or indirectly, in the contract.

No contract will be awarded to a Proposer who has City elected officials, officers or employees affiliated with it, unless the Proposer has fully complied with current Florida State Statutes and City Ordinances relating to this issue. Proposers must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the Proposer and removal of the Proposer from the City's Proposer's List and prohibition from engaging in any business with the City.

20. TERMINATION

The resulting contract may be canceled by the City when:

- a. Sufficient funds are not available to continue its full and faithful performance of the contract.
- b. Sub-standard or non-performance of contract.
- c. The City wishes to terminate at any time and for any reason, upon giving thirty (30) days prior written notice to the other party.

The resulting contract may be canceled by either party in the event of substantial failure to perform in accordance with the terms by the other party through no fault of the terminating party.

21. SUBMITTAL WITHDRAWAL

After submittals are opened, corrections or modifications to submittals are not permitted, but a respondent may be permitted to withdraw an erroneous submittal prior to the award by the City Commission, if the following is established:

- a. That the respondent acted in good faith in submitting the submittal;
- b. That in preparing the submittal there was an error of such magnitude that enforcement of the submittal would work severe hardship upon the respondent;
- c. That the error was not the result of gross negligence or willful inattention on the part of the respondent;
- d. That the error was discovered and communicated to the City within twenty-four (24) hours of submittal opening, along with a request for permission to withdraw the submittal; and
- e. The respondent submits documentation and an explanation of how the error was made.

22. TAXES, FEES, CODES, LICENSING

The Consultant shall be responsible for payment of all required permits, licenses, taxes, or fees associated with the project. The Consultant shall also be responsible for compliance with all applicable codes, laws, and regulations.