City of St. Pete Beach
“Request for Qualifications”

Engineering Services for Design of

Sanitary Sewer Force Main
Pump Sta #1 to Pump Sta #2
87th Avenue to 5th Avenue

Statements of Qualification due by
Thursday, September 7, 2017
10:00 AM at City Hall
St. Pete Beach, Florida 33706
Request for Qualifications
for Engineering Services for Design
of Sanitary Sewer Force Main
Pump Sta # 1 to Pump Sta # 2
87th Avenue to 5th Avenue

1. PURPOSE & INTRODUCTION

The purpose of this Request for Qualifications (RFQ) is for the City of St. Pete Beach to receive responses/statements of qualification from qualified firms capable of providing Engineering Services for the design of a replacement Sanitary Sewer Force Main from Pump Station # 1 (87th Avenue) to Pump Station # 2 (5th Avenue).

2. BID SCHEDULE

Sealed Statements of Qualification (SOQ) will be received until 10:00 A.M. on Thursday, September 7, 2017, in the Office of the City Clerk, 155 Corey Avenue, St. Pete Beach Florida at which time they will be publicly identified and opened. Those submitting are invited to attend this bid opening, which will be held immediately following the closing time specified. SOQ’s received after the deadline will not be accepted.

3. QUALIFICATIONS

Statements of Qualifications will be considered from firms normally engaged in implementing design of this type of project. The responding firms shall present their statements of qualification 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 Qualification where evidence submitted, or investigation and evaluation, indicates inability of a firm to perform the services requested.

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. **Project Specific Statement of Qualifications and Profile of Firm** – Limit four (4) 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. Provide information on the firm’s ability and experience working with FDOT. Include an organizational chart of project team and describe 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 two (2) 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 five (5) pages. Provide information for those projects which have been successfully completed and are similar to those required under this assignment. Please include projects recently completed within the last five (5) years.
   - 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.

i. **Insurance Requirements** – Provide proof of insurance in accordance with insurance requirements section included in this RFQ.

*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. Full resumes are to be attached as exhibits to the proposal. Resumes are NOT to exceed two (2) pages per person.*
5. CONTACT INFORMATION

Please direct all technical inquiries concerning this Request for Qualifications via email to the following City representative. Questions must be submitted by (10) days prior to the submittal date.

Mike Clarke
City of St. Pete Beach
155 Corey Avenue, St. Pete Beach, Florida 33706
Phone: (727) 363-9254            Fax: (727) 367-2736
E-Mail: mclarke@stpetebeach.org

6. SUBMITTAL PROCEDURES:

Firms shall submit one (1) original submittal and three (3) unbound copies. Responses must be submitted by the date and time indicated. 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 Services for Design of Sanitary Sewer Force Main, Pump Sta #1 to Pump Sta # 2, 87th Avenue to 5th Avenue” and received by:

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

Statements of Qualification will be received until 10:00 AM on Thursday, September 7, 2017, at the office of the City Clerk, City of St. Pete Beach, Florida 33706.

7. EVALUATION AND SELECTION OF DESIGN FIRM

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. Following the evaluation process, the team will select the firm that the City considers most qualified.

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

Selection Criteria are as follows – Engineering Services:

- Qualification of the Project Team
- Qualifications of the Sub-Consultants
- Firm’s Experience Working on Sanitary Sewer Projects
- Firm’s Experience Coordinating with FDOT
- Firm’s Service Approach to the project
• Quality Assurance Control Program/Policy
• Firm’s Project References that reflect and demonstrate the Firm’s competence in the design/engineering focuses requested by the City.
• Location of Firm
• Quality of Proposal – firm met and submitted all requirement documents

8. 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.

9. 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.

10. 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
11. 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.

12. 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.

13. 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, .JPEG) on CD or USB storage device.

14. 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.

15. 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.
16. TERMINATION

The resulting contract may be canceled by the City when:
   a. When sufficient funds are not available to continue its full and faithful performance of this 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.

17. 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; or
   e. The respondent submits documentation and an explanation of how the error was made.

18. 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.

19. NON-MANDATORY PRE-SOQ MEETING

A Non-Mandatory pre-SOQ meeting will be held on August 24, 2017 at 11:00 am in the City of St. Pete Beach Commission Chambers to answer questions concerning this RFQ.

End of this RFQ