



**REQUEST FOR QUALIFICATIONS**  
**MISCELLANEOUS PROFESSIONAL ENGINEERING SERVICES**  
**RFQ 19-02**

The City of Belleair Beach, Florida hereby gives notice that it will accept qualifications from qualified Florida registered Professional Consultants to provide on call Miscellaneous Professional Engineering Services.

Qualifications will be accepted by the City of Belleair Beach, City Clerk's Office, 444 Causeway Blvd., Belleair Beach, Florida 33786 until **2:00 PM, Tuesday, June 18, 2019**. One original and one electronic file stored on a CD/DVD as a single searchable pdf formatted file.

The Submission of Qualifications (SOQ) shall be submitted in a sealed package. The package shall show the hour and date specified for receipt of the SOQ, RFQ 19-02, and the name and address of the firm.

Questions concerning this Request for Qualifications will only be accepted in writing and shall be directed to Lynn Rives, City Manager at email: [Lynn.Rives@cityofbelleairbeach.com](mailto:Lynn.Rives@cityofbelleairbeach.com)

**1. SCOPE OF WORK**

**1.1 General Objectives**

The City of Belleair Beach requires the continuing services of an individual or firm qualified to serve as the City's Consulting Engineer. The consultants selected will provide professional engineering services on a project-by-project basis, under the terms of a Continuing Contract for five (5) year period with consecutive one (1) year renewal clauses, subject to mutual agreement.

**1.2 Consulting Engineering Services**

The City's Consultant shall provide engineering services related to the planning, design review and/or construction of project. These services may include, but are not limited to, performing any or all the following tasks related to the construction, improvement or maintenance of stormwater, roads, sidewalks, and other types of public infrastructure, and such public facilities as parks and buildings.

- Feasibility analysis
- Cost estimating
- Design, including site design
- Permitting
- Contract management
- Inspections

- NPDES
- Water quality testing and monitoring
- Meeting with City staff to consult on issues and projects requiring professional engineering analysis and evaluation.
- Interpretation of Federal, State and Local regulations;
- Ordinance preparation;
- Site plan or development reviews;
- Field investigations, appraisals and office studies;
- Report preparation;
- Construction Engineering Inspection/Administration
- Other similar civil engineering work

The City may also have other consultants perform engineering assignments or related engineering work tasks during the contract period. The City's Consulting Engineer may be required to review the work of other Professional Engineers.

The preceding description of services the Consultant may be called upon to perform is not all-inclusive and is given as a guide for proposal preparation. The city and the Consultant on a project-by-project basis will prepare detailed scopes of work for specific projects.

## 2. SUBMISSION AND FORM OF PROPOSAL

Qualifications will be accepted by the City of Belleair Beach, City Clerk's Office, 444 Causeway Blvd, Belleair Beach, Florida 33786 until **2:00 PM on Tuesday, June 18,2019**. One original and one electron file stored on a CD/DVD as a dingle searchable pdf formatted file.

The SOQ shall be submitted in a sealed package. The package shall show the hour and date specified for receipt of the SOQ, RFQ 19-02, and the name and address of the firm.

The City of Belleair Beach is not responsible for the U.S. Mail or private couriers regarding mail being delivered by the specified time so that the SOQ can be considered. Email submission will not be considered.

Questions concerning this Request for Qualifications will only be accepted in writing and shall be directed to Lynn Rives, City Manager at email: [Lynn.Rives@cityofbelleairbeach.com](mailto:Lynn.Rives@cityofbelleairbeach.com).

Cost of preparation of response to the RFQ are solely those of the Consultants.

The Consultant understands that this RFQ does not constitute an agreement or a contract with the City.

The following document/information is required.

- a. Title Page. **1 page maximum**
- b. Table of Contents. **1 page maximum**
- c. Cover Letter. The cover letter should outline the firm's area of expertise and include a brief description of the firm's capabilities specifically relating to the requested professional engineering services. **1 page maximum.**
- d. SF330 Part I (sections a thru c). **1 page maximum**
- e. SF330 Part I (section d, Organization Chart). **1 page maximum.**

- f. SF330 Part I (section e, resumes of key personnel). **1 page per proposed key personnel with a total 10 page maximum for this section.**
- g. SF330 Part I (section, example projects/reference). **Limited to 10 examples 1 page per project example with a total 10 page Maximum for this section.**
- h. SF330 Part I (section g, key personnel participation in example projects)
- i. SF330 Part I (section h. additional information). Section H shall include the following:
  - 1) Proposed Project Approach. **4 pages maximum.**
  - 2) Recent, current and projected workload for the proposed project team. **1 page maximum**
  - 3) Quality Assurance/Quality Control **1 page maximum**
- j. SF330 Part II. **1 page maximum each for prime consultant and proposed subconsultants.**

**Other Documentation Required (Not included in page count):**

- a. Licenses/Certifications of proposed key personnel.
- b. Certificate of Registration from Florida Department of Professional Regulations.
- c. Corporate registration to operate in the State of Florida by the Department of State, Division of Corporation. Must be active status.
- d. Provide Certificate of Florida Small and Minority Business issued by the Florida Stat Office of Diversity, Department of Management Services. (if applicable)

**4. SELECTION CRITERIA**

Qualifications will be reviewed and evaluated in accordance with the following criteria:

<b>Criteria</b>	<b>Points</b>
Qualifications of Project Team	30
Qualifications of the Firm	20
Past Performance and Experience	20
Project Understanding and Approach	<u>30</u>
<b>TOTAL</b>	<b>100</b>

**5. TAX EXEMPT STATUS**

The City is exempt from Florida Sales and Federal excise taxes on direct purchase of the tangible property.

**6. CONTRACT AWARD**

The City will at its discretion, select the best qualified Consultants and will jointly develop the final scope and fee, and appropriate method for invoicing and payment.

If an agreement cannot be reached with the top ranked Consultants, the City will negotiate with the next ranked Consultants.

The City reserves the right and in the best interest of the City proceed with the direct award of the contract to the Consultant determined best qualified.

## **7. RIGHT TO REJECT QUALIFICATIONS**

The City reserves the right to reject any and all Request for Qualifications (RFQ) at any time to protect its best interest. The request and submittal of qualifications shall in no way be construed as an obligation on the part of the City to provide compensation for same.

The City reserves the right to determine whether the Consultants responses are adequate or inadequate, complete or incomplete, and to determine what constitutes the grounds for disqualification of Consultants who may submit inadequate or incomplete responses. The City reserves the right to determine if a qualifications proposal is unresponsive. The City may disqualify Consultants who submits, and qualifications proposal determined by the City to be unresponsive or which contains insufficient, inadequate, or incomplete responses to be deemed unresponsive. The City Manager shall make such determinations and will rely on the staff selection committee for input in this matter.

Any qualifications proposal may be withdrawn until the date and time set above for submission of qualifications.

Any Consultants, who submits in its qualification's proposal to the City, any information that is determined by the City to be substantially inaccurate, misleading, exaggerated, or incorrect, may be disqualified from consideration. The City Manager will determine if any Consultants will be disqualified.

## **8. PUBLIC ENTITY CRIMES**

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 good 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 a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or Consultants under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida State Statute, Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

## **9. INSURANCE**

The successful firm or individual selected by the City to provide consulting engineering services shall procure and shall maintain during the life of this Contract, Professional Liability insurance in an amount satisfactory to the City of Belleair Beach.

## **10. NON-FUNDING CLAUSE**

In the event sufficient budgeted funds are not available for a new fiscal period, the City shall notify the vendor of such an occurrence and contract shall terminate on the last day of the current fiscal period without penalty or expense to the City.

## **11. CONFLICT OF INTEREST**

The successful firm or individual certifies that this qualifications proposal has not been arrived at collusively or otherwise in violation of Federal, State or Local laws.

Consultants shall provide disclosure of any potential conflict of interest that your firm may have due to other clients, contracts or property interests in the City's projects under this solicitation. The consultants shall also certify to the City that during the contract period, Consultants shall also certify to the City that during the contract period, Consultants are not and will not enter into a contract agreement with another entity, county state or federal that would or may have the potential to cause the Consultants to represent conflicting interests. The Consultants shall clearly identify and disclose in their qualification's proposal any possible conflict of interest.

## **12. LICENSES**

The consultants shall at the time of submittal have the necessary state licenses and authorizations necessary to provide professional engineering services and shall comply with all applicable laws, regulations and codes as required by the State of Florida and by the City of Belleair Beach. The Consultants must fully comply with all Federal and State laws, and County and Municipal Ordinances and Regulations affecting the performance of the work.

## **13. PUBLIC RECORDS**

Pursuant to Section 119.0701, Florida Statutes, for any tasks performed by the Consultant as an agent of the City, Consultant shall: (a) keep and maintain all public records as that term is defined in Chapter 119, Florida Statutes ("Public Records"), that ordinarily and necessarily would be required by the City in order to perform the work contemplated by this qualifications proposal or any contract or purchase/task order arising herein; (b) provide the public with access to Public Records, on the same terms and conditions that the City would provide the records and at a cost that does not exceed the costs provided in Chapter 119, Florida Statutes, or as otherwise provided by law; (c) ensure that Public Records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; (d) meet all requirements for retaining Public Records and transfer, at no cost, to the City of all public records in possession of the Consultant within thirty (30) days after termination of any contract or purchase/task order arising from or awarded in accordance with this RFQ, however terminated, and destroyed any duplicate Public Records that are exempt or confidential and exempt from public records disclosure requirements and provide the City with a letter confirming that this has been done within thirty (30) days of the termination of any contract or purchase/task order arising from or awarded in accordance with this RFQ. All Public records stored electronically must be provided to the City in a format that is compatible with the information technology of the City. If Consultant does not comply with a public records request, the City may pursue any and all remedies available in law or equity, included but not limited to specific performance. The provisions of this section only apply to those tasks in which Vendor is actin as an agent of the City.

## **14. NON-DISCRIMINATION**

The successful firm or individual will comply with all Federal and State Requirements concerning fair employment and will not discriminate by reason of race, gender, color, age, religion, sexual orientation, national origin or physical handicap.

