



City of Belleair Beach Request for Qualifications

Professional Services for
Undergrounding Utilities
In Bellevue Estates Island

RFQ #2018-02

Proposals due By September 13, 2018
2:00 pm at City Hall
444 Causeway Blvd.
Belleair Beach, FL 33786

Request for Qualification

For

Professional Services for Undergrounding Utilities in Bellevue Estates

1. PURPOSE & INTRODUCTION

Pursuant to Florida Statute 287.055 (the Consultant's Competitive Negotiation Act or CCNA) the City of Belleair Beach is soliciting statements of qualifications responses from qualified firms capable of providing Engineering, Landscape Architecture and General Construction Services. The City will be selecting one (1) firm in consonance with Florida Statute 287.055.

1.2 SCOPE OF WORK

Provide engineering, landscape architectural services as defined in section 287.055(2)(g). Florida Statutes in accordance with all the procedure of the "Competitive Consultants' Negotiation Act".

The scope of work will include but not limited to:

- ✓ Conduct public meetings and facilitate the planning concept, planning study, design, develop and management for undergrounding Public utilities if required
- ✓ Provide management and coordination with public utility companies not limited to electric, cable TV and telephone to provide constructability review and value engineering.
- ✓ Complete final development and detailed cost estimate.
- ✓ Prepare construction documents as required.
- ✓ Obtaining all required construction permits
- ✓ Provide coordination and construction administration for any projects related to or associated with the undergrounding of utility activities in residential neighborhood.
- ✓ Negotiate, estimate and secure contractor for installation of utility conduit.
- ✓ Determine betterment and negotiate off-set of cost.
- ✓ Coordinate construction sequencing/scheduling.

1.3 QUALIFYING STANDARDS

Pursuant to Chapters 471, 481, and/or 489, Florida Statutes, as applicable to this solicitation, firms or individuals shall be registered with the State of Florida and have obtained at least the minimum thresholds of education and experience required by the applicable statute(s).

Responding vendors must exhibit compliance with the qualification standards and evaluation factors stated in Section 287.055, Florida Statutes, to be considered for award under this solicitation.

The awarded Consultant must be properly licensed pursuant to Florida Statutes 471, 481 and 489.

2. CALENDAR OF EVENTS

- | | | |
|----|--------------------|--|
| A. | August 24, 2018 | Release Date |
| B. | September 13, 2018 | RFQ submittal date, not later than 2:00 pm |

3. QUALIFICATIONS

Statement 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 Belleair Beach. The City reserves the right, before recommending any award, to inspect the facilities and specifications, terms and conditions of the Contract. The City of Belleair 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 investigated 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 qualification of interested firms to perform the service requested herein. Response to all subsets of the section is mandatory. Failure to provide the requested information may result in the Statement firm's submission being deemed nonresponsive. A non-responsive submittal will not receive further consideration. Upon submission, all submittals become the property of the City of Belleair 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 date, and email 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 email address.
- d. **Project Specific Statement of Qualifications and Profile of Firm** – Limit three (3) 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-processes to be used within the project team. 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. **Timeline** – Provide estimated timeline table for meeting each proposed scope of work from start to completion.
- g. **References** – Limit three (3) pages. Provide information for those projects which have been successfully completed which is project. Please include projects within the last (1) year.

Additionally, document that the respondent has been awarded and provided services for other local governments like this contract.

- References shall include:
 - Client name, address, phone number, email address
 - Description of the scope of the work
 - Month and Year the project was started and completed
 - Total cost and professional services fees paid
 - Role of the firm and responsibilities

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

5. CONTACT INFORMATION

Please direct all technical inquiries concerning the Request for Qualification in writing to the following City Representative. Questions must be submitted by (5) days prior to the proposal due date.

Lynn Rives, CFM, CPRP
City Manager
444 Causeway Boulevard
Belleair Beach, FL 33786
Phone: (727) 595.4646
Fax: (727) 593-1409

E-Mail: Lynn.Rives@cityofbelleairbeach.com

6. SUBMITTAL PROCEDURES:

Firms shall submit three (3) original submittals and one electronic copy (CD-PDF file format). Responses must be submitted by the date and time indicated below. Statement of Qualifications not submitted by that time will be refused. Statements of qualification shall not be valid unless sealed in a single envelope or box marked: "Professional Services for Underground Utilities in Bellevue Estates." And received by:

**City of Belleair Beach
444 Causeway Boulevard
Belleair Beach, FL 33786**

Request for Qualifications will be received until 2:00 PM on September 13, 2018, at the office of the City Clerk, Patricia A. Gentry, City of Belleair Beach, Florida 33786.

7. EVALUATION AND SELECTION OF CONSULTANT

The City will evaluate each firm's submission based upon the criteria stated in this Request for Qualifications and the ability to execute the services. The selected group of proposers may be invited to make oral presentations of their proposals to the City Council. Following the evaluation process, the City Council will then select the firm that the City considers most qualified. The successful Firm will be requested to enter into negotiations to produce and contract for this assignment. 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 and contract to be insufficient.

Selection Criteria are as follows:

- Qualification of the Project Team
- Qualification of Prime Consultants designated Project Manager
- Qualification of Prime Consultants designated Project Professional Engineer
- Qualifications of the Sub-Consultants
- Firm's Experience with public utilities and undergrounding in residential areas
- Quality Assurance Control program/Policy
- Applicable Project References that reflect and demonstrate the Firms' competence in the services request by the City.
- Consultants demonstrated understanding and experience with the City of Belleair Beach undergrounding utilities.
- Location of Firm

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 with is deemed to be in the best interest of the City. The City of Belleair Beach reserves the right to establish additional contracts that may be similar in nature to any contract resulting for this Request for Qualification's 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

Included 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 Belleair Beach certificates of insurance prior to commencement of work evidencing the City as a certificate hold as additionally insured with the following minimum coverage:

Commercial General Liability insurance not less than \$2,000,000.00

- Personal injury liability \$1,000,000.00
- General aggregate \$2,000,000.00
- Products \$2,000,000.00

Owner's and Consultant's Protective Liability:

- Bodily injury liability \$1,000,000.00
- Property damage liability \$1,000,000.00
- 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 \$500,000.00 each occurrence
- Property damage liability \$500,000.00 each occurrence

Umbrella Liability

- \$200,000,000.00 each occurrence

Workers Compensation Insurance

- \$1,000,000.00

Professional Liability Insurance

- \$1,000,000.00 per claim
- \$3,000,000.00 annl aggr.

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 violation of any statutes or regulatory rules that might have an impact on the firm's operation. All applicable laws and regulation of the State of Florida and Ordinances and Regulation of the City of Belleair 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 Belleair 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, form, and other project specific information will need to be submitted in paper and in and electronic file format (.PDF, .JPEG) on CD or USB storage device and become property of the City.

14. **DEVIATIONS FROM SPECIFICATIONS**

Respondents shall clearly indicate, as applicable, all areas in which the item/services he/she proposes do not fully comply with the requirement of this submittal. The decision as to whether and item fully complies with the stated requirements rest 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 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. Sufficient funds are not available to continue its full and faithful performance of this contract.
- b. Sub-standard or non-performance of contract.

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 Council, 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. 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, AND LICENSING**

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

19. **ATTACHMENTS**

Project area map



Project Area