



RFQ 19-1

Request for Qualifications

TOWN OF INDIAN RIVER SHORES

CONTINUING ENGINEERING & PROFESSIONAL SERVICES

Contact Information

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Town Manager
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RFQ 19-1
INFORMATION PACKAGE
TOWN OF INDIAN RIVER SHORES, FLORIDA
Request For Qualifications (RFQ)
CONTINUING ENGINEERING & PROFESSIONAL SERVICES

INVITATION

IN ACCORDANCE WITH SECTION 287.055 OF FLORIDA STATUTES "CONSULTANTS COMPETITIVE NEGOTIATIONS ACT" (CCNA) THE TOWN OF INDIAN RIVER SHORES, FLORIDA HEREBY INVITES INTERESTED AND QUALIFIED FLORIDA LICENSED PROFESSIONAL ENGINEERS, ARCHITECTS, AND PLANNERS, TO PRESENT THEIR QUALIFICATIONS FOR PROVIDING **CONTINUING SERVICES THAT MAY BE REQUIRED BY THE TOWN ON AN AS-NEEDED BASIS.**

CCNA contracts are limited to projects which construction costs do not exceed \$2 million and when the fee for professional services does not exceed \$200,000, per Florida Statute 287.055 (2)(g). Any resulting contract(s) will be for three years with renewal for an additional two years upon mutual consent of the parties. Firm qualifications presented in accordance with the requested format will be accepted by the Office of the Town Manager, Town of Indian River Shores, 6001 State Road A1A, Indian River Shores, Florida 32963 until 2:00 pm on Monday, April 1, 2019. Sealed envelopes should be marked with the following:

RESPONSE TO TOWN OF INDIAN RIVER SHORES RFQ REGARDING:
CONTINUING ENGINEERING & PROFESSIONAL SERVICES
DUE: BEFORE 2:00 PM on Monday, April 1, 2019

Qualified parties interested in responding to this Request for Qualifications are directed to the Scope of Services that detail relevant services required per this RFQ.

Attention is directed to F.S. Section 287.133 (2) (A) "Public Entity Crime" which prohibits certain persons or affiliates who have been convicted of a public entity crime from responding to this invitation. A form is included in the information package for execution and submission with a response to this RFQ. A Drug-Free Workplace Form is also included in the information package for execution and submission with a response to this RFQ. Failure to execute and submit the requisite forms with a response to this RFQ will subject the response to disqualification.

Consultants interested in submitting a response to this RFQ agree to not contact or "lobby" Town Council Members or any employee or agent of the TOWN OF INDIAN RIVER SHORES at any time during the solicitation period and selection process with the exception of directing questions and/or requests for clarification through the Town Manager. Any other contact with the Town in this matter will be considered inappropriate and subject a response to rejection/disqualification.

The TOWN OF INDIAN RIVER SHORES reserves the right to reject any or all responses, waive any informality or irregularity on any response if considered non-substantial by the Town, and/or to cancel this invitation at will. Responses received after the date and time stipulated herein will be considered late and therefore disqualified.

By: Joe Griffin
Town Manager

1. SCOPE OF SERVICES

The scope of services is anticipated to include but not be limited to planning, engineering, design, permitting, construction inspection/management, landscape architecture, land survey, and mapping and general consulting services relating to technical matters, such as; funding and grant applications, construction inspection activities, and regulatory and permitting compliance requirements pertaining to **VARIOUS MUNICIPAL PROJECTS**.

CCNA contracts are limited to projects which construction costs do not exceed \$2 million and when the fee for professional services does not exceed \$200,000, per Florida Statute 287.055 (2)(g). The CCNA process allows for professional firms to be hired based on the ability of the firm and qualification of personnel, minority business enterprise consideration, firm experience with projects of similar size and scope, firm's willingness to meet the schedule and budget requirements. The resulting contract(s) will be for three (3) years with renewal for an additional two (2) years upon mutual consent of the parties.

Professional services may be in the realms of civil, transportation, structural, electrical, environmental, landscaping and sustainability engineering disciplines. In addition, building project architecture and facility rehabilitation projects, town/municipal planning and reporting projects, including 'Comp. Plan' issues are also anticipated. Project work may also include:

- Stormwater Management
- Drainage and Seawall Design
- Transportation and Traffic Engineering
- Road, Bridge and Parking Facilities
- Traffic Signalization, Signage and Markings
- Pavement Assessment and Design
- Public Buildings and Structures
- Water, Wastewater, and Reuse Water Facilities
- Growth Management and Planning
- Site Plan and Development Reviews
- Roadway Corridor Studies
- Pedestrian & Bicycle Access
- Emergency Management Planning & Consulting
- Canal Dredging Engineering & Permitting
- Annexation Counseling and Submissions
- Facilities Improvements
- Permitting with Regulatory Agencies
- Debris Management

Service products are likely to include, but not be limited to:

- Field investigations, assessments, site surveys, studies and reports
- Comprehensive program/project management
- Site plan, studies and/or development reviews
- Preparation of engineering design, plans, specifications, and as-built certification
- Permitting and compliance activities with regulatory agencies
- Project management activities including scope definition, quality control, scheduling, cost estimating and value engineering, risk management/loss prevention, environmental concerns, communications and information, and stakeholder relations
- Construction engineering Inspections
- Grant funding applications and activities

- ADA oversight and inspections

Please note the following:

- All such contract activities would be the subject of a signed Contract Work Order with a negotiated fee and format supplemental to a primary contract agreement. No travel time or travel expenses will be considered billable without special prior arrangement. Normal administrative and/or accounting overhead will be considered as covered by the agreed upon hourly rates for direct professional personnel and will not be considered as separately billable.
- The Town shall not be held liable for any expenses incurred in connection with the preparation of a response to this RFQ or for any costs associated with any activities involved in presentations and discussions or in preparations and execution of a contract resulting from this RFQ.
- The Town places significant value on high quality work and performance, timely access and response, scheduling and cost concerns, risk management / loss prevention, early issue identification, flow of information and communications, congenial working relations, adherence to ethical standards, proactive stand-up accountability, and the demonstration of same.
- The purpose and intent of this RFQ is to establish contract arrangements in accordance with the State of Florida CCNA requirements. Any such contract(s) resulting from this CCNA/RFQ process are intended to cover projects and work currently contemplated, but there is no guarantee on the part of the Town that such project work will go forward.

2. FORMAT FOR RESPONSES

Following is the requested format for a response to this RFQ. Please keep responses short, concise, to the point, and without excess verbiage, pictures, and/or graphics. Any response deviating significantly from this format is subject to rejection/disqualification. As noted, any questions or comments relating to this proposal need to be submitted to Joe Griffin, Town Manager, 772-231-1771 x225; or, jgriffin@irshores.com.

Submit a **package of one (1) original and three (3) copies** of a response to this RFQ to Town Manager's office, Town of Indian River Shores, 6001 N. Hwy. A1A, Indian River Shores, FL 32963, **no later than 2:00 PM on Monday, April 1, 2019**. The package and each copy should show the name and contact information of the party responding and be clearly marked as:

**RESPONSE TO TOWN OF INDIAN RIVER SHORES RFQ REGARDING:
CONTINUING ENGINEERING & PROFESSIONAL SERVICES
DUE: BEFORE 2:00 PM ON Monday, April 1, 2019**

Each copy of a response should contain no more than ten (10) pages including all necessary firm experience, related project experience and resumes of key personnel (with no more than one page per person) may be included in the package. The ten (10) page limit includes: cover sheet, dividers, pictures/photos, graphics, tabs and any sample plans. Please keep all verbiage to a minimum and make the written content presentation concise and to the point. Required Town forms are not counted in the ten (10) pages.

The proposals should address the following items:

- Cover letter with full contact and location information, including the name(s) of principal(s) handling the response to this RFQ;
- Summary of the firms experience and qualifications relating to similar local municipal engineering projects;
- Specific types of local municipal projects and work performed with a focus on work that would be similar to the Town's prospective needs;
- Identify the project manager and those personnel assigned to the project including the location of their office and how long each person has been with your firm;
- Resumes of the project manager and personnel with brief background outlines for the individual key personnel (no more than one page resume per person);
- Project Manager, or Principal, is a licensed Florida Professional Engineer with at least three (3) years of experience working on similar municipal CCNA contracts;
- Contact information for at least three references from local municipal agencies within the last five (5) years (current / recent clients preferred) provide name, address, phone and email of references;
- Experience in working with regulatory permitting agencies, such as SJRWMD, DEP, DEO, and US Army Corp. on similar CCNA projects for coastal cities;
- Specific statement(s) addressing how you would best meet the needs of the Town under a contract resulting from this RFQ;
- Identify any grant application experience in the preparation and submittal of grant funds from agencies such as SJRWMD, DEP and others; and,
- Any additional information which may support your experience and qualifications working with a local municipality which you would like to present to the Town regarding this RFQ.

The location of the firm and the project manager relative to the Town of Indian River Shores will be considered in the evaluation scoring of the proposals. If a firm has an established office within Indian River County, the evaluation committee will take this into consideration on the ranking and score.

3. EVALUATION PROCESS

The CCNA evaluation committee will consist of at least three (3) Town staff, based upon their past experience in dealing with consultants and association with various Town projects. The evaluation committee will consist of Town staff who have an understanding of consultant services. The evaluation committee will review each of the proposals submitted during the competitive CCNA process and score the proposals based on the evaluation format listed below. The following ranking criteria will be used to review and score the proposals.

PROFESSIONAL SERVICES EVALUATION FORMAT

<i>FACTORS TO BE RATED:</i>	<i>POINT RANGE</i>
1. Ability of professional personnel; quality and past performance/references; timely completion of other similar Town assignments	1 To 25 _____
2. Availability of Project Manager and the location of the firm to the Town of Indian River Shores.	1 To 25 _____
3. The Project Manager to be responsive per past References and be a license Florida Professional Engineer with at least 5 years of experience on municipal projects.	1 To 25 _____
4. Past working relationship with the Town and with other similar local municipal agencies.	1 To 25 _____
	TOTAL _____

As an option, the Town may conduct an interview/oral presentation to determine the final selection of consultants. Following such further oral presentation and ranking, the Town will then invite the highest ranked qualified firms to negotiate appropriate contract agreement(s) for professional services. The final negotiated contract(s) will be presented for approval by the Indian River Shores Town Council to award the contract(s).

DRUG-FREE WORKPLACE FORM

The undersigned Contractor, in accordance with Florida Statute 287.087 hereby certifies that _____
does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraph 1 through 5.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

Date: _____

Signature

PUBLIC ENTITY CRIMES FORM

Any person submitting a quote, bid, or proposal in response to this invitation or Agreement, must execute the enclosed form sworn statement under section 287.133(3)(a), **FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**, including proper check(s), in the space(s) provided, and enclose it with his quote, bid, or proposal. If you are submitting a quote, bid or proposal on behalf of dealers or suppliers who will ship commodities and receive payment from the resulting Agreement, it is your responsibility to see that copy(ies) of the form are executed by them and are included with your quote, bid, or proposal. Corrections to the form will not be allowed after the quote, bid, or proposal opening time and date. Failure to complete this form in every detail and submit it with your quote, bid, or proposal may result in immediate disqualification of your bid or proposal.

The 1989 Florida Legislature passed Senate Bill 458 creating Sections 287.132-133, Florida Statutes, effective July 1, 1989. Section 287.132(3)(d), Florida Statutes, requires the Florida Department of General Services to maintain and make available to other political entities a "convicted vendor" list consisting of persons and affiliates who are disqualified from public and purchasing process because they have been found guilty of a public entity crime. A public entity crime is described by Section 287.133, Florida Statutes, as a violation of any State or Federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or Agreement for goods or services to be provided to any public entity or with an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

By law no public entity shall accept any bid from, award any Agreement to, or transact any business in excess of the threshold amount provided in Section 287.017, Florida Statutes, for category two (currently \$10,000) with any person or affiliate on the convicted vendor list for a period of 36 months from the date that person or affiliate was placed on the convicted vendor list unless that person or affiliate has been removed from the list pursuant to Section 287.133(3)(f), Florida Statutes.

Therefore, effective October 1, 1990, prior to entering into an Agreement (formal Agreement or purchase order) in excess of the threshold amount for category two, to provide goods or services to **THE TOWN OF INDIAN RIVER SHORES**, a person shall file a sworn statement with the Contract/Agreement officer or Purchasing Director, as applicable. The attached statement or affidavit will be the form to be utilized and must be properly signed in the presence of a notary public or other officer authorized to administer oaths and properly executed.

THE INCLUSION OF THE SWORN STATEMENT OR AFFIDAVIT SHALL BE SUBMITTED CONCURRENTLY WITH YOUR QUOTE OR BID DOCUMENTS. NON-INCLUSION OF THIS DOCUMENT MAY NECESSITATE REJECTION OF YOUR QUOTE OR BID.

SWORN STATEMENT UNDER SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Agreement No. _____ for THE TOWN OF INDIAN RIVER SHORES.
2. This sworn statement is submitted by _____ (name of entity submitting sworn statement) whose business address is _____ and (if applicable) its Federal Employer Identification (FEIN) is _____ (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)
3. My name is _____ (please print name of individual signing) and my relationship to the entity named above is _____
4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or Agreement for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 - (1) A predecessor or successor of a person convicted of a public entity crime; or
 - (2) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding Agreement and which bids or applies to bid on Agreements for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term

"person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

_____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (Please indicate which additional statement applies.)

_____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

_____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

(Signature)

Date: _____

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20__ by _____, _____ (title) on behalf of _____ (name of partnership), a partnership. He/she is personally known to me or has produced _____ as identification and did () did not () take an oath.

Name: _____

My Commission Expires: _____

Commission Number: _____