



# REQUEST FOR QUALIFICATIONS

## RFQ 17-001

### Professional Engineering Services/ City Engineer

#### Project Contact

LeAnne Addy, City Clerk  
City of Anna Maria  
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- Release of RFQ:** Friday, August 11, 2017
- Deadline for Submittal:** Wednesday, September 6, 2017 by 12:00 pm (EST)

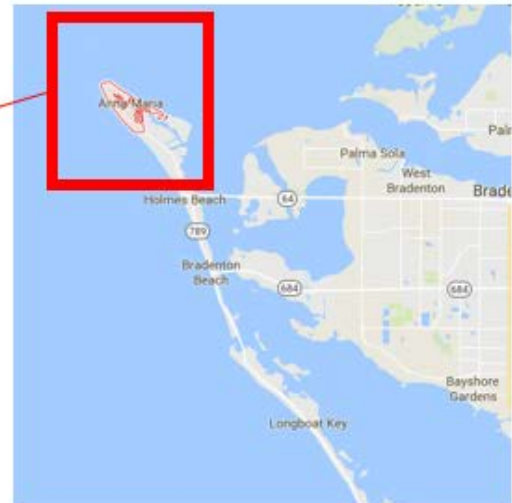
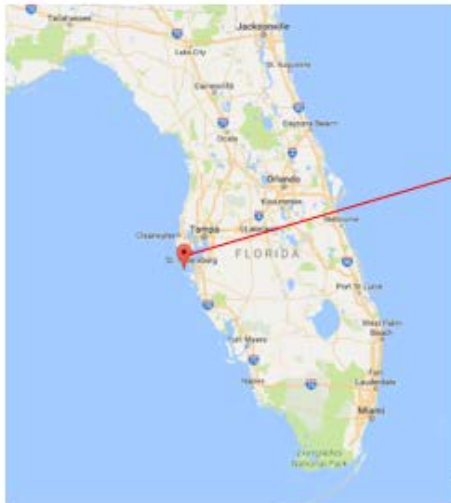
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#### Project Description

The City of Anna Maria, Florida, in compliance with the Consultants' Competitive Negotiation Act (CCNA), Florida Statute 287.055, and City Code Section 3.02.02, is requesting qualifications for Professional Engineering Services/City Engineer position. **Qualifications will be accepted until 12:00 pm, September 6, 2015.** (Late or incomplete submittals will not be accepted.)

The purpose of this Request for Qualifications (RFQ) is for the City of Anna Maria, Florida to receive responses from qualified Professional Engineering Firms for municipal engineering services including City Engineer ("Engineer").

#### City Background



The City of Anna Maria is on the west coast of central Florida and is situated in the western edge of Manatee County. It is ideally situated along the Gulf of Mexico with an attractive climate. The City was incorporated in 1923 and has grown to nearly 1,503 residents. The City has a broad array of businesses and retail services and is most recognized for its cultural heritage and unique landscape.

## Scope of Services

The "Engineer" will be required to fulfill the duties of the position as set forth in the City Code and to perform other duties as directed by the City Mayor. In addition to providing the services as described in the City Code, the "Engineer" shall provide other services as listed below. The approved contract for services will commence upon issuance of a contract. Such services are for the purpose of illustration only and services may not be limited to the items listed here.

### Advisory Services

- (1) *Attendance at meetings of the City Council:* The "Engineer" shall attend all special meetings or work sessions of the City Council, as requested. Regular meetings are held on the first and third Tuesday evening of each month.
- (2) *Advising Officials:* The "Engineer" shall advise City officials, employees, etc. through telephone conferences, meetings, and correspondence.
- (3) *Consultation on development projects/permits:* The "Engineer" shall review project plans and proposals by private parties, for compliance with the Florida statutes, City Code, Land Development Regulations and other applicable requirements. The "Engineer" shall meet with residents, contractors, developers, engineers, etc. as requested by the City.
- (4) *Provide inspection services.* The "Engineer" shall be available to conduct site inspections for conformance with approved plan, or consultation as needed.
- (5) *Attendance and representation.* Consultation with and representation of the City before agencies and individuals as may be necessary in pursuit of the City's interest and when so directed by the City or its designated representative. This includes representation at the Island Transportation Planning Organization (ITPO), Technical Advisory Committee (TAC) and Metropolitan Planning Organization (MPO) meeting as directed by the City and the Island Transportation Planning Organization (ITPO);
- (6) *Administrative services.* This will include, but not limited to: establishment and maintenance of project records, files and relevant documents; production of project plans and schedules; and production of budgetary schedules;

### Public Works Construction Projects

- (1) *Analyze/study improvement projects:* The "Engineer" will be required to prepare preliminary engineering analysis, cost estimate and feasibility studies for various Public Works improvements.
- (2) *Prepare bid/contracts:* Provided that the requirements of Section 287.055, Florida Statutes can be observed, the "Engineer" will be requested to prepare detailed plans, specifications, bid and contract documents for Public Works construction projects. In addition, the "Engineer" will prepare a final cost estimate, required applications of approval of the construction by other governmental agencies, and assist the City in negotiating the acquisition of any necessary right-of-way or easement.
- (3) *Review bids:* The "Engineer" shall assist the City in the review of bids submitted for construction, in the selection of qualified contractors and in the inspection of construction work. The "Engineer" will provide general supervision of the contractor for Public Works construction projects.

### Other Services

- (1) *Other Services:* The "Engineer" shall provide other engineering, surveying, and miscellaneous services as requested.

### **RFQ Schedule\***

It will be incumbent on each respondent to understand the importance of adhering to the schedule included herein. Respondents shall assume full responsibility for the timely delivery of submittals. Those received after the deadline stated will not be considered. (Dates are subject to change. \*)

<u>Schedule</u> Release RFQ	<u>Date</u>
Release Date	Friday, August 11, 2017
<b>RFQ submission deadline</b>	<b>Wednesday, September 6, 2017 by 12:00 pm (EST)</b>
Interviews	September 11, 2017 and September 12, 2017
Recommendation to City Commission	Thursday, September 14, 2017

### **Submittal Procedures**

Firms shall submit five (5) original submittals. Responses must be submitted by 12:00 pm (EST) on Wednesday, September 6, 2017. 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:

City of Anna Maria  
Request for Qualifications RFQ17-001  
Professional Engineering Services Attention: City Clerk  
10005 Gulf Drive, PO Box 779  
Anna Maria, FL 34216

### **Submittal Requirements**

Firms or individuals wishing to provide engineering services to the City of Anna Maria pursuant to this request shall apply for consideration as follows. The response must be organized according to the following format. Information should be concise and specific to address each request and be limited to a total of 25 single sided pages, size 8 1/2"x 11" (25 sheets of paper, including tabs). Include a table of contents and tabs to organize the material. All responses shall:

- Contain a letter of interest (no more than one page long);
- Provide the name of each engineer proposed to provide services to the City and the name of the lead engineer who will have the main contact with the City. This individual is expected to remain the responsible engineer throughout the engagement. The lead engineer must be licensed to practice in the State of Florida, and must have at least five (5) years' experience practicing as an engineer with a practice focused on representation of local government(s);
- Provide a brief description of the history and capabilities of the firm including organizational chart and the resumes of the key persons who may be assigned, from time to time;
- Provide information about the Respondent's experience in providing engineer services to Florida local governments. List the similar projects or engagements that have been completed by the assigned persons within the past three years;
- Provide at least five references from these organizations including names, contact persons, and phone numbers;
- Provide a list of all other local governments currently being represented by the Respondent;
- Provide information about the Respondent's capacity and capability to perform on short notice and

in a timely manner, and the Respondent's proposed approach to communicating with City of Anna Maria;

- Describe any conflicts of interest or ethical considerations related to representation or affiliation with any boards, organizations, committees, or clients, including, but not limited to, other municipalities, governmental, and/or quasi-governmental entities;
- Provide a list and explanation of any ethics complaints filed against the Respondent(s), and a list of any other, similar claims against the Respondent(s), in the last five (5) years;
- The location of staffing and firm resources expected to be made available to serve City of Anna Maria;
- Information on the Respondent's ability to handle the assigned work with the current staff and the workload already assigned to the key persons;
- The firm's ability to research, apply for and obtain project funding (in the form of grants, loans, and legislative appropriations), and its success rate doing so for other clients;
- The firm's ability to assist City of Anna Maria with preparing and submitting project documentation (including reports and permits) required by local, state and federal regulatory agencies;
- Submit a current copy of Standard Form 330.

### **Evaluation Criteria & Selection Process**

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. The top 3 - 4 firms will be invited to an interview the week following the submittal deadline. Following the evaluation process, the team will then select the firm that the City considers most qualified and make a recommendation to City Council. Upon its approval, the successful Firm will be requested to enter into negotiations 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.

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

<u>Criteria</u>	<u>Weight</u>
1 Experience and qualifications; no conflicts	30%
2 Past performance and references	20%
3 Understanding of the City's Needs	20%
4 Location of Firm and Staff Assigned to this Project	15%
5 Overall Ability to Execute Services	15%

### **Other Provisions:**

- 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 reserves the right to establish additional contracts that may be similar in nature to any contract resulting for this RFQ as best serves the needs of the City.

▪ Insurance Requirements

The Respondent, if awarded a contract, shall maintain insurance coverage reflecting the minimum amounts and conditions as required by the City. The awarded firm must file with the City certificates of insurance prior to commencement of work evidencing the City as a certificate holder as additionally insured.

▪ No Collusion

By offering a submission to this RFQ, 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 principal(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.

▪ No Conflict

The Respondent and subconsultants shall disclose in the submittal all contracts or projects for which they have potential or actual conflicts of interest with this contract. Preparation of plans or studies for private development that requires review by the City Engineer is considered a conflict of interest. Failure to identify potential or actual conflicts of interest constitutes grounds for rejection of the submittal without further review. If such conflicts are discovered during the term of the Contract, the City of Anna Maria may terminate the Contract for default. The existence of potential or actual conflicts of interest will be used as an evaluation criterion regarding team availability during the evaluation and selection process.

▪ Application of Drug Free Workplace Act

All Respondents shall represent that they have established drug free workplaces.

▪ Public Entity Crime

Section 287.133(2)(a), *Florida Statutes*, states “A person or affiliate who has been placed on the convicted vendor list, following a conviction for a public entity crime, may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, 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 s.287.017 for CATEGORY TWO, for a period of 36 months following the date of being placed on the convicted vendor list.” All submittals must be accompanied by an executed form PUR 7068.

▪ Costs for Submittals

The City Commission will not reimburse for any costs associated with the preparation and submittal of any proposal, for any travel and/or per diem costs.

▪ 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:

- That the respondent acted in good faith in submitting the submittal;

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

**Certification of Information Provided**

I certify that the information and responses provided on this submittal are true; accurate and complete. The City of Anna Maria or its representatives may contact any entity or reference listed in this submittal. Each entity or reference may make any information concerning the Respondent available to the Owner.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

As \_\_\_\_\_(title)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

STATE OF \_\_\_\_\_ }

COUNTY OF \_\_\_\_\_ }

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me the undersigned authority, personally appeared \_\_\_\_\_, to me known to be the individual described in and who executed the forgoing instrument as \_\_\_\_\_(title) of the firm of \_\_\_\_\_ and acknowledged the execution of same, for and on behalf of and as the act and deed of said firm, for the uses and purposes therein expressed.

WITNESS my hand and official seal the date aforesaid.

\_\_\_\_\_  
(Signature of Notary Public - State of Florida) [ ]

\_\_\_\_\_  
(Print, Type or Stamp Commissioned Name)

Personally known \_\_\_\_\_

Or produced identification \_\_\_\_\_

Type of identification produced \_\_\_\_\_