

## Solicitation 606-10482

# General Wastewater Consultant Professional Architectural - Engineering Services



City of Fort Lauderdale

## Bid 606-10482 General Wastewater Consultant Professional Architectural - Engineering Services

Bid Number     **606-10482**  
Bid Title        **General Wastewater Consultant Professional Architectural - Engineering Services**

Bid Start Date **Apr 6, 2010 11:15:52 PM EDT**  
Bid End Date   **May 20, 2010 2:00:00 PM EDT**  
Question &  
Answer End    **May 13, 2010 5:00:00 PM EDT**  
Date

Bid Contact    **Rick Andrews**  
                  **Procurement Specialist II**  
                  **Procurement**  
                  **954-828-4357**  
                  **Randrews@fortlauderdale.gov**

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### Changes made on May 6, 2010 2:20:00 PM EDT

New Documents            **citylogo upperlower 6-4-03 2.jpg**

### Changes were made to the following items:

[General Wastewater Consultant Professional Architectural - Engineering Services](#)

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### Description

The City of Fort Lauderdale, FL (City), through its Procurement Services Department invites proposals that offer to provide General Wastewater Consultant Professional Architectural – Engineering Services subject to the requirements of the Consultants' Competitive Negotiation Act (CCNA). These services are described in greater detail in SECTION III – SCOPE OF SERVICES.

The initial term of the continuing contract will be for five (5) years. The City reserves the right to renew the contract for two (2) consecutive two (2) year terms subject to Consultant's satisfactory performance and mutual agreement of the City and Consultant to renew the contract.

Added on May 6, 2010:

1. Add JPEG file image of approved City logo to list of Documents.
2. All other terms, conditions and specifications of this RFQ remain unchanged.

### Changes made on May 6, 2010 2:20:00 PM EDT

**Request for Qualifications**

**RFQ # 606-10482**

**A CONTINUING CONTRACT**

**for**

**GENERAL WASTEWATER CONSULTANT PROFESSIONAL  
ARCHITECTUAL - ENGINEERING SERVICES**

**(CCNA – Consultants’ Competitive Negotiation Act)**



*Venice of America*

**City of Fort Lauderdale**

**Issued on behalf of: THE PUBLIC WORKS DEPARTMENT  
Utilities Engineering Division**

**Department of Procurement Services  
Rick Andrews, Procurement Specialist  
City of Fort Lauderdale  
City Hall  
100 N. Andrews Avenue, 6<sup>th</sup> Floor  
Fort Lauderdale, Florida 33301**

**Web Site Address: [www.fortlauderdale.gov/purchasing](http://www.fortlauderdale.gov/purchasing)**

**Submission Deadline**

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**Day/Date: May 20, 2010**  
**Time: 2:00 PM EST**  
**Location/Mail Address: City of Fort Lauderdale  
City Hall  
Procurement Services Department  
100 N. Andrews Avenue, Room 619  
Fort Lauderdale, FL 33301**

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Proposals shall be submitted to the City of Fort Lauderdale, Department of Procurement Services, no later than the due date and time indicated in SECTION I – RFQ SCHEDULE. Proposals shall be delivered to the address indicated in SECTION IV – SUBMITTAL REQUIREMENTS. Submittal of proposal by fax is not acceptable.

## SECTION I - RFQ SCHEDULE

Newspaper Advertisement	4/7/10
Last day for questions	5/13/10
<b>PROPOSAL DUE (Prior to 2:00 PM)</b>	<b>5/20/10</b>
Evaluation Committee Review and Short Listing of Proposals (estimated)	6/10/10
Oral Interviews with Finalists and Selection of First Ranked Proposer (estimated)	6/24/10
City Commission for approval to negotiate with 1 <sup>st</sup> ranked Proposer (estimated)	8/17/10

Upon approval from Commission to negotiate, negotiations in accordance with 287.055(5) Florida Statutes shall commence. The City reserves the right to award a contract to more than one Consultant as is in the City's best interest.

## **SECTION II -INTRODUCTION TO REQUEST FOR QUALIFICATIONS**

- 1.1.** The City of Fort Lauderdale, FL (City), through its Procurement Services Department invites proposals that offer to provide General Wastewater Consultant Professional Architectural – Engineering Services subject to the requirements of the Consultants’ Competitive Negotiation Act (CCNA). These services are described in greater detail in SECTION III – SCOPE OF SERVICES.

The initial term of the continuing contract will be for five (5) years. The City reserves the right to renew the contract for two (2) consecutive two (2) year terms subject to Consultant’s satisfactory performance and mutual agreement of the City and Consultant to renew the contract.

**1.2 BIDSYNC:**

The City of Fort Lauderdale will use BidSync ([www.bidsync.com](http://www.bidsync.com)) to distribute this RFQ. There is no charge to proposers to register and download this RFQ from BidSync. Proposals must be submitted in a sealed envelope marked on the outside with the RFQ number to the City of Fort Lauderdale, at the address indicated in SECTION IV – SUBMITTAL REQUIREMENTS

**1.3. INFORMATION AND CLARIFICATION**

For information concerning procedures for responding to this RFQ, technical specifications, etc., utilize the question / answer feature provided by BidSync. Such contact shall be for clarification purposes only. Material changes, if any, to the scope of services or bidding procedures will only be transmitted by written addendum (See addendum section of BidSync site). No variation in scope or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the proposer has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required.

**1.4. LOBBYIST ORDINANCE**

Any consultant submitting a response to this solicitation is responsible for being aware of, and complying with City of Fort Lauderdale Ordinance No. C-00-27, Lobbying Activities. Copies of Ordinance No. C-00-27 may be obtained from the City Clerk’s Office on the 7<sup>th</sup> floor of City Hall, 100 N. Andrews Avenue, Fort Lauderdale, FL, or the ordinance may be viewed on the City’s website at <http://www.fortlauderdale.gov/clerk/LobbyistDocs/lobbyistord1009.pdf> Questions concerning whether you may or may not need to comply with said ordinance, please contact the City of Fort Lauderdale City Clerk’s Office at 954-828-5002.

**1.5. AWARD OF CONTRACT**

A Contract (the “Contract” or Agreement”) will be awarded in accordance with Florida Statutes, by the City Commission. The City reserves the right to execute or not execute, as applicable, a contract with the Consultant(s) that is determined to be in the City’s best interests. Such contracts will be furnished by the City and contain certain terms as are in the City’s best interests. The City reserves the right to award a contract to more than one Consultant as is in the City’s best interest.

**1.6. UNAUTHORIZED WORK**

The Successful Consultant(s) shall not begin work until a City Purchase Order or Notice to Proceed or Task Order is received.

**1.7. INSTRUCTIONS**

Careful attention must be given to all requested items contained in this RFQ. Proposers are invited to submit responses in accordance with the requirements of this RFQ. PLEASE READ THE ENTIRE SOLICITATION BEFORE SUBMITTING A PROPOSAL. Proposers must provide a response to each requirement of the RFQ. Responses should be prepared in a concise manner with an emphasis on completeness and clarity. Proposers notes, exceptions, and comments may

**1.7. INSTRUCTIONS (con't)**

be rendered on an attachment, provided the same format of this RFQ text is followed. All proposal responses shall be submitted in a sealed envelope or package with the RFQ number and opening date clearly noted on the outside of the envelope.

**1.8. CHANGES AND ALTERATIONS**

Proposer may change or withdraw a proposal at any time prior to proposal submission deadline; however, no oral modifications will be allowed. Modifications shall not be allowed following the proposal deadline.

**1.9. SUBCONSULTANTS**

A Subconsultant is an individual or firm contracted by the Consultant or Consultant's firm to assist in the performance of services required under this RFQ. A Subconsultant shall be paid through Consultant or Consultant's firm and not paid directly by the City. Subconsultants are allowed by the City in the performance of the services delineated within this RFQ. Consultant must clearly reflect in its proposal the major Subconsultants to be utilized in the performance of required services. The City retains the right to accept or reject any Subconsultant proposed in the response of successful Consultant or prior to contract execution. Any and all liabilities regarding the use of a Subconsultant shall be borne solely by the successful consultant and insurance for each Subconsultant must be maintained in good standing and approved by the City throughout the duration of the contract. Neither successful Consultant nor any of its Subconsultants are considered to be employees or agents of the City. Failure to list all Subconsultants and provide the required information may disqualify any proposed Subconsultant from performing work under this RFQ.

Consultants shall include in their responses the requested Subconsultant information and include all relevant information required of the Consultant. In addition, within five (5) working days, or at another time requested by the City, prior to commencement of negotiations, the Consultant shall provide a final list confirming the Subconsultant(s) that the successful Consultant intends to utilize in any resulting contract, if applicable. The list shall include, at a minimum, the name, and location of the place of business for each Subconsultant, the services Subconsultant will provide relative to any contract that may result from this RFQ, Subconsultant hourly rates or fees, any applicable licenses, references, ownership, and other information required of Consultant.

**1.10. DISCREPANCIES, ERRORS AND OMISSIONS**

Any discrepancies, errors, or ambiguities in the RFQ or addenda (if any) should be reported in writing to the City's Department of Procurement Services. Should it be necessary, a written addendum will be incorporated into the RFQ. The City will NOT be responsible for any oral instructions, clarifications, or other communications.

**1.11. DISQUALIFICATION**

The City reserves the right to disqualify responses before or after the submission date, upon evidence of collusion with intent to defraud or other illegal practices on the part of the Consultant. It also reserves the right to waive any immaterial defect or informality in any Responses, to reject any or all Responses in whole or in part, or to reissue a Request for Qualifications.

**1.12. RESPONSES / PROPOSAL RECEIPT**

Sealed Responses will be accepted in accordance with the schedule detailed on the cover of this RFQ. After that date and time, responses will not be accepted. The Consultant shall gather all documents necessary to support its Proposal and shall include them with its Proposal. Consultants shall be responsible for the actual delivery of responses during business hours to the exact address indicated on the cover of this RFQ.

**1.13. INSURANCE:**

The Successful Consultant(s) shall furnish to City of Fort Lauderdale, c/o Department of Procurement Services, 100 N. Andrews Avenue, #619, Fort Lauderdale, FL 33301, Certificate(s) of Insurance prior to contract execution which indicate that insurance coverage has been obtained which meets the following requirements:

**I. COMMERCIAL GENERAL LIABILITY**

- A. Limits of Liability  
 Bodily Injury and Property  
 Combined Single Limit  
 Each Occurrence \$1,000,000  
 General Aggregate Limit \$2,000,000  
 Personal and Adv. Injury \$1,000,000  
 Products/Completed Operations \$1,000,000
- B. Endorsements Required  
 City of Fort Lauderdale included as an Additional Insured  
 Employees included as insured  
 Contractual Liability  
 Waiver of Subrogation  
 Premises/ Operations  
 Care, Custody and Control Exclusion Removed

**II. AUTOMOBILE BUSINESS**

- A. Limits of Liability  
 Bodily Injury and Property Damage Liability  
 Combined Single Limit  
 Any Auto  
 Including Hired, Borrowed or Non-Owned Autos  
 Any One Accident \$1,000,000
- B. Endorsements Required  
 City of Fort Lauderdale included as an Additional Insured  
 Employees included as insured  
 Waiver of Subrogation

**III. WORKER'S COMPENSATION**

Limits of Liability  
 Statutory-State of Florida.

**IV. PROFESSIONAL LIABILITY/ERRORS AND OMISSIONS COVERAGE**

Combined Single Limit  
 Each Occurrence \$1,000,000  
 General Aggregate Limit \$1,000,000  
 Deductible- not to exceed 10%

The City is required to be named as additional insured for Commercial General Liability and Automobile Business. Binders are not acceptable. The insurance coverage required shall include those classifications, as listed in standard liability insurance manuals, which most nearly reflect the operations of the successful Consultant(s).

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

**1.13. INSURANCE (cont):**

The Company must have a Financial Size Categories (FSC) rating of no less than "A-" as to management by the latest edition of Best's Key Rating Insurance Guide or acceptance of insurance company that holds a valid Florida Certificate of Authority issued by the State of Florida, Department of Insurance, and are members of the Florida Guarantee Fund.

Certificates will indicate no modification or change in insurance shall be made without thirty (30) days written advance notice to the certificate holder.

City RFQ Number and/or RFQ title should appear on each certificate.

Compliance with the foregoing requirements shall not relieve the Successful Consultant(s) of his liability and obligation under this section or under any other section of this Agreement.

The successful Consultant(s) shall be responsible for assuring that the insurance certificates required in conjunction with this Section remain in force for the duration of the project. If insurance certificates are scheduled to expire during the contractual period, the successful Consultant(s) shall be responsible for submitting new or renewed insurance certificates to the City at a minimum of thirty (30) calendar days in advance of such expiration. In the event that expired certificates are not replaced with new or renewed certificates that cover the contractual period, the City shall:

- A) Suspend the Contract until such time as the new or renewed certificates are received by the City in the manner prescribed in the RFQ.
- B) The City may, at its sole discretion, terminate the Contract for cause and seek re-procurement damages from the Successful Consultant(s) in conjunction with the violation of the terms and conditions of the Contract.

**1.14. CONSULTANTS' COSTS**

The City shall not be liable for any costs incurred by consultants in responding to this RFP.

**1.15 RFQ DOCUMENTS**

The consultant shall examine this RFP carefully. The submission of a proposal shall be prima facie evidence that the consultant has full knowledge of the scope, nature, and quality of the work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed. Ignorance of the requirements will not relieve the consultant from liability and obligations under the Contract.

By submitting a proposal each firm is confirming that the firm has not been placed on the convicted vendors list as described in Florida Statue §287.133 (2) (a).

The Consultant acknowledges that they have read the above information and agrees to comply with all the above RFQ requirements.

**SECTION III - SCOPE OF SERVICES**

The City of Fort Lauderdale is interested in entering into a continuing contract for professional services with a Consulting Architect-Engineering firm to provide Storm Water, Wastewater Collection and Treatment Professional Architect-Engineering services as an extension of the City of Fort Lauderdale Public Works Utilities Engineering Division. The City is committed to providing reliable wastewater treatment and collection with improved efficiency and cost savings.

The work will be of a specified nature associated with the City's Storm Water and Wastewater Systems (as described in greater detail below) and as outlined in the contract, with no time limitation except that the contract must provide a termination clause. The initial term of the continuing contract will be for five (5) years. The City reserves the right to renew the contract for up to two (2) subsequent two (2) year terms based on satisfactory performance and mutual agreement. Interested firms must provide full Architect-Engineering and study activity professional services to the City using in-house staff or Sub-Consultant service.

For work to be accomplished under this contract, Task Orders shall be developed and provided by the Engineer when requested and approved in advance by the City prior to work. These Task Orders shall be sequentially numbered beginning with one as they are agreed to and authorized by the City.

The General Wastewater Consultant shall develop designs that meet the following objectives:

1. Design is appropriate to meet all the functional requirements.
2. Design does not conflict with other system objectives and other proposed designs.
3. Documentation demonstrates that the design meets all criteria.
4. Provides adequate means to implement and test the design.
5. Allows for independent verification of the design,
6. Provides a means for update to existing engineering, operation and maintenance and training documentation.

Work to be accomplished under this contract will include, but not be limited to:

1. Annual review and analysis of utility budget and Capital Improvement Plan.
2. Provide updates on all changes or proposed changes to laws/regulations that may impact City's wastewater collection and treatment and actions required by the City to comply.
3. Update of the large user's replacement and renewal funding for the wastewater treatment plant
4. Update of the Capacity Analysis Report for the Wastewater treatment plant.
5. Provide representation for the City with regulatory agencies.
6. Provide research, attendance at meetings, and preparation of presentation materials, reports and correspondence.
7. Make written or verbal reports to the commission.
8. Assistance in preparation of applications for permits and applying for permits and attendance at meetings with permitting agencies.
9. Assistance in preparation of applications for grants and applying for grants and attendance at meetings with grant officials.
10. Review existing ordinances and assist in developing new or revisions to existing ordinances.
11. Provide general surveying, aerial photography, geotechnical, drafting and mapping.
12. Assist City in implementing and maintaining compliance with federal, state and county regulations.
13. Provide general Operational and Maintenance Consulting Services such as:
  - a. Plant troubleshooting
  - b. Process evaluation
  - c. Process optimization
  - d. Bench scale and pilot studies
  - e. Collection System Troubleshooting
  - f. Force Main Modeling
14. Provide Infiltration/inflow studies suggest improvements and track results.
15. Provide sanitary sewer evaluation surveys and rehabilitation designs.
16. Provide water quality sampling and analyses and/or other laboratory services.
17. Provide design services such as:

- a. Artist's renderings
  - b. Exhibits
  - c. Scale models
  - d. Complete design packages for improvements to sanitary sewers, stormwater drains, pumping stations, wastewater treatment plants and effluent disposal.
  - e. Planning, design, permitting and construction management/ inspection services.
18. Provide Public Education/Notification assistance.
  19. Provide expert witness testimony.
  20. Provide long and short term planning; master planning.
  21. Evaluation of interconnections to neighboring wastewater systems.
  22. Reuse feasibility study and/or design and implementation of reuse project
  23. Provide Construction Management and Inspections and/or specialty inspections.

### **Storm Water and Wastewater Collection and Storage**

The City of Fort Lauderdale operates and maintains a 330 mile wastewater collection system and a 127 mile stormwater collection system serving 57,000 accounts within Fort Lauderdale, as well as several adjacent large user cities.

### **Wastewater Treatment**

The City of Fort Lauderdale operates a regional wastewater treatment plant (G. T. Lohmeyer) with a design treatment capability of 55.7 MGD serving Fort Lauderdale and other adjacent municipalities throughout Broward County.

### **Effluent Disposal**

The City of Fort Lauderdale operates a deep well injection site consisting of five wells for effluent disposal where effluent is pumped to approx. 3,500 feet below ground.

### **Quality Assurance / Quality Control**

It is the intention of the City of Fort Lauderdale that the General Wastewater Consultant is responsible for all work performed by the Consultant and their sub-consultants. The consultant is responsible for maintaining conformance between the design basis, documentation and the physical configuration.

The City has developed Design Standards that the City wants to continue to be the format for future work. The consultant shall explain how they will incorporate this documentation into future designs and allow for technology advancements and Lessons learned in producing new design packages.

### **Document Submittal Format**

All documents generated will become the property of the City of Fort Lauderdale. All documents shall be provided in a digital and hard copy format as defined by the applicable City format standards. Drawings shall be prepared per the City of Fort Lauderdale CADD specifications version current to the City Engineering Division at the time they are submitted. Plot Files shall be prepared and submitted which meet the stated City standards, found at [www.fortlauderdale.gov/engineering/cad.htm](http://www.fortlauderdale.gov/engineering/cad.htm).

All reports, cost estimate, calculations and project specifications and documents must be submitted in the MS format version current to the City's Engineering Division.

## **SECTION IV - SUBMITTAL REQUIREMENTS**

### **INSTRUCTIONS FOR SUBMITTING A RESPONSE**

The following information and documents are required to be provided with Consultants response to this RFQ. Failure to do so may deem your proposal non-responsive.

#### **Submission Requirements / Number of Copies**

Proposals shall be submitted and received on or before 2:00 P.M., DST, on date indicated in SECTION I – RFQ SCHEDULE. **One (1) original and nine (9) copies plus one (1) CD** of your proposal are to be delivered to: City of Fort Lauderdale, City Hall, Procurement Services Department, 100 N. Andrews Avenue, Room 619, Fort Lauderdale, FL 33301. It is the sole responsibility of the Proposer to ensure the proposals are received on or before the date and time stated, in the specified number of copies and in the format stated herein or your proposal may be rejected.

#### **CONTENTS OF QUALIFICATION STATEMENT / SUBMITTALS: (to be indexed and submitted in the order listed)**

The City prefers that all responses to this RFQ to be no more than 50 pages (double-sided if practical), be bound in a soft cover bidder and utilize recyclable materials as much as practical. Elaborate binders are not necessary or desired.

The selected consultant shall demonstrate a proven track record of Storm Water and Wastewater collection, treatment and disposal services for utilities of similar size and type. The selected consultant shall demonstrate a thorough understanding of the scope of services and provide examples. The selected consultant shall have provided services of similar size and type for municipal utilities. The selected consultant shall be familiar with the regulatory requirements and agencies in Florida and the Tri-county (Miami-Dade, Broward and Palm Beach) area. Consultants shall demonstrate where they have successfully achieved implementation of similar projects.

1. **Table of Contents**  
The table of contents should outline in sequential order the major areas of the submittal, including enclosures. All pages must be consecutively numbered and correspond to the Table of Contents.
2. **Proposal Letter / Letter of Interest**  
Provide a Letter on Interest indicating the project for which the firm is applying, and your firm's commitment to the project.
3. **Qualifications of the Firm**  
Respondents must submit a **Standard Form 330** and provide any other documentation that demonstrates their ability to satisfy all of the minimum qualification requirements. Indicate the firm's number of years of experience in providing project/regulatory professional services in the South Florida area as it relates specifically to this request.

Provide a list of projects of the following types in which the firm was the prime consultant.

- a. Wastewater Master Plan update.
- b. Deep Well Effluent Management System Improvements.
- c. Wastewater Treatment Plant Improvements
- d. Wastewater Collection and Storage Improvements.
- e. General Operational Services
- f. Public Education/Public Notification

Submittals that do not contain such documentation may be deemed non-responsive.

4. **Qualifications of the Project Team**

Respondents must submit the **Standard Form 330** for each project. List the members of the project team including any M/WBE firms. Provide a list of the personnel to be used on each project and their qualifications. A brief resume including education, experience, licenses and any other pertinent information shall be included for each team member, for each project, including sub-consultants to be assigned to each project. Provide any other documentation that demonstrates their ability to satisfy all of the minimum qualification requirements. Submittals that do not contain such documentation may be deemed non-responsive.

5. **Project Manager's Experience**

Provide a comprehensive summary of the experience and qualifications of the individual(s) who will be selected to serve as the project manager for the City. Individuals **MUST** have a minimum of five (5) years' experience in required discipline, and have served as project manager/construction manager or similar major role on similar projects on a minimum of three previous occasions. For each project provide a Client contact name(s), address, phone number, fax number, E-Mail address, web site, etc. If the contact person does not respond to the request for information within 5 working days then that reference shall be considered as non-responsive. The City will not make repeated contact.

6. **Approach to Scope of Work**

Provide in concise narrative form, your understanding of the City's needs, goals and objectives as they relate to the project, and your overall approach to accomplishing the project. Give an overview on your proposed vision, ideas and methodology.

Describe your proposed approach to the project. As part of the project approach, the firm shall propose a scheduling methodology (time line) for effectively managing and executing the work in the optimum time. Also provide information on your firm's current workload and how this project will fit into your workload. Describe available facilities, technological capabilities and other available resources you offer for the project.

7. **References**

A minimum of three references is required. References should be of projects with similar scope as indicated for this RFQ. Information should include:

- Client Name, address, **contact person phone number and e-mail address**
- Description of work
- Year the projects were completed

If the contact person does not respond to the request for information within 5 working days then that reference shall be considered as non-responsive. The City will not make repeated contact.

8. **Minority / Women (M/WBE) Participation**

If your firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985, include your certification.

If your firm is not a certified M/WBE, describe your company's previous efforts, as well as planned efforts for this project in meeting M/WBE procurement goals under Florida Statutes 287.09451

9. **Sample Insurance Certificate**

Demonstrate your firm's ability to comply with insurance requirements. Provide a previous certificate or other evidence listing the Insurance Companies names for both Professional Liability and General Liability and the dollar amounts of the coverage.

10. **Joint Ventures**

Any firm(s) involved in a joint venture in its Proposal will be evaluated individually, as each firm of the joint venture would have to stand on its own merits.

**11. Subconsultants**

Consultant must clearly reflect in its Proposal any Subconsultants proposed to be utilized along with a summary of their background and qualifications. The City retains the right to accept or reject any Sub-Consultants proposed.

**12. Non-Collusion Statement**

This form is to be completed and inserted in this section.

**SECTION V - EVALUATION/SELECTION PROCESS**

A Selection and Evaluation Committee consisting of design professionals and City staff will review each submission for compliance with the submission requirements of the RFQ, including verifying that each submission includes all documents required. In addition, the Committee will ascertain whether the provider is qualified to render the required services according to State regulations and the requirements of this RFQ. The consultant shall furnish the City such additional information as the City may reasonably require.

The committee will score and rank all responsive proposals and determine a minimum of three (3), firms deemed to be the most highly qualified to perform the required service, if more than three (3) proposals are responsive, to be finalists for further consideration. In the event there are less than three (3) responsive proposals, the committee will give further consideration to all responsive proposals received. The selected firms will be required to provide brief public presentations to the Committee for final recommendation ranking. The City will not be liable for any costs incurred by the consultant in connection with such presentation.

In accordance with §287.055, the Evaluation Committee shall forward their recommendation to the City Manager in rank order the response or responses of which the Evaluation Committee deems to be in the best interest of the City. The City Commission of the City of Fort Lauderdale, FL, shall be requested to authorize staff to negotiate a contract with the first ranked consultant. Additional negotiations may occur in accordance with Florida Statutes.

**EVALUATION CRITERIA**

**CRITERIA**

**PERCENTAGE**

**Qualifications of firm:** To include years of experience, licenses, Insurance, current and previous M/WBE participation efforts, other pertinent information

**25**

**Qualification of Project Team:** To include personnel used for the project, project manager, Subconsultants, joint ventures and M/WBE participation efforts

**25**

**Approach to Scope of Work**

Your firm’s scope of services, capabilities, facilities and resources and how they support the goals and needs of Utilities Engineering (including planned M/WBE participation efforts)

**25**

**Previous Similar Projects; References**

Your firm’s previous projects for Wastewater Systems of similar size and type and references

**25**

**TOTAL**

**100 %**

- End -

-11-

**NON-COLLUSION STATEMENT:**

By signing this offer, the vendor/contractor certifies that this offer is made independently and *free* from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

**Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.**

**NAME**

**RELATIONSHIPS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.**



City of Fort Lauderdale

## Question and Answers for Bid #606-10482 - General Wastewater Consultant Professional Architectural - Engineering Services

### OVERALL BID QUESTIONS

#### Question 1

The RFQ states preference for 50 page limit, double sided. To be clear, does this mean 50 sheets of paper double sided, or 50 pages of text (i.e. 25 pages if double sided?) (Submitted: Apr 12, 2010 10:51:33 AM EDT)

#### Answer

- 50 sheets of paper total (Answered: Apr 12, 2010 12:02:36 PM EDT)

#### Question 2

Qualifications of the Project Team: The Standard Form 330 is reference for each project, but it appears this section is interested in project personnel. I Part I, E of the SF330 what is envisioned here? (Submitted: Apr 12, 2010 10:54:02 AM EDT)

#### Answer

- The Qualifications of the Project Team Section of the RFQ requests information of personnel assigned to the project in order for the City to evaluate those individual's qualifications. Please submit the applicable parts of the SF330. (Answered: Apr 12, 2010 12:02:36 PM EDT)

#### Question 3

Who will be on the selection committee? (Submitted: Apr 12, 2010 4:25:35 PM EDT)

#### Answer

- These are the selection evaluation committee members:

Frank Bellissimo

Tim Ashmore

Mark Darmanin

Miguel Arroyo

Jorge Holguin

Please be advised that communication from potential proposers to SEC members is not permissible. (Answered: Apr 12, 2010 5:08:13 PM EDT)

#### Question 4

Does the page count apply to content only, or does it also include the following items: cover, tabs, table of contents, page to slipsheet the CD? Similarly, do the insurance certificates and non-collusion statement need to be page numbered and included as part of the page count? (Submitted: Apr 23, 2010 5:18:08 PM EDT)

#### Answer

- Cover, tabs, table of contents, CD page, insurance certificates and non-collusion statement does not have to be paginated and may be in addition to page count. (Answered: Apr 26, 2010 9:48:23 AM EDT)

#### Question 5

For the #10 RFP requirement for Joint Ventures (JVs) (RFP page 10), are we able to exclude this section from our proposal if it is not applicable, or do we need to include a section to indicate we are not part of a JV? (Submitted: Apr 23, 2010 5:19:01 PM EDT)

#### Answer

- Please include Section 10 and state your proposal is not a joint venture. (Answered: Apr 26, 2010 9:48:22 AM EDT)

#### Question 6

Is it OK to use the City's logo in our proposal response or does that violate copyright rules? (Submitted: Apr 30, 2010 5:47:54 PM EDT)

#### Answer

- Use of the City approved logo is limited to proposals in response to City solicitations only. Please see JPEG image of approved City logo added to the list of documents available for download section of this RFQ. (Answered: May 6, 2010 2:29:12 PM EDT)

**Question 7**

The RFQ requires consecutively numbered pages. Would it be OK to consecutively # the pages by section instead of the whole document and include a running total on the TOC? (Submitted: May 10, 2010 6:53:36 PM EDT)

**Answer**

- Yes, but it should be reflected in the Table of Contents. (Answered: May 11, 2010 8:08:00 AM EDT)

**Question 8**

As part of the follow-up to Questions #4 and #5, is the page indicating whether the team is a joint venture (Item 10 of the RFQ) included in the page count? (Submitted: May 11, 2010 2:13:17 PM EDT)

**Answer**

- Yes (Answered: May 11, 2010 2:18:18 PM EDT)