

***Request for Qualifications***

***RFQ #252-9181***

**PARKING CONSULTANT SERVICES**

**CONTINUING CONTRACT FOR MISCELLANEOUS PARKING RELATED CONSULTANT  
SERVICES  
(CCNA – Consultants Competitive Negotiation Act)**



*Venice of America*

***City of Fort Lauderdale***

**Issued on behalf of: THE PARKING AND FLEET SERVICES DEPARTMENT**

**Department of Procurement Services  
James T. Hemphill – Sr. Procurement Specialist  
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: Tuesday, March 1st, 2005  
Time: 2:00 PM  
Location/Mail Address: Procurement Department  
Fort Lauderdale City Hall  
100 N. Andrews Avenue, #619  
Fort Lauderdale, FL 33301**

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Sealed written Responses shall be received by the City of Fort Lauderdale, Department of Procurement Services, no later than the date, time and at the location indicated above for receipt. Submittal of Response by fax is not acceptable. One original and nine (9) copies of your sets of response forms must be returned to the City or your response may be disqualified.

### SECTION I - RFP SCHEDULE

Release RFP	2/15/05
PROPOSAL DUE (Prior to 2:00 PM)	3/1/05
Evaluation Committee Review and Short Listing of Proposals (Estimated)	3/10/05
Oral Interviews with Finalists and Selection of First Ranked Proposer (Estimated)	3/22/05
City Commission Award of Contract (Estimated)	4/5/05
Final Execution of Contract by City (Estimated)	4/19/05

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

- 1.1. Thank you for your interest in this Request for Qualifications (“RFQ”) process. The City of Fort Lauderdale, FL (“City”), through its Department of Procurement Services invites proposals which offer to provide **CONTINUING CONTRACT FOR MISCELLANEOUS PARKING RELATED CONSULTANT SERVICES**. These services are described in greater detail in Section III: “*Scope of Services.*”
- 1.2. **Deadline for Receipt of Request for Additional Information / Clarification**  
For questions concerning procedures for responding to this RFQ, contact Senior Procurement Specialist, James T. Hemphill at (954) 828-5143 or by e-mail to [jhemphill@fortlauderdale.gov](mailto:jhemphill@fortlauderdale.gov). For information of a technical nature, contact Project Engineer, Earl Prizlee, at (954) 828-5963 or by e-mail to [eprizlee@fortlauderdale.gov](mailto:eprizlee@fortlauderdale.gov). Such contact is to be for clarification purposes only. Material changes, if any, to the technical specifications or submittal procedures will only be transmitted by written addendum.
- 1.3. **Questions and Addendum**  
Any questions that proposers wish to have addressed and which might require an addendum must be submitted to the Department of Procurement in writing at least seven (7) days prior to due and open date. If required, written addendum will be issued within 2 days to all proposers who are on the city’s records as having received a copy of this Request for Qualifications. To facilitate receipt of questions they may be sent via FAX to (954) 828-5576, Attn: James Hemphill or by e-mail to [jhemphill@fortlauderdale.gov](mailto:jhemphill@fortlauderdale.gov). **PLEASE NOTE: No portion of your RFQ response can be sent via FAX.**
- 1.4. **Lobbyist Ordinance**  
**ALL PROPOSERS PLEASE NOTE:** Any proposer submitting a response to this solicitation is responsible for being aware of, and complying with City of Fort Lauderdale Ordinance No. 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/documents/index.htm>. 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 City Commission approval, and Florida Statutes, by the City Commission. They shall be for projects where basic construction cost is under one million dollars each or study activities under \$50,000. The City reserves the right to execute or not execute, as applicable, a Contract with the pre-qualified Proposer(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.
- 1.6. **Term of Contract**  
The initial contract term shall commence upon final execution of the contract by the City and shall be for a THREE (3) year period. The City reserves the right to extend the contract for TWO (2) additional one (1) year terms providing all terms conditions and specifications remain the same, both parties agree to the extension, and such extension is approved by the City.
- 1.7. **Unauthorized Work**  
The Successful Proposer(s) shall not begin work until a City Purchase Order or Notice to Proceed or Task Order is received.
- 1.8. **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. Proposer's notes, exceptions, and comments may be rendered on an attachment, provided the same format of this RFQ text is followed. All 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.

**1.9. Changes / Alterations**

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

**1.10. Sub-Consultant(s)**

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

Proposers shall include in their Responses the requested Sub-Consultant information and include all relevant information required of the Proposer. In addition, within five (5) working days after the identification of the award to the Successful Proposer(s), the Proposer shall provide a list confirming the Sub-Consultant(s) that the Successful Proposer intends to utilize in the Contract, if applicable. The list shall include, at a minimum, the name, and location of the place of business for each Sub-Consultant, the services Sub-Consultant will provide relative to any contract that may result from this RFQ, any applicable licenses, references, ownership, and other information required of Proposer.

**1.11. 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 to the RFQ. The City will **NOT** be responsible for any oral instructions, clarifications, or other communications.

**1.12. 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 Proposer. 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 instructions detailed on the cover of this RFQ. After that date and time, Responses will **not** be accepted. The Proposer shall file all documents necessary to support its Proposal and shall include them with its Proposal. Proposers shall be responsible for the actual delivery of Responses during business hours to the exact address indicated on the cover and in the RFQ.

**1.13. INSURANCE:**

The Successful Proposer(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 requirements as outlined below:

**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 \$2,000,000
- General Aggregate Limit \$2,000,000
- Deductible- not to exceed 10%

The City is required to be named as additional insured. **BINDERS ARE UNACCEPTABLE.**  
The insurance coverage required shall include those classifications, as listed in standard liability insurance manuals, which most nearly reflect the operations of the Successful Proposer(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:

The Company must be rated no less than "A" as to management, and no less than "Class X" as to financial strength, by the latest edition of Best's Key Rating Insurance Guide or acceptance of insurance company which holds a valid Florida Certificate of Authority issued by the State of Florida, Department of Insurance, and are members of the Florida Guarantee Fund.

### 1.13. INSURANCE (cont.):

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

**NOTE: CITY RFQ NUMBER AND/OR TITLE OF RFQ MUST APPEAR ON EACH CERTIFICATE.**

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

The Successful Proposer(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 Proposer(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 Proposer(s) in conjunction with the violation of the terms and conditions of the Contract.

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

### 1.14. TRAVEL

Any travel out of the tri county (Dade, Broward and Palm Beach Counties) area shall be in accordance with current City per diem rates and travel policy. No costs for travel, meals, or accommodations shall be charged to the City for travel within the tri county area unless the Contractor's office assigned to the project is located outside this area.

Contractor shall incur no travel or related expenses chargeable to the City without prior approval by an authorized City representative.

Contractor shall provide, if required by the City, documentation of all actual travel or related costs.

## **SECTION III - RFQ SCOPE OF SERVICES**

### **2.1 Background**

The City is seeking the services of a Parking Consulting firm to provide professional services that may include planning, programming, production of plans, specifications, bidding/construction documents, estimates, and construction administration/management services FOR MISCELLANEOUS PROJECTS UNDER \$1 MILLION IN CONSTRUCTION COST AND UNDER \$50,000 IN STUDY ACTIVITIES.

### **2.2 Scope of Work**

The selected firm will be responsible for reviewing existing Broward County, City of Fort Lauderdale pertinent Codes, Resolutions and Ordinances and State of Florida Building Codes and for incorporating the above data into complete construction documents including final construction plans (working drawings), technical specifications, construction estimates, and related bid documents necessary for the bidding and construction of the projects.

The selected firm(s) will be responsible for obtaining all Federal, State and local permits or approvals (including Broward Water and Sewer and Environmental approvals) and all Building permits necessary for the construction of the projects, and firms may also be required to provide consulting services to the City on various matters which do not result in drawings, specifications or construction documents.

### **2.3 Process of Conceptual Designs and Contract Administration**

Required designs will be developed with the input of City of Fort Lauderdale staff, the various City Boards and Committees, as well as area residents and other interested individuals and groups.

## **PROJECT**

### **MISCELLANEOUS PARKING RELATED CONTINUING SERVICE CONTRACTS**

#### **BACKGROUND AND GENERAL INFORMATION:**

City of Fort Lauderdale Parking & Fleet Services Department maintains over 180 parking lots throughout the City.

City of Fort Lauderdale Parking & Fleet Services Department is responsible for four parking garages and approximately 33 surface lots as well as various on-street parking facilities. The CITY continues to expand its parking system through the development of City owned property and public-private partnerships. The City is outsourcing Capitol Improvement Projects related to parking enhancements, maintenance and new facilities.

These projects will require planning, design and preparation of construction documents and related work by professional firms licensed in the State of Florida.

The selection process will be conducted under the Florida Statute 287.055 (Consultants' Competitive Negotiation Act) to engage new consultants in specific disciplines of consulting as indicated herein.

Miscellaneous Projects are limited to projects under \$1 million in construction costs and \$50,000 for study activities. The City has limited or may limit the maximum cumulative fee amounts paid for each category of consulting work. The professional services contract for miscellaneous projects will be for a three (3) year term, with an optional two (2) additional (1) year extensions at the City's discretion. The contract will continue until the assigned projects are completed or terminated by the City.

The following is a list of the Professional Services categories for which the City is seeking a consultant:

1. **Parking Related Expertise Including:**
  - Functional design (level of service, flow capacity and circulation systems),
  - Lighting & Signage
  - Parking and revenue control equipment
  - Occupancy evaluations
  - Evaluation of current ticket/revenue collection methods
  - Evaluation of current and future parking needs
  - Evaluation of current conditions of parking facilities
  - Recommend garage preventive maintenance schedules
  - Project management and full engineering design of new parking garages and surface parking facilities
  - Project management and full engineering for renovations of parking garages
  - ADA Compliance
2. **Mechanical Engineering** (HVAC, plumbing, fire sprinkler) - Consulting services, including reports, energy calculations, studies, plans & specs, estimating, and inspections. Expertise and experience in air conditioning, plumbing, water & sewer, fire sprinkler improvements.
3. **Architecture**  
Provide drawings and specification for additions, renovations, and projects under \$1 million construction cost.
4. **Landscape Architecture**  
Provide drawings and specification for landscaping projects under \$1 million construction cost.
6. **Civil Engineering**  
Provide designs, construction plans and specifications for site improvements for City parking facilities and for parking improvements in the public right-of-way.
7. **Specifications Consultant**  
Improvements to the City's construction documents and provide technical assistance with specifications.
8. **Construction Cost Estimate Consultant**  
Provide preliminary cost estimates of proposed projects and estimating consulting on construction plans and specs for projects under design.
10. **Electrical Engineering**  
Provide electrical consulting services including reports, plans & specs for improvements to City facilities and public right-of-way. Expertise and experience in all electrical disciplines.
11. **Structural Engineering**  
Provide consulting services, including structural assessments, reports, plans & specs, cost estimating and "threshold" or special inspections for City properties.
12. **Surveying**  
Provide boundary and topographical surveys of City properties and adjacent public right-of-way as needed for capital improvement projects.
13. **Transportation Consulting**  
Consulting services, construction plans & specs, estimating and project management. Expertise and experience in on-street parking facilities.

**SECTION IV - RESPONSE SUBMITTAL**

Firms that apply shall be familiar with Florida Statute §287.055, Consultants Competitive Negotiation Act (CCNA), and Florida Statutes §255.

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

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

#### **3.1 Submission Requirements**

The following documents must be submitted as part of the Response to this RFQ. *Submit TEN (10) complete sets – one of the ten sets are to be an ORIGINAL and clearly marked as such:*

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

**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**

Indicate the firm's number of years of experience in providing Civil Engineering / Architect and or professional services as it relates specifically to the project. Indicate Business structure (Corp., Partnership, etc) with proof; Firm should be established as a legal entity in the State of Florida; Minority or Woman owned Business (if applicable); Company address, phone number, fax number, E-Mail address, web site, contact person(s), etc; Relative size of the firm, including management, technical and support staff; Licenses and any other pertinent information shall be submitted. Respondents must submit a **Standard Form 254** and 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.

**4. Qualifications of the Project Team**

Respondents must submit the Proposer Qualification Statement and **Standard Form 255** for each project. List the members of the project team. 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.

**4i. 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 managers for the City. Individuals **MUST** have a minimum of five (5) years' experience in architectural, engineering or landscape architectural services, and have served as project manager/construction manager on similar projects on a minimum of three previous occasions.

5. **Approach to Scope of Work**

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. 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.

6. **References**

Should be of projects with similar scope as indicated. Information should include:

- \* Client Name, address, phone number.
- \* Description of work.
- \* Year the project was completed.
- \* Total of fees paid to firm.
- \* Total cost of the construction, estimated and actual.

7. **Minority/Women Participation**

If awarded a contract as a result of this solicitation, and if the awarded contractor/vendor is claiming minority status, then said awarded contractor/vendor shall apply for certification by Broward County, Florida, Division of Equal Employment and Small Business Opportunity. Contractor/vendor shall provide documentation of application status, and once approved or disapproved by Broward County, must also provide that documentation to the Procurement Services Department of the City of Fort Lauderdale.

8. **Sample Insurance Certificate**

Completely filled out listing the Insurance Companies names for both Professional Liability and General Liability and the dollar amounts of the coverage.

9. **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.

10. **Sub-Consultants**

Proposer must clearly reflect in its Proposal any Sub-Consultants proposed to be utilized, and provide for the sub-consultant the same information required of Consultant. The City retains the right to accept or reject any Sub-Consultants proposed.

**FAILURE TO SUBMIT ALL OF THE ABOVE REQUIRED DOCUMENTATION MAY DISQUALIFY PROPOSER.**

Responses must be clearly marked on the outside of the package referencing: **CONTINUING CONTRACT FOR MISCELLANEOUS PARKING RELATED CONSULTANT SERVICES (CCNA – Consultants Competitive Negotiation Act)** Along with Proposal number 252-9181 and the firms name and address on the outside of the sealed envelope.

**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).**

Proposals shall be submitted and received on or before 2:00 P.M., EDT, TUESDAY, MARCH 1ST, 2005 at 100 N. Andrews Avenue, #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, and in the format stated.

**SECTION V - EVALUATION/SELECTION PROCESS**

The procedure for response evaluation and selection is as follows:

Request for Qualifications issued.

Receipt of responses.

Opening and listing of all responses received.

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 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 three selected firms will be required to provide brief public presentations to the Committee for final recommendation ranking.

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 proposer. Additional negotiations may occur in accordance with Florida Statutes.

**EVALUATION CRITERIA**

Responses shall be evaluated based upon the following criteria and weight:

<b><u>CRITERIA</u></b>	<b><u>PERCENTAGE</u></b>
<b>Qualifications of firm:</b> To include years of experience, licenses, Insurance, etc.	<b>25</b>
<b>Qualification of Project Team:</b> To include personnel used for the project, project manager, Sub Consultants, Joint ventures.	<b>30</b>
<b>Approach to Scope of Work</b>	<b>25</b>
<b>Previous Similar Projects / References</b>	<b>20</b>
<b>TOTAL</b>	<b>100 %</b>

- **End** -