



CITY OF LAKE BUTLER

“Your Welcome Home Community”

REQUEST FOR QUALIFICATIONS

PROFESSIONAL ENGINEERING SERVICES

SERVICES RFQ-01-2018

Sealed qualifications will be accepted by the City of Lake Butler, Florida until **May 22, 2018 at 3:00 p.m.** local time to the **Office of The City Manager located in City Hall at 200 SW 1st Street, Lake Butler, Florida 32054.** Any qualifications received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time will be resolved against the Proposer. Qualifications will not be accepted via fax. Formal openings will be held in the commission room on May 22, 2018 at 3:00 p.m.

Lobbying is defined as any action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation, and/or all other groups who seek to influence the Governmental decision of a Board Member, the City Manager, and/or any City Personnel during the solicitation process.

The lobbying black-out period commences upon the issuance of this solicitation and concludes upon the signing of the agreement. All questions and procedural matters shall be directed to the City Manager. The City Commissioners and/or the City Manager may disqualify any solicitation response where any Commissioner, the City Manager, and/or City Personnel have been lobbied in violation of the black-out period.

To facilitate effective evaluation by the City, responses shall be limited to no more than a total of fifty (50) pages. Forms required by this RFQ (Tab F), sectional dividers, and front and back covers will not be counted toward the total.

One **original, six (6) copies and one (1) digital copy** of your qualifications must be sealed and plainly marked on the outside of the envelope with RFQ-001-2018 For Professional Engineering Service.

City of Lake Butler
Attn: City Manager
200 SW 1st Street
Lake Butler, Florida 32054

All proposals which are submitted through delivery services such as Federal Express, UPS, or United States Postal Services Express Mail, must be marked on the **OUTSIDE** of the delivery package with the company or Engineer's name, address, phone number, **Request for Qualifications for PROFESSIONAL ENGINEERING SERVICES.** The qualifications must be

in a sealed envelope INSIDE the delivery package with the same information as listed above. All qualifications which are hand delivered or delivered through regular mail by the United States Postal Services must have all the same information as listed above on the OUTSIDE of the sealed envelope.

Failure to comply will be reason to reject the qualifications.

The City of Lake Butler is exempt from State Use Tax, State Retail Tax and Federal Excise Tax. The proposal must be dated, signed by authorized representative, title, firm name, address and telephone number.

By submission of the qualifications, the Consultant certifies that:

- A. The qualifications have been arrived at by the Engineer independently and have been submitted without collusion with any other Engineer described in the Request for Qualifications.
- B. The contents of the qualifications have not been communicated by the Engineer, his/her employees or agents, to his/her best knowledge and belief, to any person not an employee or agent of the Engineer or his/her surety in any bond furnished herewith and will not be communicated to any such person prior to the official opening of the qualifications.

Qualifications may not be withdrawn for a period of 120 days after the scheduled closing time.

Request for additional information or clarifications must be made in writing to the City Manager. Facsimile or e-mail request are acceptable. The Director of Procurement will issue replies to inquiries and additional information or amendments deemed necessary in written addenda, which will be issued prior to the deadline for responding to this RFQ.

Deadline for questions is Wednesday, May 16th at 5 : 0 0 p.m. to City of Lake Butler City Manager dwalker@cityoflakebutler.com

Protest Procedure

Any Protest to the award of the contract by the City of Lake Butler shall be submitted in writing to the City Manager and delivered not later than seven (7) calendar days form the date of the city's award decision. Such protest must include a protest bond in the amount of \$500.00 (cashier's check payable to the City of Lake Butler or cash) submitted to the City Manager before the City will consider the protest. This protest bond will serve as a guarantee by protester of the validity and accuracy of the protest. If the protest is denied by the City Manager the bond will be retained to cover costs associated with the protest.

The City of Lake Butler reserves the right to accept or reject any/all qualifications and to award the contract in the best interest of the City.

Mr. Dale Walker
City Manager

The City of Lake Butler, Florida (City) is seeking Qualifications from firms for Engineering Services for Department of Environmental Protection State Revolving Fund (DEP SRF) projects and/or engineering services for other special projects on a continuing contract basis. Services for a continuing contract may be negotiated on as packages needed basis, separately from DEP SRF qualified individuals or firms to provide professional engineering services within the City.

All professional services to be provided under this agreement shall be considered on an equal competitive basis performed by Professionals licensed to practice in the State of Florida and in strict compliance with the Consultant's Competitive Negotiation Act, 287.055 F.S. (CCNA) using the following criteria:

1. Knowledge of state and federal regulations governing the DEP SRF program as well as other grant programs – 25 points
2. Experience with grant projects funded thru DEP, SRF, CDBG, USDA RD and WMD – 25 points
3. Experience with municipal water and wastewater projects – 20 points
4. Management and staffing – 20 points
5. Experience serving small and mid-sized local governments – 10 points

AWARD

The City will negotiate an award with the number one ranked qualified responder. If the City cannot come to an agreement contractually or financially, the City may commence negotiation with the number two ranked responder.

CONTRACT

The selected firm(s) or individual(s) will enter into a basic Contract for Professional Engineering Services with the City and will provide services to the City. The contract term will be for a three year period, with two (2) additional one (1) year extensions under the same terms and conditions upon mutual agreement of the City and the Engineering firm(s).

The proposals must include:

Tab A - Executive Summary/ General Information

Present in brief concise terms, a summary level description of the content of the RFQ and of your company and its capabilities. The signer of the RFQ must declare that the RFQ is in all respects fair and in good faith without collusion or fraud, and that the signer of the RFQ has the authority to bind principal proposer. At a minimum the following information will be included:

- a) **Name of Firm**
- b) **Mailing Address of Firm**
- c) **Physical Address of Firm**

- d) **Name of Contact Person**
- e) **Phone Number**
- f) **Fax Number**
- g) **Cell Phone Number**
- h) **Email Address**
- i) **Business Structure**
- j) **If a joint venture or prime/subcontractor arrangement of two or more firms, indicate how the work will be distributed between the partners.**
- k) **Current General Contractor License Firm Individual**
- l) **Number of Years Firm in Business**
- m) **Proof of Liability Insurance**
- n) **Total Number of Staff-Management: ____ Clerical: ____ Field:**
- o) **Describe and Explain any Litigation, Major Disputes, Contract Defaults, and Liens in the Last Five Years.**

The Summary must be limited to a **maximum of four (4) pages**. The signer of the RFQ must declare that the RFQ is in all respects fair and in good faith without collusion or fraud, and that the signer of the RFQ has the authority to bind principal proposer.

TAB B - Location map of Primary Office within a 50 mile radius of Lake Butler.

TAB C - Summary of Proposer's Qualifications to include an organizational chart and proposed Project Team Experience Chart

TAB D - Client References corresponding to five (5) Project Profiles; within the last five (5) years.

TAB E - Experience and Ability

These experiences should include experience in successfully completing Grant-Funded Projects such as: USDA Rural Development (RD), DEP State Revolving Fund (SRF), and Community Development Block Grant (CDBG) within the last five (5) years and for work completed with Government Municipalities with <10,000 population within the State of Florida and within the region, providing Engineering Design, Permitting and Construction Administration Services on Municipal Projects, Water/Wastewater, Brownfields/Environmental Site Assessments and Other Utility projects. The above narrative shall not be more than **20 pages**.

TAB F – Other Attachments

City of Lake Butler RFQ-01-2018 Forms.

The remainder of this page intentionally left blank.

SELECTION PROCESS:

Representatives from the City of Lake Butler will review the proposals. In reviewing the proposals, the selection criteria will include (but not limited to) the following:

Knowledge of state and federal regulations governing DEP SRF as well as other grant programs.

Client References.

Summary of Proposer's Qualifications.

Experience with government municipalities within the State of Florida.

Experience in successfully completing Grant-Funded Projects.

The City of Lake Butler reserves the following rights:

- To select a Professional Engineer based solely on the quality of the proposal (Statement of Qualifications).
- To prepare a short-list of qualified firms and to interview these firms, as deemed necessary.
- To re-advertise or terminate this request at any time.
- To reject any and all proposals, to waive any information of irregularities in the proposal process, and to make and award the contract in the best interest of the City.

The City of Lake Butler is not responsible for any costs incurred in the preparation and submission of Proposals by interested companies.

The remainder of this page intentionally left blank.

RANKING CRITERIA:

EVALUATION CRITERIA	MAX POINTS
Knowledge of state and federal regulations governing DEP SRF programs as well as other grant programs	25
Client References – Experience in serving small local governments	10
Management and Staffing	20
Experience in successfully completing Grant-Funded Projects such as: USDA Rural Development (RD), DEP State Revolving Fund (SRF), and Community Development Block Grant (CDBG).	25
Experience with Government Municipalities within the State of Florida and within the region, providing Engineering Design, Permitting and Construction Administration Services on Municipal Projects, Water/Wastewater, Brownfields/Environmental Site Assessments and Other Utility projects.	20
TOTAL POSSIBLE POINTS	100



CITY OF LAKE BUTLER

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CONTACT SHEET

CITY OF LAKE BUTLER, FL

Name: _____

Federal Taxpayer ID: _____

Mailing Address: _____

City, State, & Zip Code: _____

Telephone: _____ Fax: _____

Cell Phone: _____

Email: _____

Submitted By: _____

Title: _____

Accounting Contact:

Name: _____ Title: _____

Email Address: _____ Phone: _____

THIS FORM MUST BE INCLUDED WITH QUALIFICATIONS

**SWORN STATEMENT UNDER SECTION 287.133(3)(n), 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 RFQ-01-2018 for Professional Engineering Services.

2. This sworn statement is submitted by

_____ whose business address

is _____ and (if applicable) its

Federal Identification No.(FEIN) is _____. If entity has no FEIN, include the Social Security Number of the individual signing this sworn statement _____.

3. My name is _____ 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 contract 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 misrepresentations.

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, non-jury trial, or entry of a plea of guilty or nolo contendere. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes means:

- a. A predecessor or successor of a person convicted of a public entity crime;
 - or
 - b. 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.
6. I understand that a “person” as defined in Paragraph 287.133(1)(c), Florida Statutes, means any natural person or entity organized under the laws of any state of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts 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.
7. 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 neither management of the entity, nor any affiliate of the entity have been charged with or 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 _____

COUNTY OF _____

Personally appeared before me, the undersigned authority,

_____ who after first being sworn by me, affixed his/her signature in the space provided above on this _____ day of _____ 20_____.

Notary Public, State at large

My Commission Expires:

THIS FORM MUST BE INCLUDED WITH QUALIFICATIONS

CONFLICT OF INTEREST STATEMENT

STATE OF FLORIDA, CITY OF _____
Before me, the undersigned authority, personally appeared _____, who was duly sworn deposes and states:

1. I am the _____ of _____ with a local office in _____ and principal office in _____.
City & State City & State
2. The above-named entity is submitting a Proposal for the City of Lake Butler described as **Professional Engineering Services**.
3. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
4. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
5. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
6. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
7. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Lake Butler.
9. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Lake Butler.
10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Lake Butler.

DATED this _____ day of _____ 20____.

(Affiant)

Typed Name and Title

Sworn to and subscribed before me this _____ day of _____ 20____.

Personally Known _____ or produced identification _____.

Identification type: _____

Notary Public-State of _____

Printed, typed, or stamped commissioned name of notary public.

My commission expires _____.

THIS FORM MUST BE INCLUDED WITH QUALIFICATIONS

DISPUTES DISCLOSURE FORM

Answer the following questions by placing an “X” after “YES” or “NO”. If you answer “YES”, please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last three (3) years?

YES _____ NO _____

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last three (3) years?

YES _____ NO _____

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past three (3) years that is related to the services your firm provides in the regular course of business?

YES _____ NO _____

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Lake Butler.

Firm

Date

Authorized Signature

Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH QUALIFICATIONS

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, _____ (print or type name of firm) publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.

- Informs employees about the dangers of drug abuse in the work place, the firm’s policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893, of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires 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.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.

“As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein”

Authorized Signature

Date Signed

State of Florida
County of _____

Sworn to and subscribed before me this _____ day of _____ 20____.

Personally known _____ or Produced Identification _____
(Specify type of identification)

Signature of Notary
My Commission Expires: _____

THIS FORM MUST BE INCLUDED WITH QUALIFICATIONS

E-VERIFY AFFIRMATION STATEMENT

RFQ/Contract No:

Project Description:

Contractor/Proposer/Bidder acknowledges and agrees to utilize the U.S. Department of Homeland Security’s E-Verify System to verify the employment eligibility of,

- (a) all persons employed by Contractor/Proposer/Bidder to perform employment duties within Florida during the term of the Contract, and,
- (b) all persons (including subcontractors/vendors) assigned by Contractor/Proposer/Bidder to perform work pursuant to the Contract.

The Contractor/Proposer/Bidder acknowledges and agrees that use of the U.S. Department of Homeland Security’s E-Verify System during the term of the Contract is a condition of the Contract.

Contractor/Proposer/ Bidder Company Name:

Authorized Company Person’s Signature:

Authorized Company Person’s Title:

Date: _____

THIS FORM MUST BE INCLUDED WITH QUALIFICATIONS