

City of Gulf Breeze, Florida

1070 Shoreline Drive
Gulf Breeze, Florida 32562-0640
PHONE: (850) 934-5100
FAX: (850) 934-5114

REQUEST FOR QUALIFICATIONS

Date: November 23, 2016

Sealed Qualification Packages will be received at Gulf Breeze City Hall, 1070 Shoreline Drive, Gulf Breeze, Florida 32562-0640, until

DECEMBER 20, 2016

2:00 p.m. Central Time

for

RFQ:

Gilmore Drive, San Carlos Avenue and Hampton Street Resurfacing

This request packet includes "Instructions for Submitting a Qualifications Package" and the "Scope of Work" for this project.

Please submit three (3) copies of your submittal to the City of Gulf Breeze, Attention: City of Gulf Breeze City Clerks, 1070 Shoreline Drive, Gulf Breeze, Florida 32562-0640. Your submittal should be received no later than DECEMBER 20, 2016 at 2:00 p.m. Central Time. If you should have any questions on this request, please contact Mr. Thomas E. Lambert at (850) 934-5110.

CITY OF GULF BREEZE, FLORIDA

Thomas E. Lambert
Director of Public Services

Request for Qualifications

Roadway Paving Consultant Services

The City of Gulf Breeze, Florida, a political subdivision of the State of Florida, intends to obtain professional consulting services for **Gilmore Drive, San Carlos Avenue and Hampton Street Resurfacing**. The City intends to select one professional consultant to provide these services. Consultants with demonstrated expertise in this field are invited to submit a technical submittal for this project. A "Request for Qualifications" package can be obtained from the City Clerk, 1070 Shoreline Drive, Gulf Breeze, Florida 32562-0640, Telephone: (850) 934-5115. The submittal shall be submitted to the attention of Mr. Vernon L. Prather no later than 2:00 p.m. Central Time, DECEMBER 20, 2016

Evaluation of Submittals. In evaluating submittals, the City will consider all information that the City deems relevant for awarding the contract including, without limiting the generality of the foregoing: ability to perform, experience and past performance. With regard to any submission in response hereto, the City reserves the right to waive any errors, omissions, irregularities, and deviations from specifications if the City determines that such action is in the best interest of the City and/or public health, safety and/or welfare. Furthermore, the City may waive any requirement or provision hereof and reserves the right to modify the requirements referenced herein, to reject any and all submittals, to modify (with the approval of the bidding or proposing party) any submittal, to negotiate with any proposing party regarding any term and/or condition, including increasing or decreasing the scope of the project.

This Request for Qualifications is utilized merely as a vehicle to facilitate the evaluation of prospective professional services. This Request for Qualifications shall not in any manner grant and shall not be construed in any manner to grant any rights, benefits or expectations of any manner whatsoever to any person interested in or contemplating a submission in response hereto. The final terms and conditions of the project or contract contemplated herein may be negotiated between the City and any responsive bidder and the City shall not be required to accept any particular submittal or negotiate with any particular responsive bidder notwithstanding perceived favorable provisions of price, time of performance, experience, quality of service, etc., contained in a responsive submittal. The City reserves the right to negotiate in the best interest of the City which may include adding or deleting terms and conditions from those specified herein and/or from those bid upon by a responsive bidder or contained in a responsive bidder's submittal.

The City of Gulf Breeze seeks a consultant to provide engineering and/or surveying services related to major construction projects for roadway paving. The specific services are listed in the Scope of Work section of the Request for Qualifications. The scope of this contract will be valid for a minimum of three years.

The chosen firm must have minimum qualifications as listed in the qualifications packet. The qualifications packet is available free of charge at City Hall, 1070 Shoreline Drive, Gulf Breeze, FL or on the internet at www.cityofgulfbreeze.us/request-for-proposals/. Questions may be addressed to the RFQ Coordinator, Thomas Lambert at the above address or by telephone at 850.934.5110. ALL

RFQ RESPONSES ARE DUE BY DECEMBER 20, 2016 AT 2:00 PM IN GULF BREEZE CITY HALL, 1070 SHORELINE DRIVE, GULF BREEZE, FL 32561.

Advertisement Schedule: Gulf Breeze News
Packets available for distribution:

November 23, 2016
November 23, 2016

Cc: RFP File
City Clerks
Reception

CITY OF GULF BREEZE

INSTRUCTIONS FOR SUBMITTING A QUALIFICATIONS PACKAGE

General

- A. The response to this Request for Qualifications (RFP) should include all requirements outlined in these directions.
- B. Three (3) copies of each package shall be submitted. Qualifications shall be submitted in sealed envelopes marked "**RFQ - Gilmore Drive, San Carlos Avenue and Hampton Street Resurfacing**". The envelope should indicate the name of the submitting consultant. The City will select based upon the qualifications package submitted, there will be no presentations.
- C. The following criteria will be used for evaluating the qualifications packages: Ability of professional personnel, past experience on similar projects, current workload, office location, staffing, cost, presentation of detail on finished product, and capability to meet a time schedule. A firm should include the following in their submittal:
 1. A statement that the firm has the necessary experience and is capable of providing the service requested.
 2. A statement to demonstrate experience and capabilities in providing the scope of services requested with a summary of past projects of a similar nature completed.
 3. A summary of professional staff experience and statement of qualifications shall include the following:
 - a. Name and address of consultant's Office-in-Charge for the project.
 - b. Total number of professional personnel, permanently assigned to the Office-in Charge.
 - c. Indicate any additional personnel that will be transferred or hired on a temporary basis by the Office-in-Charge to satisfy the requirements of the project.
 - d. A summary of the professional credentials and experience of the firm's key members within the local office proposed to support the

project and summaries of key individuals within the firm's organization who may actively provide support.

- e. A short descriptive summary of the firm's key members' experience in each of the areas outlined in the Scope of Services as well as the firm's relevant experience in Florida.
 - g. State the amount of the professional liability insurance currently in force, and what is the total dollar amount of claims currently against this insurance.
 - h. Attachments of examples of a similar finished product or graphic presentation of the proposed product which shall depict the type and quality of work to be performed.
 - i. Project schedule outlining the service performance time.
 - j. Listing of sub-consultants (if any) to be utilized.
 - k. Provide a Public Entity Crimes Statement in accordance with the provisions of F.S. Section 287.133(3)(a).
4. A list of municipal or local governments within Florida as client references for which work similar to that outlined in the Scope of Work has been performed in the previous four (4) years.
5. Listing of any potential conflict of interest.
- D. The selected consultant will be required to procure, pay for, and maintain insurance coverages for worker's compensation, comprehensive general liability, professional liability (including errors and omissions), and comprehensive automobile and truck liability. The limits and terms of this insurance coverage must meet the approval of the City of Gulf Breeze.
- E. Consultants are to be specific in the transmittal letter. Why do you want the subject project? Why are you or your firm the most qualified to perform the requested work? Are there circumstances that the City should know about relating to your ability to perform the work required by the project? Many times a project has a special significance that can only be known if you indicate it.
- F. Consultants proposing a joint association/venture or to subcontract for more than 10% of the total project fee requirements, must include information which clearly defines your relationship with the sub-consultant and provides clear understanding as to who will be performing the work and where it will be done.

G. Additional Qualifications

Minimum Qualifications

The firm shall, at minimum, possess a Florida Engineering Business Registration and have at least one professional civil engineer on staff. The firm shall also provide \$1 million dollars professional liability insurance for errors and omissions. The firm will have sufficient cash on hand to provide service and materials required for this project without billing in advance of work completed, and have documented design experience similar to the items listed in the Scope of Work.

Specific Submittal Requirements

Staff Qualifications

The firm shall submit the qualifications of the individuals who will fill key positions below. The key personnel shall be those who are involved with and can answer questions about the specific design aspects at any time during the course of the project. The qualifications shall be submitted in a resume format that lists education, general work experience, professional registrations and specific project experience. A single individual may be used for more than one of the key positions listed. Each resume should list which key position the individual will fill. Resumes of additional personnel may also be submitted, but must be placed after the key personnel.

Project/Client Manager - This individual is not required to be professionally registered, but must have specific experience in the kinds of work that must be completed and the skills to communicate effectively between disciplines. This individual will be the City's direct contact. No substitution of this person will be allowed without approval from the City. This person must also be a full time employee of the chosen firm.

Civil/Environmental Engineering Professional - This individual must possess a Professional Engineers Registration in the State of Florida and a minimum of 5 years. This individual must be a full time employee of the chosen firm.

Geotechnical Engineering Professional - This individual must possess a Professional Engineers Registration in the State of Florida and a minimum of 3 years in this field of geotechnical engineering. This individual may be a sub-consultant to the chosen firm.

Surveying and Mapping Professional - This individual must possess a Professional Surveyor and Mapper Registration in the State of Florida and a minimum of 5 years in this field. This individual may be a sub-consultant to the chosen firm.

Certifications and Specialists

The following additional certifications or licenses are not required, but will be used in rating the qualifications of each firm. Any individual possessing these additional qualifications

should be listed. Other certifications may be listed if relevant to the work listed in the RFQ. Please include the number of years the person has held the certification or license.

LEED

Construction Documents Technology (CDT) Program Overview

Certified Construction Specifier (CCS) Program Overview

Certified Construction Contract Administrator (CCCA) Program Overview

Certified Public Infrastructure Inspector (CPII)

Building Code Administrator

Building Inspector

Plans Examiner

Additional Personnel Experience

Provide any additional personnel and their experience that might be an asset to the City during the completion of the projects covered by this request.

Insurance Requirements

Provide copies of certificates that show limits of professional liability that will be afforded to the City. Policies for sub-consultants are required, unless the firm's policy states that it covers sub-consultants. Proof of worker's compensation for employees monitoring construction activities on site is also required. The firm may include proof of other insurance coverage it believes is applicable to the project.

Quality Assurance/Quality Control

The qualifying firm shall provide documentation of its quality assurance/control program, which details the system and checks it uses to ensure quality products.

Terms and Conditions

- A. The City reserves the right to reject any and all responses and to waive any irregularity, variance or informality whether technical or substantial in nature in keeping with the best interests of the City.
- B. The City reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
- C. Any submittal may be withdrawn up until the date and time set above for the opening of the submittals. Any qualifications packages not so withdrawn shall constitute an irrevocable offer, for a period of 90 days, to provide to the City the services set forth in the attached specifications, or until one or more of the submittals have been approved by the City Council.
- D. If, through any cause, the firm shall fail to fulfill in a timely and proper manner the obligations agreed to, the City shall have the right to terminate its contract by specifying the date of termination in a written notice to the firm at least thirty (30) working days before the

termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed.

Consultants Payments Compensation

- A. This project will span a period of time and the consultant will be paid on a monthly basis for work performed each month. Payment will be made to the consultant for applicable portions of the service rendered during the previous month, upon receipt of an invoice and a progress report outlining the work performed. Full payment will be paid within 30 days of submittal of final invoice and after presentation of Final Report to City Council.

CITY OF GULF BREEZE

Request for Qualifications: Gilmore Drive, San Carlos Avenue and Hampton Street Resurfacing

SCOPE OF WORK

The City of Gulf Breeze is seeking a professional consulting firm to provide engineering, surveying, contract administration, inspection services for roadway paving work for Gilmore Drive, San Carlos Avenue and Hampton Street. The design will include resurfacing of the roadways, design of base and sub-base replacement as needed. Drainage features may also be required to enhance the existing drainage system.

ADVERTISEMENT

Request for Qualifications

The City of Gulf Breeze seeks a Consultant to provide Engineering and Surveying services related to **Gilmore Drive, San Carlos Avenue and Hampton Street Resurfacing**. The scope of this contract will be valid for a minimum of three years.

The chosen firm must have minimum qualifications as listed in the qualifications packet. The qualifications packet is available free of charge at City Hall, 1070 Shoreline Drive, Gulf Breeze, FL or on the internet at www.cityofgulfbreeze.com. Questions may be addressed to the RFQ Coordinator, Thomas Lambert at tlambert@gulfbreezefl.gov, or by telephone at 850.934.5110. ALL RFQ RESPONSES ARE DUE BY DECEMBER 20, 2016 at 2:00 PM IN GULF BREEZE CITY HALL, 1070 SHORELINE DRIVE, GULF BREEZE, FL, 32561.