

City of Gulf Breeze

Request for Qualifications

Professional Services to study and make design recommendations regarding the Highway 98 Multimodal overpass and State Road 399 interchange redesign.



Issued By:

City Clerk's Office

1070 Shoreline Drive

City of Gulf Breeze, Florida 32561

(850) 934-5115

Website: <http://www.cityofgulfbreeze.us>

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Responses Due: September 24th, 2019

Request for Qualifications

Professional Services for a Highway 98 Multimodal overpass and State Road 399 interchange redesign study

The City of Gulf Breeze, Florida, a political subdivision of the State of Florida, intends to obtain professional consulting services for Professional Services to study and make design recommendations regarding the Highway 98 Multimodal overpass and State Road 399 interchange redesign. 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 the City Clerks no later than 2:00 p.m. Central Time, September 24th, 2019.

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 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 <https://cityofgulfbreeze.us/request-for-proposals/> Questions may be addressed to Stephanie Lucas, at the above address or by email @ cityclerks@gulfbreezefl.gov ALL RFQ RESPONSES ARE DUE BY September 24th, 2019 AT 2:00 PM IN GULF BREEZE CITY HALL, 1070 SHORELINE DRIVE, GULF BREEZE, FL, 32561.

CITY OF GULF BREEZE

INSTRUCTIONS FOR SUBMITTING A QUALIFICATIONS PACKAGE

General

- A. The response to this Request for Qualifications (RFQ) should include all requirements outlined in these directions.
- B. Five (5) copies and one digital submittal of each package shall be submitted. Qualifications shall be submitted in sealed envelopes marked "**RFQ - Highway 98 Multimodal Overpass and State Road 399 Interchange Redesign.**" The envelope should indicate the name of the submitting consultant.
- 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.

- f. List any tasks that will be completed by your firm at a location other than the Office-in-Charge.
 - 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. The project may be funded through grants which would necessitate FDOT (Florida Department of Transportation) and LAP (Local Agency Program) requirements. The consultant should provide examples of experience with these type projects. Include the firm's proof of pre-qualification or qualification as provided by the FDOT.
 6. 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.

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

Business Practices

The following information will be provided in a concise manner for easy review. The information should be provided for the firm, each of its sub-consultants and then totaled if quantitative. A matrix format is acceptable.

Minority Business (Yes/No)
Workload, an estimate of current backlog in hours
Available hours per week (exclude overhead staff)
Estimated time to complete current backlog
Current and 1 year staffing projections by category/profession

The following additional information shall be provided in list or paragraph format, with necessary attachments.

Current list of all professional services offered by the firm. Professional services shall be those services that require a certification or license by discipline, i.e. Professional Civil Engineer, Professional Electrical Engineer, Certified Network Administrator, etc. Listing multiple activities that can be performed by each professional is NOT the intent of this item.

Letter or credit or other means of proving financial ability to complete the work.

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 10 years. This individual must be a full time employee of 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 10 years in this field. This individual may be a sub-consultant to the chosen firm.

Quality Control/Quality Assurance Manager - This person should have experience with reviewing engineering plans in the water and wastewater area. This person will be required to provide details of the quality assurance program in place and documentation of the quality control reviews. This person should have at least 5 years' experience in the QA/QC arena.

Certifications and Specialists

The following additional certifications or licenses are not required, but will be used in determining the most qualified 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.

Construction Documents Technology (CDT) Program Overview
Professional Transportation Planner Certification
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 sell 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 study 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

SCOPE OF WORK

Professional Services to study and make design recommendations regarding the Highway 98 Multimodal overpass and State Road 399 interchange redesign.

Highway 98 Multimodal Overpass – With the goal of creating a safe and effective multimodal form of transportation throughout the City, additional multimodal overpasses along Highway 98 are being considered. The City seeks to hire a transportation planning firm to study the effectiveness of the existing overpass and explore the feasibility of constructing additional means to cross Highway 98. The chosen consultant will work closely with City staff and the Florida Department of Transportation to make sound recommendations and prepare conceptual designs.

Highway 98 & State Road 399 Interchange redesign - With the goal of addressing current traffic concerns and preparing for future traffic impacts, the City would like to explore the feasibility and effectiveness of redesigning the interchange of State Road 399 and Highway 98. The City seeks to hire a transportation planning firm to work closely with City Staff and the Florida Department of Transportation to make sound recommendations and prepare conceptual designs.

Transportation Planning includes, but is not limited to, the following:

- Development of transportation policies, including development of a multimodal functional classification system
- Data collection for all transportation modes; including but not limited to traffic counts, vehicle classification counts, parking surveys, origin-destination surveys, GPS data collection, and assessment of existing conditions
- Cost estimates (planning level)
- Public outreach - Tasks may include developing materials for the public.
- Preparation of grant applications
- Preparation of Transportation planning documents
- Bicycle facility planning and design
- Pedestrian facility planning and design
- Transit planning, design and operations
- Feasibility studies - all modes
- Developing and administering surveys, conducting analysis of results
- GPS data collection, inventory management, and GIS integration

Traffic engineering includes, but is not limited to the following:

- Traffic signal timing and coordination
- Traffic impact studies
- Corridor and intersection analysis, including operations, safety, and level of service
- Traffic counts - include daily counts, classification counts, and turning movement counts for all modes
- Roadway, intersection, and roundabout design
- Concept designs for new or existing signalized intersection slated for modification (include considerations for transit, pedestrian and bicycle movements and focus on alternatives that reduce current intersection inefficiencies)
- Develop technical information for grant application.

Selection Committee Evaluation Matrix

Proposal Evaluation Form					
Evaluator:					
Respondent					
Date:					
Categories / Criteria		Rating*	x	Weight	Score:
1	Ability of proposer to meet or exceed the requirements defined in this RFQ (35%)			0.35	
2	Experience, Qualifications and References (30%)			0.30	
3	Knowledge/Application in transportation planning (25%)			0.25	
4	Completeness of Response to RFQ (5%)			0.05	
5	Minority Business Enterprise and/or other special qualifications (5%)			0.05	
TOTAL SCORE					

*** Rating: 1-Poor, 2-Fair, 3-Good, 4-Excellent, 5-Superior**

The City Staff will review and evaluate each proposal submitted in response to this RFQ based on the evaluation criteria and weighting identified herein. Submissions will be evaluated to determine those that best meet the needs of the City. Acceptance and approval of each proposal will be based on an evaluation of the information submitted by the applicants. The City Staff will meet on October 1, 2019 in the City Hall Conference Room to evaluate and rank all firms.