



**CITY OF MARATHON  
FLORIDA**

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**Request for Qualifications  
For  
Architectural Services  
Design /Construction Documents  
For Fire Station Facility**

**December 2010**



**REQUEST FOR QUALIFICATIONS  
FOR  
PROFESSIONAL ARCHITECTURAL SERVICES**

NOTICE IS HEREBY GIVEN that sealed proposals will be received by the CITY OF MARATHON, until 2:00 P.M., local time, Thursday, January 27, 2011, at the offices of the City of Marathon located at 9805 Overseas Highway, Marathon, Florida, 33050.

The work for which proposals are to be submitted consists of furnishing professional architectural services for design/construction documents, contract administration services for a fire station located within the City's jurisdiction.

The City intends to select firms on February 10, 2011, to prepare and present a detailed proposal for proposed services to be rendered to the City. No minimum amount of such Professional Services or compensation will be assured to any of the firms so retained, and the City shall not be prevented in any manner from retaining other firms at its sole discretion.

Proposals shall be prepared, addressed and submitted in compliance with detailed instructions as set forth in the contract documents. Bid packages may be obtained at Demandstar ([www.demandstar.com](http://www.demandstar.com)). A bid package will be available for inspection at City Hall.

Prospective bidders shall not contact or otherwise communicate with City Staff or City Officials except as follows. Inquiries, clarifications, or interpretations of the Bidding Documents shall be made in writing to the City's Representative, Donna Cofano at least seven (7) days prior to the date for the receipt of Proposals, by mail to 9805 Overseas Highway, Marathon, FL 33050, by fax (305) 289-4123, or by email to: [cofanod@ci.marathon.fl.us](mailto:cofanod@ci.marathon.fl.us)

**BID DOCUMENTS OBTAINED FROM ANY SOURCE OTHER THAN DEMANDSTAR MAY NOT BE ACCURATE OR COMPLETE, AND EACH BIDDER AND SUBCONTRACTOR ASSUMES ALL RISKS BY ITS RELIANCE ON SUCH DOCUMENTS. ANY BIDDER AND SUBCONTRACTOR WHO HAVE NOT OBTAINED BID DOCUMENTS FROM DEMANDSTAR WILL NOT BE NOTIFIED OF ANY ADDENDA ISSUED BY THE OWNER, WHICH COULD CONTAIN MATERIAL CHANGES THERETO (SUCH AS ADDITIONS OR CHANGES TO THE TECHNICAL SPECIFICATIONS, EXTENSIONS OF TIME, ETC.)**

The City reserves the right to accept or reject any or all proposals, to waive irregularities, technical errors and formalities, and to award the contract as it deems will best serve the interest of the City.

The City of Marathon  
Roger Hernstadt  
City Manager

# CITY OF MARATHON, FLORIDA

## NOTICE TO PROFESSIONAL ARCHITECTURAL FIRMS

Issued: December, 2010

### A. PURPOSE

CITY OF MARATHON, Florida, pursuant to Chapter 287.055, Florida Statutes announces that Professional Architectural Services will be required for design/construction documents, contract administration services (the "Services") for a fire station located within the City's jurisdiction, and is requesting a Statement of Qualifications ("SOQ") from all interested firms.

The work for which SOQs are to be submitted consists of furnishing professional architectural consulting services to the City for a fire station design/construction documents, contract administration services located within its jurisdiction.

The City intends to select firms on February 10, 2011 to prepare and present a detailed proposal for proposed services to be rendered to the City. The firm(s) should have considerable experience in design and development of fire stations, producing documents for bid purposes, project estimating, permitting. No minimum amount of such Services or compensation will be assured to any firm(s) retained subsequent to the presentations, and the City shall not be prevented in any manner from retaining other firms at its sole discretion.

### B. DELIVERY OF STATEMENT OF QUALIFICATIONS

In order to be considered, firms must submit all information to the City Clerk, City of Marathon, 9805 Overseas Highway, Marathon, Florida, on or before 2:00 PM EST, January 27, 2011.

For further information, please call Donna Cofano at (305) 289-4104.

### C. REQUIREMENTS AND CONTENTS

Each Qualifier must satisfy the following Minimum Requirements to be considered for this solicitation. Qualifiers not meeting minimum requirements as determined by the City will be disqualified. All decisions of the City are final.

Item	Criteria	Minimum Requirements
1.	Work Product	Success of project in an island environment

2.	Experience	Qualifier must demonstrate that the past experience of the proposed team includes at least 1 Design/construction documents or construction drawings for a fire station in the last 5 years.
3.	Capacity	Qualifier can demonstrate that it has sufficient personnel, and financial resources to handle the proposed project workload in a timely and cost effective manner. Qualifier must be within 2 hours drive from Marathon.
4.	Past Performance	Qualifier must have good references for prior projects as determined by reference checks.
5.	Certification	Key project personnel have the appropriate licenses, registrations and certifications.
6.	Representations & Disclosures	Provide all required representations and disclosures.
7.	Signature	Qualification Statement must be signed by an officer authorized to bind the firm
8.	Receipt	Qualification received in the Procurement Division on or before the due date and time.
9.	Cost & Estimating Accuracy	Percentage of projects firm has designed where the estimated cost was within 20% of the final construction cost

**\*Local Preference (10%) Meeting Criteria of Ordinance 2009-10 (copy attached as Exhibit “C”).**

Submit proof of authorization to transact business in the State of Florida from the Secretary of the State of Florida. Proof must be submitted for the prime as well as any supporting firms.

A list of five (5) client references with contact names and telephone numbers for projects completed within the last three years.

A list of at least five (5) related projects or similar type of work with contact names and numbers. Give date, size, scope and cost of each project, including a list of change orders and amounts. Provide a description of the equipment and methodology used, as appropriate. Information provided should illustrate the firm’s ability to coordinate and manage projects of this nature, as well as a history of completing projects in a timely manner and within budget constraints.

**D. PHASES OF PROFESSIONAL SERVICES**

The professional services shall include pre-design analysis and the preparation of design/construction documents for the design and construction of the Project by a building contractor. Consultant shall also provide construction evaluation and other professional services described.

The project fire station will be approximately 5,000 square feet on a site of approximately 1/3 acre adjacent (to the east) to a wastewater treatment plant (see attached site plan) Staffing is planned for six (6) fire personnel and two (2) pieces of fire equipment.

The Professional Services shall include and be broken down into the following phases of service:

1. Pre-Design Analysis utilizing a variety of construction methodology such as but not limited to, concrete block construction, prefabricated construction, tilt up construction, metal construction, staged construction, put in place modular, etc. (including associated MEP engineering)
2. Design Preparation
3. Bidding and Negotiation Phase Assistance
4. Construction Bid Evaluation Phase
5. Post construction award inspections

Pre-Design Analysis: The Consultant shall consult with the City regarding the City's requirements for the fire station and budget, review available data, and site evaluation including ingress/egress. Consultant shall prepare a report containing the gross building square footage, a conceptual description including functions and size for each room, preliminary layout and a conceptual construction estimate utilizing the above referenced criteria (the "Pre-Design Report").

The Design shall include:

- a. Types of construction with ratings that meet applicable City Code including wind gusts from 155mph
- b. Design and sketches, general floor plans and site layout, and additional renderings, showing the scale and relationship of Project components
- c. Written description of the Project
- d. Preliminary construction drawings (20-30%)
- e. Outline of technical specifications (including associated MEP engineering)
- f. Estimated Construction Cost
- g. Estimated costs to further harden the structure or portion thereof and associated costs

If deemed in the best interest of the City, preparation of Construction Documents, including 60%, 90% and 100% construction drawings and technical specifications, may be added to the services.

Consultant may also provide services during contractor bidding/negotiation. Consultant shall provide construction inspection services, and if Consultant prepares 100%

construction drawings, Consultant shall also provide construction administration services including proposed change order analysis.

**E. FINAL SELECTION**

The SOQs will be rated based on the above described criteria. Short listed firm(s) may be invited to make a presentation of their SOQ.

The City reserves the right to negotiate the final scope of work, staff participation, and price before entering into a contract.

The City reserves the right to reject any or all SOQs. All SOQs become the property of the City.

City Manager  
City Attorney

**Exhibit “A”**

Professional Services Agreement  
Insurance Requirements

Per the City’s Professional Services Agreement, the selected firm(s) shall maintain all insurance required under this Article, such insurance being subject to the approval by the City.

All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The selected firm(s) shall furnish original Certificates of Insurance to the City prior to the commencement of work. The Certificates shall clearly indicate that the selected firm(s) has obtained insurance of the type, amount and classification as required for strict compliance with this Exhibit and that no material change or cancellation of the insurance shall be effective without providing thirty (30) days prior written notice to the City.

COVERAGE	LIMITS OF LIABILITY	DESCRIPTION
Commercial General Liability*	Bodily Injury, Including Wrongful Death: <ul style="list-style-type: none"> <li>• \$1,000,000 per occurrence</li> </ul> Property Damage: <ul style="list-style-type: none"> <li>• \$1,000,000 per occurrence</li> </ul>	To protect the selected firm(s) and City from claims for damages for bodily injury, including wrongful death, as well as from claims of property damage arising from such operations by the selected firm(s) or by anyone directly employed by or contracting with the selected firm(s). <i>Insurance certificate shall indicate “per occurrence.”</i>
Commercial Automobile Liability Insurance*	Bodily Injury, Including Wrongful Death: <ul style="list-style-type: none"> <li>• \$500,000 per occurrence</li> </ul> Property Damage: <ul style="list-style-type: none"> <li>• \$500,000 per occurrence</li> </ul>	To protect the selected firm(s) and City, as an additional named insured, from claims for damages for bodily injury, including death as well as from claims for property damage, which may arise from the ownership, use or maintenance of owned and non-owned automobiles whether such operations be by the selected firm(s) or by anyone directly or indirectly employed by the selected firm(s).

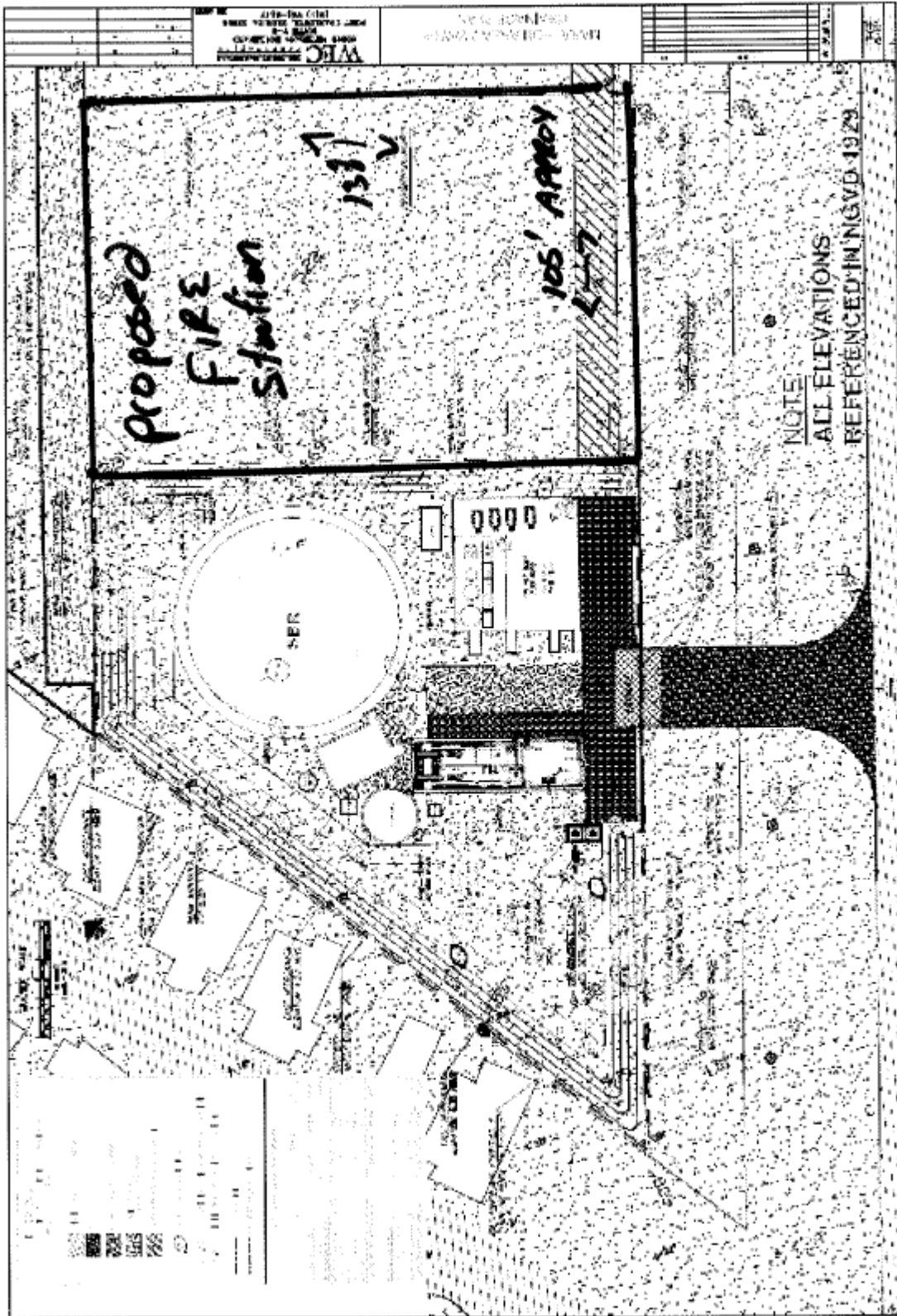


Workers' Compensation and Employers' Liability	Statutory	
Professional Liability Insurance	\$3,000,000	To protect the City from any negligent acts, errors or omissions on the part of the selected firm(s).

\*All insurance, other than Professional Liability and Workers' Compensation, to be maintained by the Selected firm(s), shall specifically include the City as an "Additional Named Insured."

The Selected firm(s) shall submit a certificate evidencing the above named coverage in a form satisfactory to the City prior to submitting an agreement for approval. Any insurance written on a claims-made basis is subject to approval of the City Legal Counsel. Insurance coverage in the minimum amounts set forth shall not be construed to relieve the Selected firm(s) of liability in excess of such coverage, nor shall it preclude the City from taking such other actions as are available to it under any other provisions of the law.

Exhibit "B"



**Exhibit “C”**

Sponsored by: Ramsay  
Introduction Date: January 13, 2009  
Public Hearing Dates: January 13 and 27, 2009  
Enactment date: January 27, 2009

CITY OF MARATHON, FLORIDA  
ORDINANCE 2009-01

AN ORDINANCE OF THE CITY OF MARATHON, FLORIDA,  
PERTAINING TO LOCAL PREFERENCE IN PURCHASING;  
AMENDING CHAPTER 2, ARTICLE VI, DIVISION 2 OF THE CODE  
OF THE CITY OF MARATHON; PROVIDING FOR SEVERABILITY;  
PROVIDING FOR INCLUSION IN THE CODE; AND PROVIDING FOR  
AN EFFECTIVE DATE.

WHEREAS, the City Council finds that it is in the best interests of the City to maintain and expand a preference in procurement for local businesses for certain goods and services.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE  
CITY OF MARATHON, FLORIDA, AS FOLLOWS:

**Section 1. Recitals.** The above recital is true and correct and incorporated by this reference.

**Section 2. Local Preference.** Chapter 2, Article VI, Division 2 of the Code of Ordinances of the City of Marathon entitled "Purchasing" is hereby amended to read as follows:

Section 2-168. Definitions.

For the purposes of this Chapter, the following word will be defined as follows:

*Local Business* shall mean a business with a current required Monroe County occupational license or business tax receipt, and has its headquarters within the corporate limits of the City or has a place of business located within the corporate limits of the City at which it will produce the goods or perform the services to be purchased. Post office box numbers or residential addresses alone may not be used to establish status as a Local Business. If a business is a joint venture, it is sufficient for qualification as a Local Business if at least one of the joint venturers meets the test set forth above.

"Professional Services" shall mean services, the value of which is substantially measured by the professional competence of the person or persons performing them, and which are not susceptible to realistic competition of cost of service alone. Professional Services shall include, but not be limited to, services customarily rendered by architects, engineers, attorneys, surveyors, certified public accountants and financial, personnel, systems, planning and management consultants.

Section 2-169. Preference for Local Businesses.

- (a) Any Local Business that replies to a formal competitive sealed bid request shall receive a preference bonus of ten percent (10%) during the tabulation of the bid proposals. After determining all qualified bidders, the preference bonus shall be calculated by multiplying all properly established Local Business bid amounts by 0.90. After comparing these adjusted dollar amounts to all other qualified bidders, should the adjusted value establish the Local Business as the lowest qualified bidder, then the Local Business shall be awarded the bid at the original amount submitted.
- (b) Any Local Business that submits a proposal as part of a request for proposals process shall receive a preference bonus of ten percent (10%) of the overall points received by such Local Business as part of the evaluation and scoring process.
- (c) Any Local Business that submits a proposal as part of a request for qualifications process shall receive a preference bonus of ten percent (10%) of the overall points received by such Local Business as part of the evaluation and scoring process.
- (d) If a local preference is to be employed as provided for by this Section, the invitation for bid documents, the request for qualifications documents, or the request for proposal documents shall set forth such local preference requirements.

Section 2-170. Applicability and Exemptions.

- (a) The local preference shall apply to the purchases of material, supplies, equipment, improvements or services in which the City either solicits competitive, sealed bids, issues a request for proposals, or issues a request for qualifications.
- (b) The local preference provided for by this Chapter shall not be applied where application of the preference would conflict with a statute, administrative rule, or the terms of any grant funding the purchase or contract.

- (c) With regards to contracts for Professional Services, the provisions of this Chapter may be waived by the City Council. If the provisions of this Chapter are waived for a particular award, the Professional Services may be selected based on experience, skill, education, recommendations or any other qualifications the Council finds relevant.

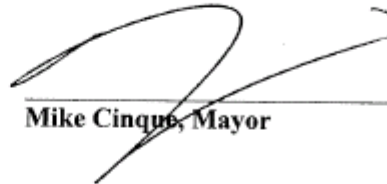
**Section 3. Severability.** The provisions of this Ordinance are declared to be severable if any section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Ordinance but they shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

**Section 4. Inclusion in the Code.** It is the intention of the City Council and it is hereby ordained that the provisions of this Ordinance shall become and made a part of the code of The City of Marathon, Florida, that the sections of the Ordinance may be renumbered or relettered to accomplish such intentions, and that the word "Ordinance" shall be changed to "Section" or other appropriate word.

**Section 5. Effective Date.** This Ordinance shall be effective immediately upon enactment.

**ENACTED BY THE CITY COUNCIL OF THE CITY OF MARATHON, FLORIDA,** this 27<sup>th</sup> day of January 2009.

**THE CITY OF MARATHON, FLORIDA**


  
\_\_\_\_\_  
Mike Cinque, Mayor

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

**ATTEST:**

  
\_\_\_\_\_  
Diane Clavier  
City Clerk

**APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE USE  
AND RELIANCE OF THE CITY OF MARATHON, FLORIDA ONLY:**

  
\_\_\_\_\_  
City Attorney