

**CITY OF CASSELBERRY
Public Works Department
95 Triplet Lake Drive
Casselberry, Florida 32707
(407) 262-7725**

REQUEST FOR STATEMENT OF QUALIFICATIONS

PROFESSIONAL SERVICE

CONTINUING CONSULTING ENGINEERING SERVICES

FOR GENERAL UTILITIES PROJECTS

PW RFQ #2009-04

**Sealed proposals addressed to the City of Casselberry, Seminole County, Florida,
Public Works Department, 95 Triplet Lake Drive, Casselberry, Florida, 32707 and marked,
QUALIFICATIONS FOR CONTINUING CONSULTING ENGINEERING SERVICES
FOR GENERAL UTILITIES PROJECTS, will be received until 2:00 p.m., Wednesday,
December 2, 2009. Proposals received after the specified time will not be opened or
considered. Complete requirements are attached.**

CITY OF CASSELBERRY, FLORIDA

**Ed Torres, M.S., P.E., LEED AP
Public Works Director**

REQUEST FOR QUALIFICATIONS

PROFESSIONAL SERVICES

CONTINUING CONSULTING ENGINEERING SERVICES FOR GENERAL UTILITIES PROJECTS

SPECIFICATIONS AND PROCEDURES

PROJECT DESCRIPTION

To all interested business firms, corporations, partnerships, or individuals dealing in “Continuing Consulting Engineering Contract for General Utilities Projects”:

The City of Casselberry is interested in entering into a contract with a qualified professional engineering firm to provide services of a specified nature, said services consisting of providing Continuing Consulting Engineering for General Utilities Projects as specified in the **Description of Scope of Services** and **Minimum Technical Qualifications** subsections (below).

The contract shall be awarded in accordance with the requirements of section 287.055, Florida Statutes.

DESCRIPTION OF SCOPE OF SERVICES

The City of Casselberry is seeking qualified Consulting Engineering Firms for general utilities design and construction inspection work. The work is not yet specified, however, expected tasks could include but are not limited to major and minor design of lift stations and all components, potable water, reclaimed water and wastewater pressure pipe networks, gravity sewer collection systems, water and wastewater treatment plant optimization, analysis and design of plant processes, hydraulic modeling for potable, reclaimed and wastewater pipe networks, permitting and permit reporting with FDEP and SJRWMD, Water and Wastewater Master Planning, including projecting water and wastewater system demands and evaluating current demands, evaluating current system conditions, and establishing a long term prioritized Capital Improvement Plan.

The anticipated project time is three years.

SUBMITTAL AND MINIMUM QUALIFICATIONS REQUIREMENTS

GENERAL REQUIREMENTS

All firms must comply with and agree to the following requirements:

Firm meets or exceeds all requirements stated in this Request for Qualifications (RFQ);

Firm must have experience in providing services for city, county, and/or municipal programs;

Firm is authorized to do business in the State of Florida and possesses professional service registrations in accordance with applicable statutes, regulations, and rules;

Firm demonstrates financial strength appropriate to the scale of projects;

The Statement of Qualifications must be submitted to the City of Casselberry on or before the time and date and at the location indicated in this RFQ;

The Statement of Qualifications is presented in a mechanically bound package, which should be limited to no more than 30 (8.5 inch x 11 inch) pages printed on one side, including covers and dividers, and excluding financial information. Oversized pages will not be disqualified; however, please note that clarity, conciseness, and brevity of this document will be considered during evaluation;

Submit one (1) original (please clearly mark “ORIGINAL” on cover) and six (6) copies of the Statement of Qualifications package;

Provide documentation indicating that the firm and its sub-consultants meet the insurance requirements of the City;

In accordance with Florida Statutes, the selected firm will be required to make sworn statements regarding Public Entity Crimes and Contingent Fees;

Costs of participating in the selection process, including presentations to the Selection Committee or Commission are solely those of the firm. The City of Casselberry will assume no responsibility for the costs; and

City of Casselberry reserves the right to waive informalities and to terminate the selection process at any time.

MINIMUM TECHNICAL QUALIFICATIONS

Submissions must include the following identified minimum technical qualifications:

1. Design and Construction Inspection Experience
 - a. Lift Stations and Pump Design
 - b. Potable, Reclaimed and Wastewater Pipe Network Design
 - c. Gravity Sewer System Design, including Inflow and Infiltration Analysis
 - d. Water Treatment Plant optimization, analysis and process design
 - e. Wastewater Treatment Plant optimization, analysis and process design
 - f. Hydraulic Modeling
 - g. Treatment plant Energy Efficiency Optimization
2. Permitting experience with SJRWMD and FDEP
 - a. Consumptive Use Permitting and Permit Reporting
 - b. Plant Operation Permitting
 - c. General project design permitting
 - d. Any other permitting experience
3. Water and Wastewater Master Planning
 - a. Evaluate historical consumption demand characteristics
 - b. Predict future consumption demand characteristics
 - c. Perform System Wide Evaluation
 - d. Prioritize long term Capital Improvement Plant
 - e. Other general planning activities
4. Documentation of teams’ professional training and experience with similar projects.

5. Identify the teams' ability to perform the needed services to develop and implement the project within the estimated schedule.
6. Documentation of 3 years or equivalent experience or expertise associated with such Consulting Services for City and County governments within the State of Florida.

RESPONSE FORMAT

Each Statement of Qualifications must provide the required information in the following order and format:

1. Title Page – Include Request for Qualifications Number
2. Table of Contents (include tabs for sections)
3. Letter of Introduction and Interest, signed by an officer or partner of the responding firm. Letter shall include specific reason(s) why firm would be the best choice for this project
4. Number of years in business.
5. Location, address(es), and telephone number(s) of firm's office(s).
6. Names of owners, officers, or principals in charge.
7. Characteristics of the firm – Provide a brief description of firm history, any litigation issues, locations and capabilities of offices that will serve the needs of this contract, financial stability of the firm, and any MBE (Minority Business Enterprise) or related information
8. Approach to work – Provide understanding of Scope and implementation, including any innovative methods and concepts. Provide description of ability to coordinate and expedite work to ensure quality control under accelerated schedule.
9. Management and Staffing Qualifications, including current resources, as well as resumes and accomplishments of key staff that will serve on the project team.
10. Experience – Indicate the types of projects in which the firm has performed similar services to those listed in the Minimum Technical Qualifications section. Provide names of project managers for referenced projects.
11. References – A list of at least five (5) clients for whom the proposer may have provided similar services. Provide name of the contracting agency, contact name, address, telephone number, and e-mail addresses.
12. Copy of certification for incorporation from Florida Secretary of State. Legal business structure (e.g. corporation, joint venture, or partnership) shall also be stated.
13. Copy of current Florida license(s) for the firm and sub consultants. Firms and sub-consultants must be properly licensed;
14. Public Entity Crime Statement.
15. All other required documentation from the above "General Requirements" subsection not included in items 1 through 14 of this subsection.

SUBMITTAL PROCEDURES

Sealed Statements of Qualifications will be received by the City of Casselberry, Casselberry, Florida in the Public Works Department Administration Building (located at 95 Triplet Lake Drive, Casselberry, Florida, adjacent to City Hall) until Wednesday, December 2, 2009 at 2:00 p.m. Qualification Statements received after the specified time will not be considered and will be returned unopened. The time and date will be scrupulously observed.

All firms responding to this request will be notified in writing as to the final outcome of this process. It is anticipated that notifications will be mailed within two (2) weeks of the contract being awarded.

Note: All prospective respondents are hereby cautioned not to contact any member of the City of Casselberry Commission, City of Casselberry Staff or Officials other than the specified contact person concerning this project. During the proposal process, **all questions regarding the specifications or procedures should be directed in writing (via mail, email, or fax) no later than November 18, 2009 to:**

**Ms. Kenna Henry
Senior Staff Assistant
Public Works Department
City of Casselberry
95 Triplet Lake Dr
Casselberry, FL 32707
EMAIL: khenry@casselberry.org
FAX: (407) 262-7767**

To be placed on a plan holder's list, please contact Ms. Henry in writing. Those on the plan holder's list will be notified when the City issues any addenda, response to questions, or other valid information in conjunction with this RFQ. The City of Casselberry expects that interested individuals and firms will make every effort to assemble a team with the requisite expertise and qualifications. An original and six (6) copies of each submission must be received in a sealed envelope prominently marked on the outside with the words **"Continuing Consulting Engineering Contract for General Utilities Projects PW RFQ 2009-04"**.

The City of Casselberry reserves the right to accept or reject any or all proposals without recourse, to waive technicalities, or to accept the proposal which in its judgment best serves the interest of the City. Cost of submittal of Statement of Qualifications is considered an operational cost of the proposer and shall not be passed on to be borne by the City.

EVALUATION CRITERIA AND SELECTION PROCEDURES

EVALUATION FACTORS

The proposers' Statements of Qualifications will each be evaluated and rated by the Professional Services Selection Committee. Evaluation factors are the perceived abilities of the proposer to efficiently perform the Scope of Services as generally outlined in this Request for Qualifications. The City will be seeking to identify the proposal(s) which will best meet the needs of the City of Casselberry as determined from the responses to this Request for Qualifications and subsequent investigation. Submittals not meeting the minimum qualifications will not be considered.

The City will consider, if determining the qualifications of a proposer or the proposer's sub-contractors, their record in the performance of any contracts for work with the City or with similar public or private bodies or corporations. The City expressly reserves the right to reject the proposals or the sub-contractor(s) of any proposer if such records disclose that the proposer, in the opinion of the City, is not the best or most qualified proposer or that proposer and/or sub-

contractors have not properly performed its contracts or has habitually and without just cause neglected the payment of bills or has otherwise disregarded obligations to sub-contractors, suppliers, or employees.

SHORT LIST

A Short List of proposers shall be determined from the overall pool of proposers by the Professional Services Selection Committee. Each Statement of Qualifications submission will be evaluated on a total score basis, with a maximum score of one hundred (100) points. A minimum of three (3) firms who achieve the highest scores will be included on the Short List. The following criteria will be used in the Short List evaluation process to determine the successful respondent(s):

Short List Criteria	Maximum Points
Characteristics of the Firm - q Business history - q Location of office(s) (with emphasis on offices providing Scope related functions) - q Financial capabilities/strength - q Litigation - q MBE (Minority Business Enterprise) implementation plan (if applicable)	15
Approach to Work - q Understanding of Scope and implementation, including any innovative methods and concepts - q Provide description of ability to coordinate and expedite work to ensure quality control under accelerated schedule	15
Qualifications – Project Team - q Provide qualifications and experience for project manager and staff - q Provide organizational chart for project team - q Proposer’s current and projected workload/availability of team members	30
Experience – Similar Projects q Provide a list of projects for similar work experience within the past three years. Include the names of project managers for each project listed.	25
References q Provide a minimum of five (5) references	15
TOTAL	100

FINAL SELECTION

Proposer(s) who achieve the Short List will be required to make an oral presentation and interview with the Professional Services Selection Committee. Such presentations and interviews will provide an opportunity for the proposers to clarify the information provided in their Statement of Qualifications. The final decision of the Professional Services Selection Committee will be based on the tabulation from the oral presentations and interviews.

Submissions will be evaluated on a total score basis, with a maximum score of one hundred (100) points. The following criteria will be used in the Final Selection evaluation process to determine the successful respondent(s):

Final Selection Criteria	Maximum Points
Approach to Work - q Understanding of Scope and implementation, including any innovative methods and concepts - q Ability to coordinate and expedite work to ensure quality control under accelerated schedule - q Project scheduling - q Cost controls and efficiency	20
Communication Ability - q Emphasis will be placed on the oral communication ability of project team members, both in presentation and interview responses - q Quality of presentation, including any visual aids and/or written materials, will be considered	20
Qualifications – Project Team q Consideration will be given to the qualifications of all project team personnel	30
Experience – Similar Projects - q Consideration will be given past project experience and applicability to anticipated needs under this contract - q Experience of actual team members, not just the firm as a whole, will be heavily weighted	30
TOTAL	100

The Professional Services Selection Committee will make its final selection based on this evaluation process. It is anticipated two (2) consultants from the Short List will be selected for agreement negotiation and subsequent award of contract.

NEGOTIATION AND AGREEMENT EXECUTION

City staff shall begin negotiations with the consultant(s) selected by the Professional Services Selection Committee from the “Final Selection” stage. The initiation of negotiations shall not be construed as vesting any contractual or other rights of any nature in the consultant.

Once a satisfactory proposed agreement(s) has/have been reached, City staff will present the proposed agreement(s) to the City Commission. The City Commission has the authority to make the final determination and award contracts. It is anticipated two(2) contracts will be awarded as a result of this process.

SPECIAL CONDITIONS “PUBLIC ENTITY CRIMES”

“A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.”

RESERVED RIGHTS OF THE CITY

The City of Casselberry reserves the right to accept or reject any or all proposals which they may deem to best serve the interest of the City. The right is reserved to waive technicalities or informalities.

CONSULTANT AGREEMENT

The CITY’S Standard Consultant Agreement is attached as Exhibit ‘A’ and shall be the basis for the agreement(s) between selected consultant(s) and the City.