

NOTICE OF REQUEST FOR QUALIFICATIONS

NOTICE IS HEREBY GIVEN TO INTERESTED PERSONS that on **May 10, 2011 at 3:00 P.M.** at the Monroe County Purchasing Office, the Board of County Commissioners of Monroe County, Florida, will open sealed responses for the following:

ENGINEERING DESIGN AND PERMITTING SERVICES FOR THE U.S. 1 BAYSIDE SHARED USE PATH MONROE COUNTY, FLORIDA RFQ-ENG-130-235-2011-PUR/CV

The Board of County Commissioners of Monroe County, Florida hereby requests, pursuant to Sec. 287.055, Florida Statutes, sealed letters of interest and statements of qualifications from engineering firms or individuals experienced in professional engineering and related services including design, studies, assessments and project administration for miscellaneous County projects.

Requirements for submission and the selection criteria may be requested from DemandStar by Onvia by calling 1-800-711-1712 toll-free or by going to the website www.demandstar.com or www.monroecountybids.com. The Public Record is available at the Purchasing Office located at The Gato Building, 1100 Simonton Street, Room 1-213, Key West, FL 33040. All inquiries or requests should be directed, **in writing**, to Judy Clarke, P.E., Director of Engineering Services, 1100 Simonton Street, Key West, FL 33040 or via facsimile to (305) 295-4321. All answers will be by Addenda.

Interested firms or individuals are requested to indicate their interest by submitting **a total of seven (7), two (2) signed originals and five (5) complete copies**, of their Statement of Qualifications in sealed envelope clearly marked on the outside, with the Respondent's name and "**Statement of Qualifications – Engineering Design and Permitting Services for the U.S. 1 Bayside Shared Used Path, Monroe County, Florida**" addressed to:

**Monroe County Purchasing Office
1100 Simonton Street, Room 1-213
Key West, FL 33040
Phone: (305) 292-4466
Fax: (305) 292-4465**

The areas of consideration for selecting the most qualified firm/individual for the project include but are not limited to:

- Recent experience of individuals and firm on projects of similar scope and size
- Organization
- Schedule and availability
- Past performance record
- Office location
- Monroe County experience

Only those firms or individuals submitting statements of qualifications that meet the specified requirements will be considered regardless of past contracts with Monroe County or other agencies.

All Responses must be received by the County Purchasing Office before 3:00 P.M. on May 10, 2011. Any Responses received after this date and time will be automatically rejected. Materials may be delivered by Certified Mail, Return Receipt Requested, hand-delivered or couriered. Faxed or e-mailed Responses will be automatically rejected. Hand delivered Responses may request a receipt. If sent by mail or by courier, the above-mentioned envelope shall be enclosed in another envelope addressed to the entity and address stated above. Responders should be aware that certain "express mail" services will not guarantee specific time delivery to Key West, Florida. It is the sole responsibility of each Responder to ensure its proposal is received in a timely fashion.

All submissions must remain valid for a period of ninety (90) days from the date of the deadline for submission stated above. The Board will automatically reject the Response of any person or affiliate who appears on the convicted vendor list prepared by the Department of Management Services, State of Florida, under Sec. 287.133(3)(d), Florida Statutes. Monroe County declares that all or portions of the documents and work papers and other forms of deliverables pursuant to this request shall be subject to reuse by the County.

Interested firms or individuals will be evaluated and selected under the competitive selection procedure of Florida Statute 287.055. In accordance with Florida Statute 287.055(4)(b). Please do not submit proposals for compensation.

A Selection Committee will be developed and will meet in a noticed public meeting to review all qualified Responses received. The Committee will rank the Responses in order of preference and make a recommendation to the County Commission to negotiate a contract with the preferred persons/firms. Should the County Commission so direct, and a mutually satisfactory agreement cannot be reached between staff and the recommended persons/firms, then staff will negotiate with the next preferred person/firm and so forth. When staff has agreed with the person/firm upon a mutually satisfactory contract, the contract will be brought before the County Commission for final approval. No binding contract is created between any person/firm and the County until such time as a contract is approved by the County Commission.

Monroe County's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Board of County Commissioners.

The Board reserves the right to reject any or all Responses, to waive informalities in any or all Responses, to re-advertise the Request for Qualifications (RFQ); and to separately accept or reject any item or items and to award and/or negotiate a contract in the best interest of the County.

Dated at Key West this 31st day of March, 2011.

Monroe County Purchasing Department

Publication dates

Reporter	(Fr)	4/8/11
Keynoter	(Sa)	4/9/11
Citizen	(Fr)	4/8/11