

Request for Qualifications

RFQ # 606-10451

for

ENGINEERING SERVICES

for

FORT LAUDERDALE EXECUTIVE AIRPORT
MASTER DRAINAGE STUDY & PLAN
City Project Number 11583
(CCNA – Consultants' Competitive Negotiation Act)



City of Fort Lauderdale

Department of Procurement Services
Rick Andrews, Procurement Specialist
Fort Lauderdale City Hall
100 N. Andrews Avenue, 6th Floor
Fort Lauderdale, Florida 33301

Web Site Address: www.fortlauderdale.gov/purchasing

Submission Deadline

Day/Date: THURSDAY, MARCH 25, 2010

Time: 2:00 PM EST

Location/Mail Address: City of Fort Lauderdale
City Hall
Procurement Services Department
100 N. Andrews Avenue, Room 619
Fort Lauderdale, FL 33301

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Proposals shall be submitted to the City of Fort Lauderdale, Department of Procurement Services, no later than the due date and time indicated in SECTION I – RFQ SCHEDULE. Proposals shall be delivered to the address indicated in SECTION IV – SUBMITTAL REQUIREMENTS. Submittal of proposal by fax is not acceptable.

SECTION I - RFQ SCHEDULE

Release RFQ	2/24/2010
Last Day for Questions	3/18/2010
PROPOSAL DUE DATE and TIME (Prior to 2:00 PM)	3/25/2010
Evaluation Committee Review and Short Listing of Proposals (estimated)	4/22/2010
Oral Interviews with Short-listed Firms and Selection of First Ranked Proposer (estimated)	5/6/2010
Aviation Advisory Board Recommendation to Negotiate With First Ranked Proposer (estimated)	6/6/2010
City Commission approval to negotiate With First Ranked Proposer (estimated)	7/7/2010

Upon approval from Commission to negotiate, negotiations in accordance with 287.055(5) Florida Statutes shall commence. The City reserves the right to award a contract to more than one Consultant as is in the City's best interest.

SECTION II - INTRODUCTION TO REQUEST FOR QUALIFICATIONS

- 1.1.** The City of Fort Lauderdale, FL (City), through its Department of Procurement Services invites proposals that offer to provide ENGINEERING SERVICES for **FORT LAUDERDALE EXECUTIVE AIRPORT MASTER DRAINAGE STUDY & PLAN** subject to the requirements of the Consultants' Competitive Negotiation Act (CCNA). These services are described in greater detail in SECTION III – SCOPE OF SERVICES.
- 1.2 BIDSYNC:**
THE CITY OF FORT LAUDERDALE WILL USE BIDSYNC (www.bidsync.com) to distribute this RFQ. THERE IS NO CHARGE TO PROPOSERS TO REGISTER AND DOWNLOAD THIS RFQ FROM BIDSYNC. Proposals must be submitted in a sealed envelope marked on the outside with the RFQ number to the City of Fort Lauderdale, at the address indicated in SECTION IV – SUBMITTAL REQUIREMENTS
- 1.3. INFORMATION AND CLARIFICATION**
For information concerning procedures for responding to this RFQ, technical specifications, etc., utilize the question / answer feature provided by BIDSYNC. Such contact shall be for clarification purposes only. Material changes, if any, to the scope of services or bidding procedures will only be transmitted by written addendum (See addendum section of BIDSYNC site). No variation in Scope or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the consultant has familiarized themselves with the nature and extent of the work required.
- 1.4. LOBBYIST ORDANIANCE**
Any consultant submitting a response to this solicitation is responsible for being aware of, and complying with City of Fort Lauderdale Ordinance No. 00-27, Lobbying Activities. Copies of Ordinance No. C-00-27 may be obtained from the City Clerk's Office on the 7th floor of City Hall, 100 N. Andrews Avenue, Fort Lauderdale, FL, or the ordinance may be viewed on the City's website at <http://www.fortlauderdale.gov/clerk/LobbyistDocs/lobbyistord1009.pdf> Questions concerning whether you may or may not need to comply with said ordinance, please contact the City of Fort Lauderdale City Clerk's Office at 954-828-5002.
- 1.5. AWARD OF CONTRACT**
A Contract (the "Contract" or Agreement") will be awarded in accordance Florida Statutes by the City Commission. The City reserves the right to execute or not execute, as applicable, a contract with the Consultant(s) that is determined to be in the City's best interests. Such contracts will be furnished by the City and contain certain terms as are in the City's best interests. The City reserves the right to award a contract to more than one Consultant as is in the City's best interest.
- 1.6. UNAUTHORIZED WORK**
The Successful Consultant(s) shall not begin work until a City Purchase Order or Notice to Proceed or Task Order is received.
- 1.7. INSTRUCTIONS**
Careful attention must be given to all requested items contained in this RFQ. Consultants are invited to submit responses in accordance with the requirements of this RFQ. PLEASE READ THE ENTIRE SOLICITATION BEFORE SUBMITTING A PROPOSAL. Consultants must provide a response to each requirement of the RFQ. Responses should be prepared in a concise manner with an emphasis on completeness and clarity. Consultant's notes, exceptions, and comments may be rendered on an attachment, provided the same format of this RFQ text is followed. All Proposal responses shall be submitted in a sealed envelope or package with the RFQ number and opening date clearly noted on the outside of the envelope.

1.8. CHANGES AND ALTERATIONS

Consultant may change or withdraw a Proposal at any time prior to Proposal submission deadline; however, no oral modifications will be allowed. Modifications to proposals shall not be allowed following the proposal deadline.

1.9. SUBCONSULTANTS

A Subconsultant is an individual or firm contracted by the Consultant to assist in the performance of services required under this RFQ. A Subconsultant shall be paid through Consultant and not paid directly by the City. Subconsultants are allowed by the City in the performance of the services delineated within this RFQ. Consultant must clearly reflect in its Proposal the major Subconsultant(s) to be utilized in the performance of required services. The City retains the right to accept or reject any Subconsultant proposed in the response of successful Consultant(s) or prior to contract execution. Any and all liabilities regarding the use of a Subconsultant shall be borne solely by the successful Consultant and insurance for each Subconsultant must be maintained in good standing and approved by the City throughout the duration of the Contract. Neither successful Consultant nor any of its Subconsultants are considered to be employees or agents of the City. Failure to list all Subconsultants and provide the required information may disqualify any proposed Subconsultant from performing work under this RFQ.

Consultant shall include in their responses the requested Subconsultant information and include all relevant information required of the Consultant. In addition, within five (5) working days, or at another time requested by the City, prior to commencement of negotiations, the Consultant shall provide a final list confirming the Subconsultant(s) that the successful Consultant intends to utilize in any resulting contract, if applicable. The list shall include, at a minimum, the name, and location of the place of business for each Subconsultant, the services Subconsultant will provide relative to any contract that may result from this RFQ, Subconsultants hourly rates or fees, any applicable licenses, references, ownership, and other information required of Consultant.

1.10. DISCREPANCIES, ERRORS AND OMISSIONS

Any discrepancies, errors, or ambiguities in the RFQ or addenda (if any) should be reported in writing to the City's Department of Procurement Services. Should it be necessary, a written addendum will be incorporated to the RFQ. The City will not be responsible for any oral instructions, clarifications, or other communications.

1.11. DISQUALIFICATION

The City reserves the right to disqualify responses before or after the submission date, upon evidence of collusion with intent to defraud or other illegal practices on the part of the Consultant. The City also reserves the right to waive any immaterial defect or informality in any responses, to reject any or all responses in whole or in part, or to reissue a RFQ.

1.12. RESPONSES / PROPOSAL RECEIPT

Sealed responses will be accepted in accordance with the schedule detailed on the cover of this RFQ. After that date and time, Responses will not be accepted. The Consultant shall gather all documents necessary to support its Proposal and shall include them with its Proposal. Consultants shall be responsible for the actual delivery of responses during business hours to the exact address indicated on the cover and in SECTION I – RFQ SCHEDULE of this the RFQ.

1.13. INSURANCE:

The successful Consultant(s) shall furnish to City of Fort Lauderdale, City Hall. Department of Procurement Services, 100 N. Andrews Avenue, #619, Fort Lauderdale, FL 33301, Certificate(s) of Insurance prior to contract award which indicate that insurance coverage has been obtained which meets the following requirements:

1.13. INSURANCE (cont):

I. COMMERCIAL GENERAL LIABILITY

- A. Limits of Liability
 - Bodily Injury and Property Combined Single Limit
 - Each Occurrence \$1,000,000
 - General Aggregate Limit \$2,000,000
 - Personal and Adv. Injury \$1,000,000
 - Products/Completed Operations \$1,000,000
- B. Endorsements Required
 - City of Fort Lauderdale included as an Additional Insured
 - Employees included as insured
 - Contractual Liability
 - Waiver of Subrogation
 - Premises/ Operations
 - Care, Custody and Control Exclusion Removed

II. AUTOMOBILE BUSINESS

- A. Limits of Liability
 - Bodily Injury and Property Damage Liability
 - Combined Single Limit
 - Any Auto
 - Including Hired, Borrowed or Non-Owned Autos
 - Any One Accident \$1,000,000
- B. Endorsements Required
 - City of Fort Lauderdale included as an Additional Insured
 - Employees included as insured
 - Waiver of Subrogation

III. WORKER'S COMPENSATION

- Limits of Liability
- Statutory-State of Florida.

IV. PROFESSIONAL LIABILITY/ERRORS AND OMISSIONS COVERAGE

- Combined Single Limit
- Each Occurrence \$1,000,000
- General Aggregate Limit \$1,000,000
- Deductible- not to exceed 10%

The City is required to be named as additional insured for Commercial General Liability and Automobile Business. BINDERS ARE UNACCEPTABLE. The insurance coverage required shall include those classifications, as listed in standard liability insurance manuals, which most nearly reflect the operations of the Successful Consultant(s).

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The Company must be rated no less than "A-" as to management by the latest edition of Best's Key Rating Insurance Guide or acceptance of insurance company that holds a valid Florida Certificate of Authority issued by the State of Florida, Department of Insurance, and are members of the Florida Guarantee Fund.

Certificates will indicate no modification or change in insurance shall be made without thirty (30) days written advance notice to the certificate holder.

1.13. INSURANCE (cont):

CITY RFQ NUMBER AND/OR TITLE OF RFQ SHOULD APPEAR ON EACH CERTIFICATE.

Compliance with the foregoing requirements shall not relieve the successful Consultant(s) of his liability and obligation under this section or under any other section of this Agreement.

The successful Consultant(s) shall be responsible for assuring that the insurance certificates required in conjunction with this Section remain in force for the duration of the project. If insurance certificates are scheduled to expire during the contractual period, the Successful Consultant(s) shall be responsible for submitting new or renewed insurance certificates to the City at a minimum of thirty (30) calendar days in advance of such expiration. In the event that expired certificates are not replaced with new or renewed certificates that cover the contractual period, the City shall:

- A) Suspend the Contract until such time as the new or renewed certificates are received by the City in the manner prescribed in the RFQ.
- B) The City may, at its sole discretion, terminate the Contract for cause and seek re-procurement damages from the successful Consultant(s) in conjunction with the violation of the terms and conditions of the Contract.

1.14. CONSULTANTS' COSTS

The City shall not be liable for any costs incurred by consultants in responding to this RFP.

1.15 RFQ DOCUMENTS

The consultant shall examine this RFP carefully. The submission of a proposal shall be prima facie evidence that the consultant has full knowledge of the scope, nature, and quality of the work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed. Ignorance of the requirements will not relieve the consultant from liability and obligations under the Contract.

By submitting a proposal each firm is confirming that the firm has not been placed on the convicted vendors list as described in Florida Statute §287.133 (2) (a).

The Consultant acknowledges that they have read the above information and agrees to comply with all the above RFQ requirements.

SECTION III - SCOPE OF SERVICES

The Fort Lauderdale Executive Airport (FXE) is a general aviation airport owned and operated by the City of Fort Lauderdale, and is located within the northwest corporate limits of the city of Fort Lauderdale, Broward County, Florida. The 1,050-acre site provides fueling, maintenance, and avionics services to the general aviation community. FXE has features a 200-acre Industrial Park ("Airpark") providing office, warehouse, and manufacturing space.

Following the requirements of the State of Florida's Consultants' Competitive Negotiations Act (CCNA), the City of Fort Lauderdale is looking for a professional engineering firm or team to prepare a Master Drainage Study & Plan for the Fort Lauderdale Executive Airport. The firm or team will be required to provide some or all of the following services:

- Assess the Airport's entire stormwater system performance and evaluate its capabilities to fulfill its long-term drainage needs. Identify, catalog and categorize existing airport wide stormwater problems. Drainage criteria for the airfield shall be based on the Federal Aviation Administration 5-year storm. Offsite discharges shall be governed by the South Florida Water Management District (SFWMD) criteria of a 25-year, 3-day storm event.
- Develop planning level improvement recommendations and cost estimates for existing stormwater problems. Address funding methods for the improvements based on existing or proposed funding resources.
- Review current status of the Airport's stormwater-related funding mechanisms, policies and procedures. Review current ordinances and expenditures for capital improvements (including design, project management, and construction of improvements), maintenance and operations. Make recommendations on, ordinances, project delivery strategies (including funding mechanisms, policies and procedures), maintenance and operations. Prepare a plan for scheduling, budgeting and funding a long-term implementation plan for the recommendations.
- Review existing and proposed stormwater regulatory issues that may affect the Airport and Airpark stormwater program, particularly as they relate to the City of Fort Lauderdale Municipal Separate Storm Sewer System National Pollution Discharge Elimination System (MS4 NPDES) Permit. This will include and analysis of the Airport and Airpark current Land Development Regulations to determine where changes can be made to reduce the stormwater impact of new development. Make recommendations, including funding resources to address the regulatory requirements.
- Provide recommendations to increase use and quality of stormwater captured and used for the supply and enhancement of the municipal water supply system. List projects and/or reports your firm has been involved with that involve increasing the use of stormwater in a municipal water supply system.

The Master Stormwater Drainage Study & Plan is intended to be a guide for improving the Airport and Airpark storm drainage systems performance and meeting regulatory compliance. The Master Stormwater Drainage Study & Plan will provide a preliminary schedule of prioritized capital improvements necessary to allow the Airport's stormwater systems to meet the increasing performance and regulatory demands and modernize existing systems while maintaining a high level of service.

Interested firms must demonstrate a minimum of 10 years experience in the provision of creating storm water master plans for municipalities located in geographic environments similar to that found in South Florida. This experience shall include a minimum of 10 years experience in the creating of stormwater master plans. Interested firms will be expected to demonstrate that engineering staffs to be committed to the development of the Master Stormwater Drainage Study & Plan are skilled and experienced in the referenced areas of competence and knowledgeable about current and planned regulatory requirements regarding stormwater collection and disposal.

Firms interested in responding to the Request for Qualifications (RFQ) must indicate any subconsultants that would be part of the study team.

SECTION IV - SUBMITTAL REQUIREMENTS

INSTRUCTIONS FOR SUBMITTING A RESPONSE

The following information and documents are required to be provided with Consultants response to this RFQ. Failure to do so may deem your proposal non-responsive.

Submission Requirements / Number of Copies

Proposals shall be submitted and received on or before 2:00 P.M., EST, on date indicated in SECTION I – RFQ SCHEDULE. ONE (1) original and SIX (6) copies of your proposal are to be delivered to: City of Fort Lauderdale, City Hall, Department of Procurement Services, 100 N. Andrews Avenue, Room 619, Fort Lauderdale, FL 33301. It is the sole responsibility of the Proposer to ensure the proposals are received on or before the date and time stated, in the specified number of copies and in the format stated herein or your proposal may be rejected.

CONTENTS OF QUALIFICATION STATEMENT / SUBMITTALS: (Indexed and submitted in the order listed)

The selected consultant shall demonstrate a proven track record of ENGINEERING SERVICES for MASTER DRAINAGE STUDY & PLAN services for similar projects, and shall demonstrate a thorough understanding of building practices, building ordinances and modern methods for building construction, alteration and repair. Consultants shall demonstrate where they have successfully achieved rapid implementation of similar type projects and have a history of delivering projects on time and under budget.

1. Table of Contents

The table of contents should outline in sequential order the major areas of the submittal, including enclosures. All pages must be consecutively numbered and correspond to the Table of Contents.

2. Proposal Letter / Letter of Interest

Provide a Letter on Interest indicating the project for which the firm is applying, and your firm's commitment to the project.

3. Qualifications of the Firm

Respondents must submit a **Standard Form 330** and provide any other documentation that demonstrates their ability to satisfy all of the minimum qualification requirements. Firm should be established as a legal entity in the State of Florida; document if your firm is a Minority or Woman owned Business (M/WBE); company address, phone number, fax number, E-Mail address, web site, contact person(s), etc; size of the firm, including management, technical and support staff; licenses and any other pertinent information shall be submitted. Submittals that do not contain such documentation may be deemed non-responsive.

4. Qualifications of the Project Team

Respondents must submit the **Standard Form 330** for each project. List the members of the project team including any M/WBE firms. Provide a list of the personnel to be used on each project and their qualifications. A brief resume including education, experience, licenses and any other pertinent information shall be included for each team member, for each project, including subconsultants to be assigned to each project. Provide any other documentation that demonstrates their ability to satisfy all of the minimum qualification requirements. Submittals that do not contain such documentation may be deemed non-responsive.

5. **Project Manager's Experience**

Provide a comprehensive summary of the experience and qualifications of the individual(s) who will be selected to serve as the project managers for the City. Individuals MUST have a minimum of five (5) years' experience in required discipline, and have served as project manager/construction manager on similar projects on a minimum of three previous occasions.

6. **Approach to Scope of Work**

Provide in concise narrative form, your understanding of the City's needs, goals and objectives as they relate to developing a typical South Florida municipal stormwater master plan, and your overall approach to accomplishing the project. Give an overview on your proposed vision, ideas and methodology. Describe your proposed approach to the project. As part of the project approach, the firm shall propose a scheduling methodology (time line) for effectively managing and executing the work in the optimum time. Also provide information on your firm's current workload and how this project will fit into your workload. Describe available facilities, technological capabilities and other available resources you offer for the project.

7. **References**

A minimum of three references is required. References should be of projects with similar scope as indicated for this RFQ. Information should include:

- Client Name, address, **contact person phone number and e-mail address**
- Description of work
- Year the projects were completed

8. **Minority / Women (M/WBE) Participation**

If your firm is a certified minority business enterprise (M/WBE) as defined by the Florida Small and Minority Business Assistance Act of 1985, include your certification.

If your firm is not a certified M/WBE, describe your company's previous efforts, as well as planned efforts for this project in meeting M/WBE procurement goals under Florida Statutes 287.09451

9. **Sample Insurance Certificate**

Demonstrate your firm's ability to comply with insurance requirements. Provide a previous certificate or other evidence listing Insurance Company names for Professional Liability, General Liability, Business automobile liability and the dollar amounts of the coverage.

10. **Joint Ventures**

Any firm(s) involved in a joint venture in its proposal will be evaluated individually, as each firm of the joint venture would have to stand on its own merits.

11. **Subconsultants**

Consultant must clearly reflect in its proposal any Subconsultants proposed to be utilized along with a summary of their background and qualifications. The City retains the right to accept or reject any Subconsultants proposed.

12. **Non-Collusion Statement and Bid/Proposal Signature Page**

These forms are to be completed and inserted in this section.

SECTION V - EVALUATION / SELECTION PROCESS

A Selection and Evaluation Committee consisting of design professionals and City staff will review each submission for compliance with the submission requirements of the RFQ, including verifying that each submission includes all documents required. In addition, the Committee will ascertain whether the provider is qualified to render the required services according to State regulations and the requirements of this RFQ. The consultant shall furnish the City such additional information as the City may reasonably require.

The committee will score and rank all responsive proposals and determine a minimum of three (3), firms deemed to be the most highly qualified to perform the required service, if more than three (3) proposals are responsive, to be finalists for further consideration. In the event there are less than three (3) responsive proposals, the committee will give further consideration to all responsive proposals received. The selected firms will be required to provide brief public presentations to the Committee for final recommendation ranking. The City will not be liable for any costs incurred by the consultant in connection with such presentation.

In accordance with §287.055, the Evaluation Committee shall forward their recommendation to the City Manager in rank order the response or responses of which the Evaluation Committee deems to be in the best interest of the City. The City Commission of the City of Fort Lauderdale, Florida, shall be requested to authorize staff to negotiate a contract with the first ranked consultant. Additional negotiations may occur in accordance with Florida Statutes.

EVALUATION CRITERIA

<u>CRITERIA</u>	<u>PERCENTAGE</u>
Qualifications of firm: To include years of experience, licenses, Insurance, current and previous M/WBE participation efforts, other pertinent information	25
Qualification of Project Team: To include personnel used for the project, project manager, Sub Consultants, joint ventures and M/WBE participation efforts	25
Approach to Scope of Work (including planned M/WBE participation efforts)	25
Previous Similar Projects; References	25
TOTAL	100 %

End