



CITY OF CASSELBERRY

**Request for Statement of Qualifications
RFQ P09-06**

**Architectural and Engineering Services
BIKE TRAIL DESIGN**

**CITY OF CASSELBERRY
Purchasing Department
95 Triplet Lake Drive
Casselberry, Florida 32707
(407) 262-7700**

February 11, 2009

REQUEST FOR STATEMENT OF QUALIFICATIONS – RFQ #P09-06

TO: All interested business firms, corporations, partnerships, or individuals dealing in “Architectural and Engineering Services”.

The City of Casselberry is soliciting your Statement of Qualifications for Design of approximately 2 ½ miles of Bike Trails and Related Services as specified in the Scope of Services.

RFQ’s MUST be received by 12:00 p.m. (noon local time) on Wednesday, March 4, 2009.

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.”

DISCRIMINATION: An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide 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 award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

Sealed Statements of Qualifications will be received by the City of Casselberry; Casselberry, Florida at Casselberry City Hall until March 4, 2009 at 12:00 p.m. (noon local time). Qualification Statements received after the specified time will not be considered and will be returned unopened. The time and date will be scrupulously observed.

The Statements of Qualifications will be evaluated and rated by a selection committee and short-listed to a minimum of three (3) companies.

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 waived technicalities or informalities.

Patent Indemnity – To the fullest extent permitted by law, the CONTRACTOR (OR CONSULTANT) shall indemnify, hold harmless and defend the CITY, its agents, servants, and employees, or any of them, from and against all claims, damages, losses, and expenses including, but not limited to, attorneys' fees and other legal costs such as those for paralegal, investigative, and legal support services, and the actual cost incurred for expert witness testimony, arising out of or resulting from the performance of services required under this Agreement, provided that same is caused in whole or part by the error, omission, negligent act, conduct, or misconduct of the CONTRACTOR, its agents, servants, employees, or subcontractors. In accordance with Section 725.06, Florida Statutes, adequate consideration has been provided to the CONTRACTOR for this obligation, the receipt and sufficiency of which is hereby specifically acknowledged. Nothing herein shall be deemed to affect the rights, privileges, and immunities of the CITY as set forth in Section 768.28, Florida Statutes. In claims against any person or entity indemnified under this section by an employee of CONTRACTOR or its agents or subcontractors, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Subsection shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for CONTRACTOR or its agents or subcontractors, under Workers' Compensation acts, disability benefits acts, or other employee benefit acts.

Sealed qualifications responses will be publicly opened and read aloud in the finance conference room, Casselberry City Hall at 2:00 p.m. Wednesday, March 4, 2009. 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 three (3) 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.

Contact: George Millmann
Purchasing Manager
Phone 407-262-7700 x 1142

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 born by the City.

Sincerely,



George Millmann
Purchasing Manager
City of Casselberry, Florida

CITY OF CASSELBERRY
RFQ P09-06

REQUEST FOR STATEMENT OF QUALIFICATIONS

1. Instructions

A. Submittal:

Firms interested in submitting Statement of Qualifications shall provide one (1) original, marked original, and five (5) copies of "Statement of Qualifications" in a sealed envelope marked: RFQ P9-06, Bike Trails Design, on the outside of the envelope.

Statement of Qualification may be mailed or delivered to the address below prior to March 4, 2009 at 12:00 p.m. (noon local time):

City of Casselberry
Finance Department – Purchasing
95 Triplet Lake Drive
Casselberry, FL 32707

Statement of Qualifications received after the date and time specified will be returned unopened. The City shall not be responsible for late deliveries.

B. Questions regarding Statements of Qualifications:

All technical questions or concerns regarding this Request for Qualifications must be submitted in writing to George Millmann, Purchasing Manager, City of Casselberry, 95 Triplet Lake Drive, Casselberry, Florida 32707.

C. Drug free Workplace:

All firms submitting Statement of Qualifications shall certify that the firm has a drug free workplace policy in accordance with Florida Statute 287.087. Failure to submit this certification may result in the rejection/disqualification of your firm's submittal.

D. Certification:

All firms submitting Statement of Qualifications shall be certified according to Florida State Statute 471.023 or 481.219.

All submittals must be manually and duly signed by an authorized corporate officer, principal or partner (as applicable) with a signature in full.

E. Insurance:

All Firms submitting Statements of Qualifications must be fully insured including professional liability and errors and omission insurance. Copy of insurance certificate shall be furnished to the City prior to final execution of the contract.

F. Public Records:

Upon award recommendation or ten (10) days after closing, submittals became “public records” and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the State of Qualifications and must identify the data or other materials to be protected and must state the reasons why such exclusion from public disclosure is necessary. The submission of a proposal authorizes release of your firm’s credit data to the City of Casselberry.

G. Prohibition against Contingent Fees:

It shall be unethical for a person to be retained or to retain any company or person, other than a bonafide employee working solely for the consultant, to solicit or secure this agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bonafide employee working solely for the consultant, any fee, commission, percentage, gift or other consideration contingent upon or resulting from award or making of this agreement. For the breach or violation of this provision, the City shall have the right to terminate the agreement at its sole discretion, without liability and to deduct from the agreement price or otherwise recover the full amount of such fee, commission, percentage, gift, or consideration.

H. Affirmation:

By submission of a proposal, respondent affirms that his/her submittals is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a proposal for the same services and is in all respects fair and without collision or fraud. Respondent agrees to abide by all conditions of this request for professional services and the resulting contract.

EVALUATION OF SUBMITTALS

1. **Initial Evaluation**

The City of Casselberry will appoint a committee consisting of its staff to evaluate submittals based on the “initial evaluation criteria”. Upon completing the initial evaluations, the evaluation committee will short-list no fewer than three (3) firms. The evaluation committee may hold discussions/interviews or request presentations from the short-listed firms.

2. **Evaluation Criteria**

- | | |
|--|----|
| • Similar/ past work experience related to the required services | 25 |
| • References | 15 |
| • Qualifications of the firm, resumes of key personnel and sub consultants, if any | 20 |
| • Location of Firm | 5 |
| • Current and projected workload (ability to perform in a timely manner) | 30 |
| • Financial Resources | 5 |

3. **Other Assessments**

The City reserves the right to evaluate, **prior** to making award, current financial statements, the ability to comply with required schedules, equitable distribution of contracts among qualified firms, past record of integrity and past record of performance.

CITY OF CASSELBERRY
RFQ P09-06

PROPOSAL FORMAT

The response must be submitted on 8 ½" x 11" paper, numbered, typewritten, with headings, sections, and sub sections identified appropriately and enclosed in a three (3) ring binder.

1. Required Submittals:

- A. Letter of Transmittal: This letter will summarize in a brief and concise manner, the respondent's understanding of the scope of work and make a positive commitment to perform the work in a timely manner. The letter should name all of the persons authorized to make representations for the respondent, including the titles, addresses, and telephone numbers of such persons. An authorized agent of the respondent must sign the letter of transmittal indicating the agent's title or authority.
- B. Type of Business: The respondent shall identify the type of business entity involved (e.g.; sole proprietorship, partnership, corporation, LLC etc.) The respondent shall identify whether the business entity is incorporated in Florida, another state or a foreign country.
- C. FEIN/SSN: Provide the Federal Employer identification number or Social Security number of the respondent.
- D. Principals: The respondent must name all persons or entities serving, or intending to serve as principals in the respondents firm.
- E. Corporation Information: If a respondent is a corporation, provide a current copy of certification from the Florida Secretary of State verifying respondents corporate status and good standing, and in case of out-of-state corporation, evidence of authority to do business in Florida.
- F. License Sanctions: List any regulatory or license agency sanctions.
- G. Provide a list of current litigations, outstanding judgments and liens, if any, against the firm or personnel to be assigned to this project or that have been filed in the past five (5) years.
- H. Conflict of Interest: Disclose any potential conflicts due to any other clients, contracts or property interest. Include a statement certifying that no member of your firm, ownership, management or staff has a conflict of interest.
- I. Drug Free Workplace: see form included in this package
- J. Addendum Acknowledgement: see form included in this package
- K. Completed Federal W-9 Form: See form included in this package.

2. Qualifications and Experience:

- A. Provide a brief history of the firm, including number of years in business. Indicate the location of firm's home office that will be responsible for overseeing the total operation of services.
- B. Provide a Statement of Qualifications that includes professional credentials, certifications and experience for the firm and each of the personnel who will serve the City on this project. Indicate any sub-consultants to be utilized in this project.
- C. Provide resumes of all personnel in the firm, and others, who will actually perform services under this project.
- D. Provide references for a least five (5) similar project experiences including a contact persons name, phone number and fax number. Provide a brief description of the services rendered to these clients.
- E. Explain how your firm is organized. If the firm will be using sub-consultants or partnership agreements and explain the inter-relationships between firms.
- F. Provide an organizational chart and current workload. Provide a listing of current and projected workload. Include a graph or other informational diagram/format indicating the allocated and available man-hours. Indicate ability to perform in a timely fashion and complete this project by June 30, 2009.
- G. Provide a statement reflecting the financial position of the firm and/or team.
- H. Describe your understanding of the scope of the services and the City's needs. Specialized skills that are available from your firm, special consideration and possible difficulties in completing the project as described.

ADDENDUM ACKNOWLEDGEMENT

**RFQ # P09-06
ARCHITECTURAL AND ENGINEERING SERVICES
BIKE TRAIL DESIGN**

The undersigned acknowledges receipt of the following addendum to RFQ # P09-06. (Give number and date of each)

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Failure to submit acknowledgement of any addendum issued will be cause for rejection of bid or proposal. It is the bidder's sole responsibility to verify if any addendums have been issued. Any addendums issued will be posted on the City of Casselberry website.

Company Name (please print)

Authorized Signature

CITY OF CASSELBERRY
RFQ # P09-06

ARCHITECTURAL AND ENGINEERING SERVICES
BIKE TRAIL DESIGN

DRUG FREE WORKPLACE CERTIFICATION

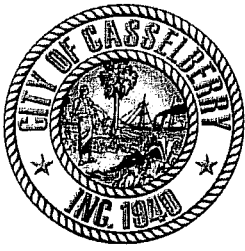
In order to have a drug-free workplace, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid/proposal a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid/proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Company Name (please print)

Authorized Signature



City of Casselberry

CASSELBERRY BIKE TRAILS – PHASE I REQUEST FOR QUALIFICATIONS

PROJECT DESCRIPTION

The City is requesting a Request for Qualifications to contract architectural engineering services for the design of Casselberry Bike Trail Phase I. This is a 2 ½ mile proposed bike trail from Kewanee Trail to connect (approximately) to the Casselberry Bike Trail Phase II near Brittany Court, in the City of Casselberry. The selected contractor will be responsible for the design through construction documents for a paved multi-use trail. The selected contractor will be responsible for developing a City-approved trail alignment, preparing design development and construction documents for the trail segments, and preparing a statement of probable construction costs.

As a Federally Funded Project, Federal Labor Standards Davis-Bacon Wage Rates shall apply. This project is funded through the Federal Highway Administration and administered through the State Department of Transportation (DOT). All Federal Labor Standards will apply.

SCOPE OF SERVICES

PART I – TRAIL PLANNING AND DESIGN

- **Project Management** – In addition to the specific services detailed below, the selected contractor shall provide services for construction management of the project including coordination with the City's representative, monitoring of the project schedule as it relates to this scope, and the timely invoicing and reporting of project progress.
- **Coordination of the Work** – The City hereby acknowledges and agrees that the selected contractor shall assume responsibility for the coordination of schedule and work produced by any subconsultants as Project Manager for the scope of this work.
- **Homeowner Coordination** – There are land owners along the proposed survey corridor. The majority of the lots are fenced and access must be granted by each owner if any of the trail easement falls within the fenced areas in order to collect the survey data detailed above. If necessary, the selected contractor will be responsible for contacting each property owner to explain the project and to gain written permission for access by the surveyors.

- **Base Sheet Preparation** – The selected contractor shall develop a site base plan based on survey data that will include boundary, topographic, utility, tree and adjacent land use data for the project site. Base plans shall be of sufficient detail to provide design services for the proposed project.
- **Design Development Plans** – Based on the approved Conceptual Master Plan, the selected contractor shall develop preliminary design of the proposed improvements and renovations. Preliminary plans shall include the following:
 1. Site Preparation plans
 2. Layout and hardscape construction plans and details
 3. Grading and drainage plans and details
 4. Signing and marking plans
 5. Landscape plans

Once utilization of easements have been resolved, the selected contractor shall provide a conceptual layout of the Bike Trail to the City. Additional submittals to the City will be at sixty percent (60%) and ninety percent (90%) completion intervals for review. With the ninety percent (90%) drawing submittal, the selected contractor will prepare and submit draft technical specifications for pertinent Division sections specific to the project.

- **Final Construction Documents** – Based on the City’s comments from the ninety percent (90%) review, the selected contractor shall prepare Final A1A Construction Documents and technical specifications.
- **Statement of Construction Costs** – Along with the preparation of the sixty percent (60%) design development plans, the selected contractor shall prepare a preliminary statement of construction costs. This will be used for evaluation of project costs relative to the budget established by the City. The statement of costs will be revised to reflect changes, if any, to the plans at the ninety percent (90%) construction plan submittal.
- **Design Reviews** – The City shall prepare a consolidated set of written review comments that will be sent to the selected contractor after each submittal (Conceptual Master Plan, 60% and 90% Construction Documents). The selected contractor will attend up to three (3) design review meetings with the City to discuss the City’s review comments. Changes agreed upon at the design review meetings will be incorporated into the subsequent plan phases.
- **Ecological Field Work** – The selected contractor’s ecologists will conduct a field assessment of the corridor and flag the extent of wetlands, if any, pursuant to the delineation methodology of state and federal regulatory agencies. The selected contractor shall include any services that may be required relating to soil analysis as it pertains to the project. In addition, the selected contractor will assess the likelihood of occurrence of wildlife listed as threatened, endangered, or species of special concern by state and federal regulatory agencies.
- **Environmental Resource Permitting** – The selected contractor and the Civil Engineer

will prepare the Environmental Resource Permit (ERP) for submittal to the St. Johns River Water Management District (SJRWMD).

- **U.S. Army Corps of Engineers Nationwide Permitting** – The selected contractor shall review wetlands within the project corridor, if any, to determine if they are subject to U.S. Army Corps of Engineers (ACOE) jurisdiction.
- **Gopher Tortoise Assessment** – The selected contractor shall determine the approximate population of gopher tortoises (*Gopherus polyphemus*) on site, and define the areas of likely suitable habitat. A one hundred percent (100%) survey will not be conducted since this final survey should be completed just prior to construction. The selected contractor shall attempt to minimize impacts to gopher tortoise burrows through adaptations of the construction plans. The selected contractor shall assume that on-site relocation will be required for five (5) or fewer tortoises, and that the Contractor who ultimately builds the trail will obtain a permit for these activities from the Florida Fish Wildlife Conservation Commission (FFWCC). Actual relocation would also be handled by the Contractor just prior to construction activities that could disturb burrows within the corridor.

PART II – PUBLIC PARTICIPATION PROGRAM

- **Public Meetings** – The selected contractor shall conduct two (2) meetings to present the design of the Casselberry Bike Trail Phase I to interested parties of the general public. The selected contractor shall organize and facilitate the meetings and prepare all necessary graphics and materials to successfully portray the design intent of the projects. The first public meeting shall be provided after the 60% construction drawing submittal. The second public meeting will be provided after the 90% construction drawing submittal. The selected contractor shall prepare a summary memorandum of the results of the meetings, review the information with the City and incorporate any necessary, City-approved changes into the plans. The City will be responsible for scheduling, advertising and arranging for all physical needs at the meeting location.

PART III – PROJECT SCHEDULE

This is a federally funded project administered through the Florida Department of Transportation (FDOT). The projected schedule deadline for design of this project is June 30, 2009. The selected contractor shall be prepared to begin work on the project immediately upon receipt of the executed Letter of Agreement. The selected contractor shall, in consultation with the City, perform its work in such a manner as to comply with an agreed upon schedule.

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/
Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ▶

☐ Exempt from backup
withholding

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign
Here

Signature of
U.S. person ▶

Date ▶

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
 2. Certify that you are not subject to backup withholding,
- or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.