



Department of Engineering
and Public Works

P.O. Box 21229

West Palm Beach, FL 33416-1229

(561) 684-4000

FAX: (561) 684-4050

www.pbcgov.com

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Board of County
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"An Equal Opportunity
Affirmative Action Employer"

Date: February 24, 2011

RE: SELECTION OF ONE FIRM FOR SERVICES ON:
ALL PLANIMETRIC AND DIGITAL ORTHO PHOTOGRAPHY
MAPPING SERVICES REQUIRED FOR PALM BEACH COUNTY'S
GEOGRAPHIC INFORMATION SYSTEM

Dear Consultant:

In accordance with the enclosed Palm Beach County Notice, Consultants interested in the above referenced project must provide the following documentation **before 4:00 p.m. on March 29, 2011**, to the Roadway Production offices:

1. Furnish one bound original with original signature, and one copy (clipped only).
 - a. Letter of Interest including Summary Table (see Table below for format)
 - b. Prime Questionnaire
 - c. Sub-Consultant Questionnaire
 - d. GSA form 330 (or GSA forms 254 and 255) for each Consultant/Sub-Consultant
 - e. Copy of SBE (Palm Beach County) and/or M/WBE certificate (State of Florida)
 - f. Copy of Disclosure Form
 - g. Prime Firms' SBE Past Participation Statement (optional)

NOTES:

1. Any firm or individual, as prime or sub-consultant, desiring to provide professional architectural, engineering, landscape architectural, or surveying and mapping services to Palm Beach County must be CCNA certified with Engineering/Public Works prior to the closing date of the RFP.
2. The last paragraph of the Prime consultant's "Letter of Interest" (LOI) must show a tabular summary (see below) of the information that is provided on the prime and sub-consultant forms. The table must be signed to confirm the accuracy of the attached information. All information for the table is derived from the signed "Questionnaires", which must accompany the Letter of Interest.

Prime/Sub-Consultant	C/SBE, C/MBE Type or C	Service Provided (Category #)	Participation (For this Project)	Fee Considered Total \$ *
PRIME, Inc. (>50%)	C/XX	Define	%	\$\$\$\$\$\$\$\$\$
SUB CONSULTANT #1	C/SBE	Define	%	\$\$\$\$\$\$\$\$\$
SUB CONSULTANT #2	C/XX	Define	%	\$\$\$\$\$\$\$\$\$

TOTAL PARTICIPATION FOR THE TEAM 100%

Signature Required, confirming that above information matches the information on attached forms:

Print _____

Sign _____

* The Fee Considered Total \$ reflects the total prior work awarded to the firm by the firm with P.B.C., and is derived from the total in Section E of the Questionnaire. C = CCNA Certified but Non-SBE/MBE firm. C/SBE = Certified CCNA /Certified SBE firm. C/XX = Certified CCNA / Certified Minority type firm.

3. The completeness and accuracy of information submitted is the responsibility of the prime consultant.
4. A Word and .pdf format copy of the RFP submittal forms are available at <http://pbcgov.com/engineering/roadwayproduction/rfps/>
5. If a certified firm does not respond to three (3) consecutive RFP's, you will be removed from the mailing list. A letter stating that your firm will not be submitting for this project is considered a response.
6. In accordance with Ordinance 2003-18, Section 5: "Cone of Silence" hereby applies and shall be in effect as of the deadline to submit the proposal, bid, or other response to a competitive solicitation.

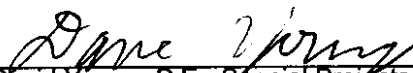


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7. Palm Beach County has established the Office of the Inspector General, Ordinance R2009-049, as may be amended. The Inspector General's authority includes but is not limited to the power to review past, present and proposed County contracts, transactions, accounts and records, to require the production of records, and audit, investigate, monitor, and inspect the activities of the contractor, its officers, agents, employees, and lobbyists in order to ensure compliance with contract specifications and detect corruption and fraud. All contractors and parties doing business with the County and receiving County funds shall fully cooperate with the Inspector General including receiving access to records relating to Bid or any resulting contract.
8. PPM CW-O-048 presents the procedure for acquisition of professional services, and is available online at:
<http://www.pbcgov.com/publicaffairs/ppm/ppmindex1.htm#Operations>.
9. Sub-Consultants providing services that were not requested in the Notice may be disregarded (for the unrequested services only).

Please contact me at 561-684-4149 with any questions or concerns.

Sincerely,


David Young, P.E., Special Projects Manager
Roadway Production Division

- Attachments (5)
1. Palm Beach County Notice (Rev. Feb07)
 2. Prime Consultant Questionnaire (Rev. Dec03)
 3. Sub-consultant Questionnaire (Rev. Dec03)
 4. Disclosure form
 5. Prime's Past SBE

PALM BEACH COUNTY
NOTICE

Pursuant to Florida Statutes 287.055, Notice is hereby given that Palm Beach County requires professional services on the following project:

SCOPE OF WORK
ALL PLANIMETRIC AND DIGITAL ORTHO PHOTOGRAPHY MAPPING SERVICES
REQUIRED FOR PALM BEACH COUNTY'S
GEOGRAPHIC INFORMATION SYSTEM

PALM BEACH COUNTY, FLORIDA.

Consultants interested in this project are required to furnish one original (bound) and one copy (unbound) of their proposal no later than 4:00 P.M., March 29, 2011, with the following:

- 1) Letter of Interest (4 pages maximum) including reference to this Notice.
- 2) GSA Forms 330 (or GSA Form 254 AND 255), to include those personnel within your firm, or sub-consultants who have expertise in the following categories:

Prime Category: 5.01, 5.03, 5.04 and 5.05 (Land surveying; geodetic surveying; aerial photography and aerial photogrammetry).

- 3) A completed Prime Consultant Questionnaire.
- 4) A completed sub-consultant questionnaire (for each consultant).

Relevant forms may be obtained by contacting the Roadway Production Division at 561/684-4150 or at <http://pbcgov.com/engineering/roadwayproduction/rfps/>

Note: In accordance with Ordinance 2003-18, Section 5: "**Cone of Silence**" hereby applies and shall be in effect as of the deadline to submit the proposal, bid, or other response to a competitive solicitation, and is defined as the prohibition on any communication, except for written correspondence, regarding a particular Request for Proposal, Request for Qualification, bid, or any other competitive solicitation between any person or person's representative seeking an award from such competitive solicitation, and/or any County Commissioner or Commissioner's staff, or any employee authorized to act on behalf of the Commission to award a particular contract and shall terminate at the time the Board, or a County Department authorized to act on behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action which end the solicitation.

The proposals should be sent to:

David Young, P.E.
Special Projects Manager
Engineering & Public Works Department
Roadway Production Division
2300 N. Jog Road, 3rd Floor – West Wing
West Palm Beach, FL 33411-2745

Additional technical information pertaining to this project may be obtained by contacting Palm Beach County's Information Systems Services, **Kelly Ratchinsky, Countywide GIS Coordinator at 561/355-3958.**

Pursuant to the Palm Beach County Code Section 2-80-21 – 2-80-34, the County will provide contracting opportunities for SBEs and also desires to provide contracting opportunities for M/WBEs in the area of professional services pursuant to Section 287.055, Florida Statutes, as amended known as the "Consultant's Competitive Negotiation Act" (CCNA). The SBE goal for this project is a minimum of 15% participation.

Additional information pertaining to this project can be obtained from the Engineering & Public Works Department, Roadway Production Division at 561/684-4150 or at <http://pbcgov.com/engineering/roadwayproduction/rfps/>

In addition, any firm or individual, as a prime consultant or as a sub-consultant, desiring to provide professional architectural, engineering, landscape architectural, or surveying and mapping services to Palm Beach County must first be CCNA certified **with the Engineering and Public Works Department** as qualified pursuant to law, and in accordance with the most recent administrative procedures for awarding of consulting contracts adopted by Palm Beach County.

In accordance with F.S. 287.133 (2) (a), persons and affiliates who have been placed on the convicted vendor list may not submit bids, contract with or perform work (as a contractor, supplier, subcontractor or consultant) with any public entity (i.e. Palm Beach County) in excess of Ten Thousand Dollars (or such other amount as may be hereafter established by the Florida Division of Purchasing in accordance with F.S. 287.017) for a period of 36 months from the date of being placed on the convicted vendor list.

This Notice given this 27th day of February, 2011.

PALM BEACH COUNTY ENGINEERING & PUBLIC WORKS DEPT.

BY: 

Tanya N. McConnell, P.E.
Deputy County Engineer
Engineering and Public Works Department

PUBLISH: **THE PALM BEACH POST**
SUNDAY: **February 27, 2011**
March 6, 2011

PRIME CONSULTANT QUALIFICATION QUESTIONNAIRE

THE DETAILED DATA REQUESTED HERE MUST BE SUBMITTED IN THIS FORMAT ONLY.
USE AS MANY PAGES AS NEEDED TO PROVIDE THE FOLLOWING REQUIRED INFORMATION:

PRIME CONSULTANT

A. FIRM NAME: _____
OFFICE LOCATION: _____
Address _____
CONTACT PERSON: _____ TITLE: _____
CONTACT PERSON E-MAIL: _____
TELEPHONE NUMBER: _____ FAX NUMBER: _____ NO. OF EMPLOYEES _____

The undersigned intends to perform work in connection with the above project as (check one):

_____ an individual _____ a corporation _____ a partnership _____ a joint venture

B. PALM BEACH COUNTY CERTIFIED SBE OR M/WBE * : _____ YES _____ NO If YES, Check all that apply:

* MBE: _____ BL _____ H _____ WBE _____ O(Other)
* SBE : _____ BL _____ H _____ WBE _____ O(Other) _____ White Male

* ATTACH APPLICABLE COPY OF NOTICE OF PALM BEACH COUNTY SBE OR M/WBE CERTIFICATION

C. STAFF PERSONNEL (TO BE COMPLETED BY NON M/WBE FIRMS):

LIST ALL MINORITY/WOMEN PERSONNEL WHO WILL BE ASSIGNED TO THIS PROJECT BY STATING TITLE/RANK, EMPLOYMENT STATUS, AND THEIR PERCENTAGE PARTICIPATION.

JOB TITLE	PART/FULL TIME	MINORITY DESIGNATION	PARTICIPATION %
1.			
2.			
3.			
4.			

D. 1. PRIME'S "TOTAL PROJECT PARTICIPATION" (2 + 3) : _____ %

(Note: If sub-consultants are included line 1 must be less than 100%)

2. PRIME'S "TOTAL PROJECT PARTICIPATION" performed in Palm Beach County office(s) _____ %

3. PRIME'S "TOTAL PROJECT PARTICIPATION" performed outside of Palm Beach County office(s) _____ %

(Note: Line 2 plus Line 3 must equal Line 1)

E. DOLLAR VOLUME AWARD:

LIST ALL PROJECTS WITH ASSOCIATED CONTRACT AND SUPPLEMENTAL FEES AWARDED BY PB CO BOARD OF COMMISSIONERS IN THE FISCAL YEARS INDICATED.

FY PERIOD	**ADJ FEE	FACTOR	FEE CONSIDERED
(1) Current Fiscal Year: (OCT 1 - Sept. 30)	X	1.00	_____
(2) Previous Fiscal Year:(OCT 1 - Sept. 30)	X	0.75	_____
(3) Fiscal Year Once Removed: (OCT 1 - Sept. 30)	X	0.50	_____
(4) Fiscal Year Twice Removed:(OCT 1 - Sept. 30)	X	0.25	_____

TOTAL: _____

** PALM BEACH COUNTY FEES RENDERED TO CONSULTANT, MINUS FEES SUBCONTRACTED OUT BY CONSULTANT TO SUB-CONSULTANT. FEES FOR WHICH THE CONSULTANT IS A SUB-CONSULTANT SHALL BE INCLUDED.

XX

Project Name: All Planimetric and Digital Ortho Photography Mapping Services

Project No.: On A Task Order Basis

PALM BEACH COUNTY ENGINEERING & PUBLIC WORKS
ROADWAY PRODUCTION DIVISION
2300 N. JOG ROAD, 3RD FLOOR - WEST WING
WEST PALM BEACH, FL 33411

CONSULTANT FIRM

SIGNATURE

TITLE & DATE

XX

Rev. Dec03

F:\ROADWAY\CCNA\Annuals\GIS\2011\PRIME QUESTIONNAIRE.doc

SUB-CONSULTANT QUALIFICATION QUESTIONNAIRE

THE DETAILED DATA REQUESTED HERE MUST BE SUBMITTED IN THIS FORMAT ONLY.
USE AS MANY PAGES AS NEEDED TO PROVIDE THE FOLLOWING REQUIRED INFORMATION:

SUB-CONSULTANT

A. FIRM NAME: _____
OFFICE LOCATION: _____
Address _____
CONTACT PERSON: _____ TITLE: _____
CONTACT PERSON EMAIL: _____
TELEPHONE NUMBER: _____ FAX NUMBER: _____ NO. OF EMPLOYEES _____

The undersigned intends to perform work in connection with the above project as (check one):

_____ an individual _____ a corporation _____ a partnership _____ a joint venture

B. PALM BEACH COUNTY CERTIFIED SBE OR M/WBE * : _____ YES _____ NO If YES, Check all that apply:

* MBE: _____ BL _____ H _____ WBE _____ O(Other)

* SBE : _____ BL _____ H _____ WBE _____ O(Other) _____ White Male

* ATTACH APPLICABLE COPY OF NOTICE OF PALM BEACH COUNTY SBE OR M/WBE CERTIFICATION

C. STAFF PERSONNEL (TO BE COMPLETED BY NON M/WBE FIRMS):

LIST ALL MINORITY/WOMEN PERSONNEL WHO WILL BE ASSIGNED TO THIS PROJECT BY STATING TITLE/RANK, EMPLOYMENT STATUS, AND THEIR PERCENTAGE PARTICIPATION.

JOB TITLE	PART/FULL TIME	MINORITY DESIGNATION	PARTICIPATION %
1.			
2.			
3.			
4.			

D. 1. SUB-CONSULTANT'S "TOTAL PROJECT PARTICIPATION" (2 + 3) : _____ %
(Note: Line 1 shall reflect the ACTUAL % and must be less than 100%)
2. SUB-CONSULTANT'S "TOTAL PROJECT PARTICIPATION" performed in Palm Beach County office(s) _____ %
3. SUB-CONSULTANT'S "TOTAL PROJECT PARTICIPATION" performed outside of Palm Beach County office(s) _____ %
(Note: Line 2 plus Line 3 must equal Line 1)

E. DOLLAR VOLUME AWARD :

LIST ALL PROJECTS WITH ASSOCIATED CONTRACT AND SUPPLEMENTAL FEES AWARDED BY PB CO BOARD OF COMMISSIONERS IN THE FISCAL YEARS INDICATED.

FY PERIOD	**ADJ FEE FACTOR	FEE CONSIDERED
(1) Current Fiscal Year: (OCT 1 - Sept. 30)	X 1.00	_____
(2) Previous Fiscal Year:(OCT 1 - Sept. 30)	X 0.75	_____
(3) Fiscal Year Once Removed: (OCT 1 - Sept. 30)	X 0.50	_____
(4) Fiscal Year Twice Removed:(OCT 1 - Sept. 30)	X 0.25	_____

TOTAL: _____

** PALM BEACH COUNTY FEES RENDERED TO CONSULTANT, MINUS FEES SUBCONTRACTED OUT BY CONSULTANT TO SUB-CONSULTANT. FEES FOR WHICH THE CONSULTANT IS A SUB-CONSULTANT SHALL BE INCLUDED.

XX

Project Name: All Planimetric and Digital Ortho Photography Mapping Services

Project No.: On A Task Order Basis

PALM BEACH COUNTY ENGINEERING & PUBLIC WORKS
ROADWAY PRODUCTION DIVISION
2300 N. JOG ROAD, 3RD FLOOR - WEST WING
WEST PALM BEACH, FL 33411

CONSULTANT FIRM

SIGNATURE

DATE

TITLE

XX

Rev. Dec03

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CONFLICT OF INTEREST DISCLOSURE FORM

Project Name: All Planimetric and Digital Ortho Photography Mapping Services

Project No.: On A Task Order Basis

CONSULTANT represents that it presently has no interest, either direct or indirect, which would or could conflict in any manner with the performance of services for the County, except as follows:

(Attach additional sheets as needed.)

CONSULTANT further represents that no person having any interest shall be employed for said performance. By signing below, CONSULTANT certifies that the information contained herein is true and correct and constitutes all current potential conflicts of interest which may influence or appear to influence CONSULTANT'S judgment or quality of services being provided to the County.

CONSULTANT shall promptly notify the COUNTY in writing by certified mail of all potential conflicts of interest that may arise in the future through any prospective business association, interest or other circumstance which may influence or appear to influence CONSULTANT'S judgment or quality of services being provided to the County. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that CONSULTANT may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute an unacceptable conflict of interest if entered into by the CONSULTANT.

If, in the sole opinion of the COUNTY, the prospective business association, interest or circumstance of CONSULTANT would constitute an unacceptable conflict of interest to the COUNTY, the COUNTY shall so state in the notification and the CONSULTANT shall not enter into said association, interest or circumstance.

THIS DISCLOSURE is submitted by _____, as
(Name of Individual)
_____, of _____
(Title/Position) (Firm Name of CONSULTANT)

who hereby certifies that the information stated above is true and correct. Further, it is hereby acknowledged that any misrepresentation by the Consultant on this Disclosure is considered an unethical business practice and is grounds for sanctions against future County business with the Consultant.

(Signature)

(Date)

At the option of the Department for whose project the Selection is being made, the following form may be included in the RFP or RFQ to assist in the evaluation of the prime firms' demonstrated past performance in meeting committed SBE participation:

PRIME FIRMS' SBE PAST PARTICIPATION STATEMENT

<u>County Contracts Completed (Prior 12 months)</u>	<u>SBE and/or M/WBE Participation Committed (%)</u>	<u>Achieved (%)</u>

For any County contracts completed in the prior 12 months that did not meet the committed SBE participation, an explanation for the shortfall may be provided below. Please note that submittal of this form is optional.

Firm Name

Name of Individual

Signature

Date

Instructions for completing RFP Submittal

Letter of Interest:

1. The last paragraph must show a summary table (see RFP letter for format) and include the following information.
 - a.) **Prime/Sub-Consultant Name**
 - b.) **Type of Certification**
 1. **C/SBE** = Certify PBC CCNA and PBC Small Business Enterprise.
 2. **C/MBE** = Certify PBC CCNA and Minority Business Enterprise.
 3. **C** = Certified PBC CCNA (only)
 4. **N/A** = Non-Certified firm
 - c.) **Service Provided (Category #)**
 - d.) **Participation (for this project)** – The percent participation must match the percent participation in section “D.1” of the Prime or Sub-consultant Questionnaire. Also, the total participation of the team must equal 100%.
 - e.) **Fee Considered Total** – The fees awarded to the firm by Palm Beach County in the last four year. For your convenience this information can be found on the web at http://pbcgov.com/engineering/roadwayproduction/pdf/Consid_Fees.pdf Please note that firms not found in the website have no fees considered for the four year period.
 - f.) **Signature**

Prime Consultant Questionnaire and/or Sub-Consultant Questionnaire:

1. **Firm Contact information** (Section A)
 - a.) Name
 - b.) Location of Office
 - c.) Contact Person, Title, E-mail Address, Telephone and Fax Number
(all notification will be sent to the contact person)
2. **Type of SBE or M/WBE certification** (Section B)
3. **Staff Personnel** - Completed only by non-SBE/MWBE firms (Section C)
4. **Project Participation** (Section D)
 - a.) **Total Project Participation** – Percentage of work the firm, as part of the team, will be contributing to the project. This information must match the information in the Letter of Interest Summary Table.
5. **Dollar Volume Award -Fees Considered** (Section E)
 - a.) The fees awarded to the firm by Palm Beach County in the last four years. For your convenience this information can be found on the web at http://pbcgov.com/engineering/roadwayproduction/pdf/Consid_Fees.pdf Please note that firms not found in the website have no fees considered for the four year period.
6. **Project Name and Number**

7. Firms Information

- a.) **Consultant Name**
- b.) **Signature of representative**
- c.) **Title of representative and date**

Additional Requirements

- 1. **Copy of SBE or M/WBE Certificate**
- 2. **GSA forms 330 or GSA forms 254 and 255**
- 3. **Copy of Disclosure Form**

Contact Information

If additional assistance is needed in completing the forms, please contact:

Jorge Hernandez
(561) 684-4192
(561) 684-4166 (fax)
Jhernand@pbcgov.com

David Young
(561) 684-4149
(561) 684-4166 (fax)
Dlyoung@pbcgov.com

NOTICE TO CONSULTANTS

1. In accordance with *Ordinance 2003-18, Section 5: "Cone of Silence"* hereby applies and shall be in effect as of the deadline to submit the proposal, bid, or other response to a competitive solicitation, and is defined as the prohibition on any communication, except for written correspondence, regarding a particular Request for Proposal, Request for Qualification, bid, or any other competitive solicitation between any person or person's representative seeking an award from such competitive solicitation, and/or any County Commissioner or Commissioner's staff, or any employee authorized to act on behalf of the Commission to award a particular contract and shall terminate at the time the Board, or a County Department authorized to act on behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action which end the solicitation process.
2. The County is asking consultants to complete a **"Disclosure Form"** to identify any current client, project, service or business interest or association, direct or indirect, which conflicts or potentially conflicts in any manner with the performance of the services requested by the County. Potential conflicts of interest include any business or personal interest or association of the consultant firm, sub-consultant(s) firm, and employees thereof, which may influence or appear to influence the judgment or quality of services being provided to the County. Upon review of the Disclosure Form, it will be determined whether any of the disclosed potential conflicts of interest are of such a magnitude that the County cannot contract with the consultant for the desired services. If the potential conflicts of interest are not of such a magnitude, the consultant shall receive a letter from the County waiving those particular conflicts, with any conditions necessary to preserve the waiver. Upon receipt of the waiver letter and compliance with any conditions imposed thereby, the consultant may proceed to contract with the County for the desired services.
3. Please be advised, that if you do not respond to three (3) consecutive notices to professional services request for proposal's (RFP), your firm will be removed from our mailing list.

A response is considered if:
 - a.) You submit a letter of interest package (RFP); or
 - b.) You submit a letter of notification that you will not be submitting an RFP package, but wish to remain on the Notification list.
4. Any services included in a proposal which were not requested in Item #2 (Prime category and subcategory) of the Notice, will not be considered. Points awarded for Location, SBE and/or M/WBE participation, and Volume of Work will be established based upon requested services only.

NOTICE OF SBE-M/WBE POINT CALCULATION CHANGES

Be advised of the changes in the SBE-M/WBE point allocation for percentage of work assigned to SBE-M/WBE firms. For a complete breakdown of the SBE-M/WBE points calculation, please refer to the following link.

<http://www.co.palm-beach.fl.us/publicaffairs/ppm/pdf/cw-o-048attachments.pdf>

Please refer any questions to:

David L. Young, P.E.
Special Projects Manager
(561) 684-4150
(561) 684-4166 (fax)
Dlyoung@pbcgov.com