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**LEGAL AD
CITY OF OVIEDO, FLORIDA
RFQ NO. 10-23**

**Request for Qualifications (RFQ)
Professional Engineering Services**

The City of Oviedo is seeking qualifications from individuals or firms interested in providing Professional Engineering Services to the City on an ongoing basis pursuant to the Consultants Competitive Negotiation Act, Florida Statutes 287.055. The RFQ guideline package will be available through DemandStar.com at 1-800-711-1712 or www.demandstar.com, document number 1023. RFQs are due on or before 2:00 p.m. January 4, 2011 to the Purchasing Office, 400 Alexandria Boulevard, Oviedo, Florida 32765.

The City of Oviedo reserves the right to accept or reject any and all submittals, to waive informalities, and to re-advertise as may be determined to be in the interest of the City of Oviedo. The City accepts no responsibility for any submittal not reaching the prescribed delivery point within the time period stipulated.

End of Advertisement

Publish One Time: Sunday, December 12, 2010

**CITY OF OVIEDO, FLORIDA
REQUEST FOR QUALIFICATIONS NO. 10-23
PROFESSIONAL ENGINEERING SERVICES**

**GUIDELINES FOR SUBMITTING QUALIFICATIONS FOR
PROFESSIONAL ENGINEERING SERVICES**

1. INTRODUCTION:

The City of Oviedo is seeking the services of individuals or firms interested in providing for Professional Engineering Services within the City of Oviedo. It is anticipated that a minimum of three individuals or firms may be selected for a contract period of one year, with the possibility of two one-year extensions. During this period, the City of Oviedo shall reserve the right to seek qualifications and/or proposals from other individuals or firms for specialized projects, as deemed to be in the best interest of the City of Oviedo.

2. SCOPE OF SERVICES:

To include all items related to Professional Engineering Evaluation, Design and Construction Inspection Services such as, environmental, geotechnical, utilities, roadways, storm drainage, engineering cost estimating, construction engineering and inspection, plat review, and site development review.

3. ANTICIPATED RFQ TIMETABLE

a)	Release of Request For Qualifications	12/12/2010
b)	Deadline for Written Questions	12/22/2010
c)	Proposal Due Date	1/4/2011
d)	Evaluation of Proposals and Short Listings Completed	1/21/2011
e)	Staff Recommendation and Anticipated Award by City Council	2/07/2011

All dates are tentative. The City reserves the right to change scheduled dates.

4. EFFECTIVENESS AND DURATION

The agreement(s) resulting from this solicitation is for the items and work described in this proposal document. Either party may cancel this agreement, either in whole or in part, by giving at least thirty (30) days prior notice in writing.

5. EFFECTIVE PERIOD OF PROPOSALS

All proposals must state the period for which the proposal shall remain in effect. Such period shall not be less than 120 days from the proposal date.

6. RIGHT OF REJECTION BY THE CITY

Notwithstanding other provisions of this RFQ, the City reserves the right to award this contract to the firm that best meets the requirements of the City. Further, the City reserves the right to reject any or all proposals prior to execution of the contract, with no penalty to the City.

7. CONTRACT NEGOTIATIONS

After the ranking is completed, the City will attempt to negotiate an agreement with at least the top three (3) ranked firms or individuals which will be in the best interests of the City. The agreement will cover all aspects of the scope of services as described herein. If no agreement is reached with the top three (3) ranked firms or individuals, negotiations will be terminated and initiated with the next-ranked firm or individual, and so on, until an agreement is reached. All successful proposers shall be required to execute an agreement providing that all plans, drawings, reports, and specifications that result from firm or individual's services shall become the property of the City.

The City reserves the right before awarding the contract, to require a firm or individual to submit such evidence of its qualifications as it may deem necessary. The City shall be the sole judge of the competency of the firm or individual. Upon the successful negotiations of an agreement, a formal contract will be prepared and executed by both parties.

8. AWARD OF CONTRACT

The proposer to whom a contract is awarded shall be required to enter into a written contract with the City in a form approved by legal counsel for the City. This RFQ and the submitted proposal, or any part thereof, may be incorporated into and made a part of the final contract. The City reserves the right to negotiate the terms and conditions of the contract with the selected proposer. For informational purposes, a sample of the City of Oviedo's Professional Services Contract is attached hereto as Exhibit A.

9. CONTRACT TERM

It is the intent to award a contract for an initial one (1) year period with two (2) automatic one (1) year renewals for a total of three (3) years.

10. QUESTIONS

All questions concerning this RFQ shall be submitted in writing only to the name and address below before December 22, 2010 at 10:00 a.m. All responses to questions will be in the form of an addendum that will be distributed to all vendors listed as receiving a proposal package after the question deadline.

Barbara Taylor, Purchasing Agent
City of Oviedo
400 Alexandria Blvd., 1st Floor

Oviedo, Florida 32765

Fax number: 407-971-5806 / E-mail: btaylor@cityofoviedo.net

Contact made with any other employee of, and/or elected city officials of the City of Oviedo regarding this RFQ will be grounds for the rejection of the contacting individual/firm submittal.

11. SUBMITTAL OF PROPOSAL

All firms submitting a proposal will need to submit one (1) marked original, three (3) copies, and one (1) CD of their documents in a sealed package. The left front of the package shall read:

Request for Qualifications to Provide Engineering Services

RFQ # 10-23

Due Date: January 4, 2011

Time: 2:00 p.m.

Company Name and Address

Documents need to be mailed or hand delivered to:

Barbara Taylor, Purchasing Agent

City of Oviedo

400 Alexandria Blvd., 1st Floor

Oviedo, Florida 32765

All documents will need to be delivered to or received in the mail by the due date and time. Any document submitted or received after this date and time shall not be considered and will be returned to the sender unopened. The City takes no responsibility for late mail or late delivery service.

12. INFORMATION TO BE INCLUDED IN THE SUBMITTED PROPOSAL

In order to maintain comparability and facilitate the review process, it is requested that proposals be organized in the manner specified below providing separate sections as delineated. Include all information requested herein in your proposal.

- A. Title Page: Include RFQ Number, subject, and the name of the proposer, address, telephone number, e-mail address and the date.
- B. Table of Contents: Include a clear identification of the material by section and by page number.
- C. Letter of Transmittal: Include the names of the person(s) authorized to sign contract documents and make representations for the proposer. List titles, addresses, telephone numbers, e-mail addresses and location of office that will providing services.
- D. Letter of Interest: Please limit to two pages.

- E. Professional Licenses and Certifications: Organizational/proposed staff charts. Include copies of all professional licenses and/or certifications.
- F. Required Forms:
1. Statement of Insurance Compliance Form
 2. Non-Collusion Affidavit of Proposer
 3. Conflict of Interest Statement
 4. Disputes Disclosure Form
 5. Drug Free Workplace Certification Form
- G. Acknowledgement of Addenda: Indicate acknowledgement of addenda, if any.
- H. Minimum Eligibility: In order to be considered for award and to be further evaluated, proposer must meet or exceed the following criteria.
1. Must be registered professional within the State of Florida.
 2. Firm or individual must have a minimum of five (5) years experience in requested area of practice.
 3. Must have prior Government Consultant experience
- I. Experience and Qualifications of the Proposer:
1. State what other or former name(s) the proposer is currently operating under or has operated under.
 2. Executive Summary – submit a brief abstract, of no more than three pages, stating the proposer’s understanding of the nature and scope of the services to be provided.
 3. Organizational Profile – submit detailed responses to the following:
 - a. Size of organization
 - b. Number of years in business, including operation under other firm names, providing services similar to those described herein.
 - c. Number of years in business in the State of Florida
 - d. Resumes of individuals that will have direct role in the performance and supervision of contract.
 - e. Listing of recent projects which are similar to the requirements and scope.
- J. References: Submit at least five references, preferably municipal clients, for which proposer has performed (or is currently performing) work similar in nature and size as described herein. For each reference, submit the following:
1. Client Name
 2. Contact Information, including telephone number and email addresses
 3. Abstract of project(s) completed or currently under contract
- K. Financial Capacity: Provide a copy of the firm’s most recent audited financial statement.
- L. Scope of Services Provided: Clearly describe how the proposer will accomplish the Services as outlined in the Scope of Services. Define the specific project approach and

how similar projects were managed in the past. Speak to specific staff experience with prior municipal project experience where possible. The minimum response must provide clear and detailed responses to the following:

1. Proposed Methodology: Describe in detail how proposer plans to provide the required services. Provide detailed responses to the following:
 - a. Proposer's Procedures – describe the approach to the service and the responsibilities of the management and staff personnel that will perform the work. Describe the method employed to ensure prompt service, customer satisfaction, prompt complaint resolution, effective employee performance and training, and timely initiation and completion of all work.
 - b. Coordination and Communication – provide detailed information on how proposer will coordinate the completion of required service. Provide detailed information on how proposer will communicate with assigned City personnel prior to, during and after job commencement.
 - c. Reporting – provide detail examples of reports and data that will be provided.
 - d. Additional Services – describe any additional services that the proposer is able to provide with relation to the scope of this RFQ.

- M. Sub-consultants: Provide a list of all sub-consultants, if any, which may be used in the performance of this contract. List what services will be provided, firm location, and anticipated frequency of use.

13. EVALUATION PROCESS

A team of City Employees will evaluate and rank each submittal based on required information as outlined herein. A ranked short list will be presented to City Council for approval.

Evaluation factors are based on the abilities of the proposer to efficiently perform the services as outlined in this Request for Qualifications. The City will be seeking to identify the submittal(s) which will best meet the needs of the City of Oviedo as determined from the responses to this Request for Qualifications.

A selected group of proposers may be required to make an oral presentation to the Selection Committee. Such presentation will provide an opportunity for the proposers to clarify the information provided in their RFQ. Oral presentations, if any, will be considered in conjunction with submitted data by the Selection Committee. The Selection Committee will present its recommendation to the City Council, which has the authority to make the final determination and award contracts.

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 evaluation process to determine the successful respondent(s). The evaluation criteria may be modified for the oral presentation portion of the evaluation.

Evaluation Criteria	Maximum Points
Work History & Ability to Perform Tasks ▪ Prior public sector experience (0-20 points) ▪ Related work experience (0-15 points) ▪ References and past performance (0-10 points) ▪ Awareness of public input/concerns (0-5 points)	50
Staffing and Equipment – ▪ Location of firm or office from Oviedo (0-10 points) ▪ Availability of staff (0-5 points) ▪ Adequacy of staffing levels/crews (0-5 points)	20
Administrative & Staff Experience – ▪ Quality, ability & work history of key personnel (0-10 points) ▪ Years of Experience of key personnel (0-10 points) ▪ Conformance to RFQ submittal requirements (0-5 points) ▪ Innovative Service Approach (0-5 points)	30
Total Points	100

14. LEGAL REQUIREMENTS

All Federal, State, County and Local Laws, Ordinances, Rules and Regulations that in any manner affect this RFQ herein apply. Lack of knowledge by the submitting firms will in no way be cause for relief from responsibility.

END OF SECTION

CITY OF OVIEDO
STANDARD INSURANCE REQUIREMENTS

The selected Firm or Individual for all Bids, Requests for Qualifications (RFQ), and Requests for Proposals (RFP) will be required to name the City as an additional name insured with the following minimum coverages.

- A. Workers Compensation** shall be maintained by the selected firm or individuals for all employees engaged in the work under this Bid, RFQ, or RFP in accordance with the laws of the State of Florida. Employer's Liability Insurance shall be maintained by the selected firm or individual at limits not less than the following.

\$100,000 Each Accident
\$100,000 Disease Each Employee
\$500,000 Disease Aggregate

- B. Comprehensive General Liability Insurance** shall be maintained by the selected firm or individual with limits not less than the following:

\$1,000,000 Bodily Injury & Property Damage-each occurrence
\$1,000,000 Personal & Advertising Injury-each occurrence
\$2,000,000 General Aggregate
\$2,000,000 Products/Completed Operations Aggregates limit
\$ 5,000 Medical Payments
\$ 100,000 Fire Damage Legal Liability

Coverage shall include Contractual Liability and Independent Contractors Liability.

- C. Automobile Liability Insurance** shall be maintained by the selected firm or individual with a combined single limit of not less than \$1,000,000 Bodily Injury and Property Damage in accordance with the laws of the State of Florida, as to the ownership, maintenance, and use of all owned, non-owned, lease or hired vehicles.
- D. Professional Liability Insurance** shall be maintained by the selected firm or individual with a combined single limit of not less than \$1,000,000, protecting the selected firm against claims of the City for negligence, errors, mistakes, or omissions in the performance of services to be performed and furnished by the selected firm or individual.
- E. Other Required Insurance Coverage** is needed where unusual operations are necessary to complete the work, such as Longshoremen and Harbor Workers Exposures, use of aircraft or watercraft, use of explosives, or any other high risk circumstances. No aircraft, watercraft, or explosives shall be used without the express advance written approval of the City.

All insurance minimum coverages extend to any subcontractor. The General Contractor is responsible for all sub-contractors.

END OF SECTION

STATEMENT OF INSURANCE COMPLIANCE

The undersigned agrees to obtain prior to award, if selected, Professional Liability, General Liability, Automobile Liability, and Worker's Compensation coverages in accordance with the requirements as set forth in the Invitation for Proposal, Invitation to Bid, or Invitation for Qualifications, or draft agreement, attached hereto.

Policies other than State Issued Worker's Compensation shall be issued only by companies authorized by maintaining certificates of authority issued to the companies by the Department of Insurance of the State of Florida to conduct business in the State of Florida and which maintain a Rating of "A" or better and a Financial Size category of "VII" or better according to the A.M. Best Company. Policies for Worker's Compensation may be issued by companies authorized as a group self-insurer by F.S. 440.57, Florida Statutes.

PROPOSER/BIDDER

AUTHORIZED SIGNATURE

OFFICER TITLE

DATE

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.

END OF SECTION

NON-COLLUSION AFFIDAVIT OF BIDDER

STATE OF _____

COUNTY OF _____

_____, being duly sworn, deposes and says that:

1. He/She is _____ of _____ the bidder
Title Company Name
that has submitted the attached bid or Request for Qualifications;
2. He/She is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;
3. Such Bid is genuine and is not a collusive or sham bid;
4. Neither the said bidder nor any of its officers, partners, owners, agents, representative, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other bidder, firm or person to submit a collusive or sham bid in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm, or person to fix the price or prices in the attached bid or any other bidder or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Oviedo, Florida or any person interested in the proposed Contract; and
5. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

SIGNED _____

TITLE _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____ 2011.

Notary Public, State of Florida

My Commission Expires: _____

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.

END OF SECTION

DISPUTES DISCLOSURE FORM

Answer the following questions by placing an "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulation or any other regulatory agency or professional association within the last five (5) years?

YES _____ NO _____

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?

YES _____ NO _____

Has your firm had against it or filed any requests for equitable adjustment, contract claims, bid protests, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

YES _____ NO _____

If yes, state the nature of the request for equitable adjustment, contract claim, litigation or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this Request for Qualifications, # 10-23, Professional Engineering Services.

_____	_____
Firm	Date

_____	_____
Authorized Signature and Title	Printed or Typed Name and Title

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

END OF SECTION

DRUG-FREE WORKPLACE CERTIFICATION FORM

IDENTICAL TIE BIDS-In accordance with Florida State Statutes Section 287.087, preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, 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 under the bid a copy of the statement specified in subsection 1 above.
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, 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 to whom is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this entire section.

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

Authorized Signature and Title

Date: _____

Print Name and Title

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.
END OF SECTION**