



REQUEST FOR
LETTERS OF INTEREST
H-54-09

PROFESSIONAL ENGINEERING AND
ARCHITECTURAL SERVICES FOR
PARK IMPROVEMENTS IN PALM AIRE

RLI OPENING: SEPTEMBER 30, 2009, 2:00 P.M.
PURCHASING OFFICE
1190 N.E. 3RD AVENUE, BUILDING C (Front)
POMPANO BEACH, FLORIDA 33060



September 11, 2009

CITY OF POMPANO BEACH, FLORIDA

REQUEST FOR LETTERS OF INTEREST

H-54-09

Pursuant to Florida Statutes, Chapter 287.055(2)(g) (Consultants Competitive Negotiations Act), the City of Pompano Beach, Florida invites qualified engineering firms to submit Letters of Interest, qualifications and experience for consideration to provide:

**PROFESSIONAL ENGINEERING AND ARCHITECTURAL DESIGN SERVICES FOR
PARK IMPROVEMENTS IN PALM AIRE**

The City intends, via this RLI, to issue a single contract to an engineering and/or architectural firm to provide professional engineering and architectural services to the City for park improvements for a City owned property in Palm Aire. The property is approximately 5 acres in size and is located at 3500 Palm Aire Drive West. Park improvements may include but are not limited to refurbishing tennis courts, basketball and handball courts, playground area, pavilion, restroom facilities, parking, drainage improvements, landscaping, irrigation and lighting. The project is estimated to cost in excess of \$1,000,000.

The scope of services for this project may include, but are not limited to the following:

- Prepare preliminary design reports and/or design alternative recommendations. This may include various types of modeling, surveying and field data analysis.
- Attendance at meetings and presentation to various Boards, Committees, Associations and/or elected officials.
- Prepare all required bidding/construction documents for the project. This may include the preparation of surveys, design plans and construction documents, technical specifications, and cost estimates. Attendance at required pre-design, design, bidding and bid award meetings may also be required.
- Attend pre-bid conference, prepare possible addenda for contract document revisions. Assist in making bid award recommendations for contracting and/or construction services.
- Prepare all required permit applications and submittal packages as required for permit issuance from all jurisdictional agencies (i.e. Federal, State, County and City).

- Provide construction engineering/management/administration services for projects. Services during construction may include shop drawing/contractor submittal reviews and approvals, inspection and approval of project improvements, certification of projects for various permitting entities, possible field revisions, and review and approval of contractor pay applications.
- Provide project close-out services. This may include preliminary and final acceptance of projects, preparation and approval of punch list items and project certification as required to all permitting agencies.

Firms must be licensed to practice Professional Engineering in the State of Florida, Florida State Statute 481, by the Board of Professional Regulation.

1. SUBMITTAL FORMAT

The City of Pompano Beach, Florida will receive sealed proposals until 2:00 p.m. (local), September 30, 2009 in the City's Purchasing Office, 1190 N.E. 3rd Avenue, Building C, Pompano Beach, Florida, 33060. Late submittals, additions, or changes will not be accepted. Submittal packages should be marked on the exterior RLI # H-54-09 PROFESSIONAL ENGINEERING AND ARCHITECTURAL DESIGN SERVICES FOR PARK IMPROVEMENTS IN PALM AIRE.

Submit one (1) original unbound and five (5) bound copies of the proposal. All copies will be on 8 ½" x 11" plain white paper, typed, and signed by the Proposer's contractually binding authority.

To assure consistency, proposals must conform to the following format, and include the following items, in the order presented below, with tabs or dividers between the sections:

- 1) Table of contents with page numbers referenced.
- 2) Letter of Interest. In your letter, include the complete corporate name of the primary firm responding, address, telephone, fax number, and name of the person in your firm who the City should contact regarding your response.
- 3) Firms or teams shall submit their technical approach to the tasks described in the scope, including details of how each phase of the project would be completed, and how their firm proposes to maintain time schedules and cost controls.
- 4) Completed "Project Team" form.
- 5) Statement of Skills and Experience of Project Team.

- 6) Location of the office from which services will be rendered, and the number of professional and administrative staff at the prime office location.
- 7) Location of office(s) of the prime and/or sub consultants that may be utilized to support any or all of the professional services listed above and the number of professional and administrative staff at the prime office location.
- 8) Completed SBE program forms, Exhibits A-D. On Exhibit A, list all participating SBE or M/W/DBE firms, including the prime consultant if applicable. Include copies of all SBE and/or M/W/DBE certifications for the prime and subconsultants. State the percentage of work to be performed by each firm listed on Exhibit A.
- 9) Resumes of key personnel.
- 10) References for past municipal projects in the South Florida area.
- 11) All other information requested herein.
- 12) Return all RLI pages, initialed where indicated.

If firms are situated outside the local area, (Broward, Palm Beach, and Miami-Dade counties) include a brief statement as to whether or not the firm will arrange for a local office during the term of the contract, if necessary.

Skills and experience of the Project Team must be included as indicated above. Describe the experience of the entire project team as it relates to these types of projects. Include the experience of the prime consultants as well as other members of the project team; i.e., additional personnel, sub-consultants, branch office, team members, and other resources anticipated to be utilized for this project. Name specific projects (successfully completed within the past five years) where the team members have performed similar projects previously.

Specifically identify the management plan (if needed) and provide an organizational chart for the team. The organizational chart will be in addition to the **Skills and Experience of the Project Team** as indicated above. The proposer must describe at a minimum, the basic approach to these projects, to include reporting hierarchy of staff and sub-consultants, clarify the individual(s) responsible for the co-ordination of separate components of the scope of services.

It is the intent of the City of Pompano Beach to encourage minority and women owned firms to participate in the process. The methods by which this is accomplished should be developed and presented by the respondents in their submissions.

2. SMALL BUSINESS ENTERPRISE PROGRAM

The City has set a 5% voluntary Small Business Enterprise Goal for this project. SBE Forms are included in this solicitation package and all firms responding must return a response of participation or non-participation in order to be considered for evaluation purposes.

The Pompano Beach City Commission has established a voluntary Small Business Enterprise (SBE) Program to encourage and foster the participation of small businesses in the central procurement activities of the City. The City of Pompano Beach is strongly committed to ensuring the participation of Small Business Enterprises (SBEs) as contractors and subcontractors for the procurement of goods and services. The definition of a SBE, for the purpose of the City's voluntary program, is taken from the State of Florida Statute 288.703(1). As of the date of publication of this solicitation, a small business means an independently owned and operated business concern that employs 200 or fewer permanent full-time employees and that, together with its affiliates, has a net worth of not more than \$5 million or any firm based in Florida that has a Small Business Administration 8(a) certification. As applicable to sole proprietorships, the \$5 million net worth requirement shall include both personal and business investments.

The City encourages all firms to undertake good faith efforts to identify appropriate Small Business Enterprise partners. Sources of information on certified Small Business Enterprises include the Broward County Small Business Development Division, the State of Florida Office of Supplier Diversity, South Florida Water Management District, and other agencies throughout the State. The City includes links to some of these organizations from the City's website www.mypompanobeach.org.

3. SELECTION/EVALUATION PROCESS

A Selection/Evaluation Committee will be appointed and will be responsible for selecting the most qualified firms. The Selection/Evaluation Committee will then present their findings to the City Commission and upon their approval, negotiate contract with the most qualified firm.

The Committee will rank responses based upon the following criteria:

- | | | |
|----|--|-------------|
| 1. | Prior experience with projects of similar size and complexity: | 0-25 points |
| | a. Number of similar projects | |
| | b. Complexity of similar projects | |
| | c. References from past projects | |
| 2. | Past record of performance for the City: | 0-10 points |
| | a. Project name, dates | |
| | b. City personnel assigned to the project | |

- | | | |
|----|---|-------------|
| 3. | Qualifications of personnel including sub consultants:
a. Number of technical staff
b. Qualifications of technical staff:
(1) Number of licensed staff
(2) Education of staff
(3) Experience of staff | 0-15 points |
| 4. | Availability of personnel:
a. Current work load/staff participation
b. Organization of the team | 0-10 points |
| 5. | Proximity of the nearest office to the project location:
a. Location
b. Number of staff at the nearest office | 0-5 points |
| 6. | Technical approach to perform the tasks described in the Scope of Services:
a. Level of effort
b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control | 0-20 points |
| 7. | Total dollar value of work previously awarded to each firm by the agency. (The object is to effect an equitable distribution among qualified firms provided such distribution does not violate the principal of selection of the most highly qualified firm.) | 0-5 points |
| 8. | Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any sub-contractors should also be included with the response.) | 0-5 points |
| 9. | Is the firm a certified Small Business Enterprise as defined by the City of Pompano Beach? (Certification of any sub-contractors should also be included with the response.) | 0-5 points |

The Committee will have the option to use the above criteria for the initial ranking to short-list proposers, and to use an ordinal ranking system to score short-listed proposers following presentations, with a score of “1” assigned to the short-listed proposer deemed most qualified by the Committee.

Each firm should submit documents that provide evidence of capability to provide the services required for the committee's review for shortlisting purposes. The shortlisted firms may be contacted to provide public presentations regarding their qualifications and ability to furnish the required services. When more than three responses are received, the committee shall furnish the City Commission (for their approval) a listing, in ranked order, of no fewer than three firms deemed to be the most highly qualified to perform the service. If three or less firms respond to the RLI, the list will contain the ranking of all responses.

The City Commission has the authority to (including, but not limited to); approve the recommendation; reject the recommendation and direct staff to re-advertise the solicitation; or, review the responses themselves and/or request oral presentations and determine a ranking order that may be the same or different from what was originally presented to the City Commission.

4. CONTRACT AWARD

It is the intent of the City to issue a single contract for the work described herein.

5. INSURANCE

The insurance described herein reflects the insurance requirements deemed necessary for this project by the City. It is not necessary to have this level of insurance in effect at the time of submittal, but certificates indicating that the insurance is currently carried or a letter from the Carrier indicating upgrade ability will speed the review process to determine the most qualified Proposer.

The successful Proposer shall not commence operations, construction and/or installation of improvements until certification or proof of insurance, detailing terms and provisions of coverage, has been received and approved by the City of Pompano Beach Risk Manager.

The following insurance coverage shall be required.

1. Worker's Compensation Insurance covering all employees and providing benefits as required by Florida Statute, Chapter 440, regardless of the size of the company (number of employees). The Contractor further agrees to be responsible for employment, control and conduct of its employees and for any injury sustained by such employees in the course of their employment.
2. Liability Insurance
 - a) Naming the City of Pompano Beach as an additional insured, on General Liability Insurance only, in connection with work being done under this contract.
 - b) Such Liability insurance shall include the following checked types of insurance and indicated minimum policy limits.

3. Real & Personal Property Insurance

The Contractor is responsible for any loss or damage to tools, equipment and supplies at the job site and is also responsible for any loss or damage to buildings being constructed until that building is completed and a certificate of occupancy is issued.

LIMITS OF LIABILITY

Type of Insurance		each occurrence	aggregate	
GENERAL LIABILITY				
XX	comprehensive form			
XX	premises - operations	bodily injury	\$1,000,000.	\$1,000,000.
XX	explosion & collapse hazard	property damage	\$1,000,000.	\$1,000,000.
—	underground hazard			
XX	products/completed operations hazard	bodily injury and property damage combined		
XX	contractual insurance			
XX	broad form property damage	\$1,000,000.	\$1,000,000.	
XX	independent contractors			
XX	personal injury	personal injury	\$1,000,000.	\$1,000,000.
AUTOMOBILE LIABILITY		bodily injury (each person)	\$1,000,000.	
		bodily injury (each accident)	\$1,000,000.	\$1,000,000.
XX	comprehensive form	property damage	\$1,000,000.	\$1,000,000.
XX	owned			
XX	hired	bodily injury and property damage combined	\$1,000,000.	\$1,000,000.
XX	non-owned			
REAL & PERSONAL PROPERTY				
XX	comprehensive form	Organization must show proof they have this coverage.		
EXCESS LIABILITY		bodily injury and property damage combined	\$2,000,000.	\$2,000,000.
XX	umbrella form			
—	other than umbrella			

XX **PROFESSIONAL LIABILITY**

\$2,000,000.

\$2,000,000.

The certification or proof of insurance must contain a provision for notification to the City ten (10) days in advance of any material change in coverage or cancellation.

The successful Proposer shall furnish to the City the certification or proof of insurance required by the provisions set forth above, within ten (10) days after notification of award of contract.

6. GOVERNING LAW

Interested vendors will agree that agreements shall be governed by the laws of the State of Florida, and the venue for any legal action will be Pompano Beach, Florida.

7. CONFLICT OF INTEREST

For purposes of determining any possible conflict of interest, each Proposer must disclose if any City employee is also an owner, corporate officer, or an employee of his business. If any City employee is also an owner, corporate officer, or an employee, the Proposer must file a statement with the Broward County Supervisor of Elections pursuant to Florida Statutes 112.313.

8. DRUG FREE WORKPLACE

The selected Proposer with whom an agreement will be negotiated will be required to verify they will operate a "Drug Free Workplace" as outlined in Florida Statute, Section 287.087.

9. PUBLIC ENTITY CRIMES

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to 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 Florida Statute, Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

10. COMPOSITION OF PROJECT TEAM

Proposer will be required to commit that the personnel and/or principals named in the proposal shall remain assigned to the "project" throughout the period of the contract unless provided for otherwise in a negotiated contract. No diversion or substitution of personnel or principals will be allowed without submission of a written request with the qualifications and experience of the proposed replacement. The approval of the City will be required for any such diversion or substitution.

11. CONTACT INFORMATION

For additional information regarding this solicitation, please contact Ms. Leeta Hardin, General Services Director (954) 786-4098.

PROJECT TEAM

RLI NUMBER _____

Federal I.D.# _____

Is Prime Consultant a
Certified SBE firm YES__ NO__

PRIME

Role	Name of Individual Assigned to Project	Number of Years Experience	Education, Degrees
Principle-In-Charge	_____	_____	_____
Project Manager	_____	_____	_____
Asst. Project Manager	_____	_____	_____
Other Key Member	_____	_____	_____
Other Key Member	_____	_____	_____

SUB-CONSULTANT

Role	Company Name and Address of Office Handling This Project	Name of Individual Assigned to the Project
Surveying	_____ _____	_____
Landscaping	_____ _____	_____
Engineering	_____ _____	_____
Other Key Member	_____ _____	_____
Other Key Member	_____ _____	_____

SBE GOAL ANNOUNCEMENT

RLI # H-54-09

The City of Pompano Beach is strongly committed to ensuring the participation of Small Business Enterprises (SBEs) as contractors and subcontractors for the procurement of goods and services. The SBE criteria being used is as stated in FSS 288.703.

All firms responding to this solicitation are encouraged to participate in the City of Pompano Beach's Voluntary SBE Program by including as part of their proposal package the SBE Participation Form (Exhibit "A") and the Letter of Intent Form (Exhibit "B"). Responding firms should utilize SBEs certified by the State of Florida, Broward County and/or other local government jurisdictions with similar certification criteria. Firms who are unable to meet the recommended voluntary goals should instead provide the SBE Unavailability Form and Good Faith Effort Report (Exhibits "C" and "D").

The recommended, voluntary goal for this solicitation is 5% for Small Business Enterprises.

EXHIBIT "A"
CITY OF POMPANO BEACH, FLORIDA
SMALL BUSINESS ENTERPRISE
PARTICIPATION FORM

RLI Number & Title: _____ Contractor's Name: _____

<u>Name of Firm</u>	<u>Contact Person, Telephone Number</u>	<u>Type of Work to be Performed</u>	<u>Contract Amount/Percentage</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(INCLUDE CERTIFICATES FOR ANY FIRMS LISTED ON THIS PAGE)

FOR CITY USE ONLY

Total SBE Contract Participation _____

Are documents requested submitted accordingly ☐ YES ☐ NO

EXHIBIT "B"
LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR

RLI # _____

TO: _____
(Name of Prime or General Contractor)

The undersigned intends to perform subcontracting work in connection with the above contract as (check below)

_____ an individual

_____ a corporation

_____ a partnership

_____ a joint venture

The undersigned is prepared to perform the following work in connection with the above Contract, as hereafter described in detail:

(Date)

(Name of SBE Contractor)

BY: _____

EXHIBIT "C"
SMALL BUSINESS ENTERPRISE (SBE)
UNAVAILABILITY FORM

RLI # _____

I, _____
(Name and Title)

of _____, certify that on the _____ day of _____, _____, I invited the following SBE CONTRACTOR(s) to bid work items to be performed in the City of Pompano Beach:

SBE Contractor Address	Work Items Sought	Form of Bid Sought (i.e., Unit Price, Materials/Labor, Labor Only, etc.)

Said SBE CONTRACTOR(s):

_____ Did not bid in response to the invitation

_____ Submitted a bid that was not the low responsible bid

_____ Other: _____

Signature: _____ Date: _____

Note: Attach additional documents as available.

EXHIBIT "D"
GOOD FAITH EFFORT REPORT

RLI # _____

1. What portions of the contract have you identified as SBE opportunities?

2. Did you provide adequate information to identified SBE? Please comment on how you provided this information.

3. Did you send written notices to SBEs?

_____ Yes _____ No

If yes, please include copy of the notice and the list of individuals who were forwarded copies of the notices.

4. Did you advertise in local publications?

_____ Yes _____ No

If yes, please attach copies of the ads, including name and dates of publication.

5. Did you contact any organizations with large constituents of SBE members for possible sub-contractors? Please attach list of resource organizations used.

6. What type of efforts did you make to assist SBEs in contracting with you?

7. List the SBEs you will utilize and subcontract amount/percentage.

8. Other comments: _____

Note: Please attach the unavailability letters with this report.