



REQUEST FOR QUALIFICATIONS (RFQ) #10-011

Professional Marine and Engineering Consulting Services related to Artificial Reef Projects.

**ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
PURCHASING DIVISION
2300 VIRGINIA AVENUE
FORT PIERCE, FLORIDA 34982
(772) 462-1700**

**LEGAL NOTICE****REQUEST FOR QUALIFICATIONS (RFQ)**

Sealed Qualification packages from qualified firms or individuals to provide Professional Marine and Engineering Consulting Services related to Artificial Reef Projects as listed in Request For Qualifications #**10-011**. Qualifications packages will be received at the Purchasing Division, St. Lucie County Board of County Commissioners, 2300 Virginia Avenue, Ft. Pierce, Florida 34982, **until 4:00 p.m. Local Time, on Wednesday, March 10, 2010,** at which time this RFQ will be publicly declared closed.

Bid documents may be obtained via the Internet by using the County's website at **<http://www.co.st-lucie.fl.us>**. If you do not have Internet access, you may obtain the documents by calling **DemandStar by Onvia at 800-711-1712** and request document number **#10-011** or contact the Office of the Purchasing Director at 2300 Virginia Avenue, Fort Pierce, Florida, 34982, (772) 462-1700.

St. Lucie County reserves the right to waive informalities, to reject any and all RFQ submittals, and to accept any RFQ submittals or any combination of RFQ submittals, which in its sole judgment will best serve the public interest.

CAUTION: *It is the bidder's/proposer's responsibility to ensure that bids/proposals/qualifications are received in the Purchasing Division prior to the date and time specified above. Receipt of a bid/proposal/qualification in any other County office does not satisfy this requirement.* St. Lucie County is an Equal Opportunity/Affirmative Action Employer.

Advertisement Dates:

St. Lucie County Board of County Commissioners

Sunday, February 7, 2010



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SECTION 1 – SCOPE OF SERVICES

A. INTRODUCTION

With this Request For Proposal (RFP), St. Lucie County Erosion District is soliciting proposals for Professional Marine and Engineering Consulting Services related to Artificial Reef Projects.

B. SCOPE OF SERVICES

The successful proposer will provide Professional Marine and Engineering Consulting Services for the County's Artificial Reef Program. The exact scope of work under this contract will be determined during the life of the contract. Individual work projects will be identified and payment schedules and project timelines will be negotiated at that time. Work projects may include but not be limited to one or more of the following:

The consultant will:

- Perform stability analysis for artificial reef materials, conduct pre-deployment and post-deployment surveys, coordinate material placement with the contractor, assess biological resources on artificial reef sites and oyster restoration sites for fishes, invertebrates, seagrasses or other sensitive flora and fauna.
- Be familiar with State and Federal grant-funding, permitting requirements, and environmental regulations.
- Prepare monitoring reports in both hard copy and electronic format that are compatible with said agencies' requirements.
- Investigate the effects of artificial reefs on nearby structures including stability and erosional processes and will help to develop methodologies to study the effects of artificial reef structures on surrounding biotic communities.
- Fill out material deployment records in compliance with Fish and Wildlife Conservation Commission requirements and insure that all material deployment conforms to Army Corps of Engineers and State Department of Environmental Protection permit conditions.
- Conduct side scan and bathymetric surveys of potential artificial reef sites
- Complete construction contract documents necessary prior to artificial reef deployment, assistance in recommendations to award contract.
- Pre-deployment and post-deployment dives at 57 feet to 212 feet depths
- Conduct artificial reef fish and benthos censuses for annual monitoring
- Monitor oyster reefs for fish and invertebrate censuses
- Provide assistance for grant applications (Scope, Cost, and Schedule)
- Conduct side scan sonar for use in permit applications
- Measure footprints and profiles of created artificial reefs
- Help deploy mooring buoys



SECTION 2 – QUALIFICATIONS

Pursuant to Section 287.055 Florida Statutes on, St. Lucie County Board of County Commissioners (hereinafter referred to as the County), is accepting submittals from qualified firms or individuals to Professional Marine and Engineering Consulting Services related to Artificial Reef Projects. Since Florida law requires the County to make a determination of a Consultant's qualifications prior to their employment, the Qualification Package of this Request for Qualifications will be used by the County to make this determination. Additionally, evaluation points will be assigned to information contained in the package to aid in reducing the total number of submittals to a short-list of firms. Short-listed firms may be invited to make presentations for final evaluation.

Qualification submittals will be considered from qualified firms or individuals whose experience includes successful work in similar projects. Also, the firm must have a sufficient number of qualified staff in the applicable disciplines to complete the work in the time required and in accordance with State of Florida statutes and standards, if applicable.

SECTION 3 – SUBMITTAL INFORMATION: HOW, WHEN & WHERE

- 3.1 Qualification packages shall be submitted in a sealed envelope [labeled with the Proposer's name, contact information, and the Request for Qualification (RFQ) Number]. The original and each copy shall be identified as follows: RFQ Number, RFQ Name, Due Date/Time.
- 3.2 All (RFQ's), must be submitted on 8½" by 11" paper, neatly typed, with normal margins and spacing. One (1) unbound original and six (6) bound copies (**a total of seven (7) sets**) of the complete submittal must be received by the closing date and time. The original and all copies must be submitted in a sealed envelope.
- 3.3 Responses to the RFQ must be signed in ink by an authorized officer of the proposing firm, who is legally authorized to enter into a contractual relationship in the name of the Proposer. The submittal of a Statement of Qualifications by the Proposer will be considered by the County as constituting an Offer by the Proposer to perform the required services.
- 3.4 Neither the County nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this RFQ. All Submittals should be prepared to provide a straightforward and concise description of the respondents' qualifications and ability to meet the RFQ requirements.

SECTION 4 - TERM OF CONTRACT:

- 4.1 The County anticipates awarding multiple continuing contract(s) but reserves the right to award only one if in its best interest.

SECTION 5 – INQUIRIES

- 5.1 Inquiries concerning Qualification Submittals should be made in writing and directed as follows:

St. Lucie County Purchasing Division
2300 Virginia Avenue, Rm 228
Fort Pierce, Florida 34982
Attn: Desiree Cimino
Fax (772) 462-1704
E-mail: ciminod@stlucieco.org

- 5.2 **CONTACT WITH PERSONNEL OF ST. LUCIE COUNTY OTHER THAN THE PURCHASING REPRESENTATIVE REGARDING THIS REQUEST FOR QUALIFICATIONS MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.**

SECTION 6 - SELECTION PROCEDURE

- 6.1 A Selection/Negotiation Committee (SNC) approved by the County Administrator shall be responsible for short-listing the most qualified firms. The Selection Committee may also, at its sole discretion, request additional or



clarifying information from any responder. The Selection Committee may expressly request such information to remedy any incomplete response, but will not be obligated to do so. Failure to provide the information could result in the rejection of the responder's proposal. The occurrence or absence of such a request shall not be cause for objection by any responder. Proprietary information from competing responders shall not be disclosed to the public or to competitors prior to any award subject to Public Records Law, Chapter 119, Florida Statutes.

- 6.2 Shortlisted firms may be invited to appear in front of the SNC and/ or County Commission for oral presentations and/ or discussions on its qualifications and methodology.
- 6.3 For project specific RFQ's, staff reserves the right to negotiate an agreement with the selected firms individually based upon ranking to reach an agreement; for continuing services type agreements, the SNC reserves the right to negotiate concurrently with selected firms, whereby one or multiple firms will then be recommended to the County Commission for award.
- 6.4 The County reserves the right to award single or multiple contracts if it is deemed to be in the best interest of the County. The County also reserves the right to reject any and all qualifications proposals. With all factors considered, awards will be made to respondent(s) whose qualifications are deemed, in the sole discretion of the County, to best serve the public interest of the County.
- 6.5 The County may act only through the County Commission. The proposer may not rely on any representations by the County other than as approved by official action of the County Commission.
- 6.6 The Submittal Package (or sections thereof) of the successful respondent(s) shall be incorporated in any Contract that ensues.
- 6.7 Any contract(s) resulting from this RFQ shall be governed by the laws of the State of Florida. The selected consultant(s) will also be required to comply with all applicable laws, ordinances, rules, regulations and contract provisions.
- 6.8 St. Lucie County reserves the right to retain proposals and use ideas from them.

SECTION 7- REJECTION CRITERIA

Submittals shall be rejected as non-responsive if any of the following criteria exist (this list is not all-inclusive):

- 7.1 All questions, instructions, and forms in the Qualification package have not been properly completed.
- 7.2 The RFQ response is found to have concealed or contained false and/or misleading information.
- 7.3 The County did not receive the RFQ package prior to the submittal deadline.
- 7.4 Your firm is not licensed with the Florida Secretary of State to do business in Florida. **You must submit a State of Florida Certificate of Status for your firm.**
- 7.5 The Non-Collusion Affidavit has not been signed and/or submitted.
- 7.6 The Qualification package signature page is not properly executed.
- 7.7 Completed Project Specific Reference forms (Form "B") are not returned with proposal.

SECTION 8 - WAIVERS

The County in its sole discretion, reserves the right to reject any and all qualifications, accept any Qualification packages or any combination of qualifications or waive any minor irregularity or technicality in qualifications received and may, at its sole discretion, request a re-qualification, when in its sole judgment, it will best serve public interest.

**SECTION 9 - EVALUATION METHODOLOGY**

9.1 The County will assemble an evaluation and selection committee comprised of staff and additional consultants if necessary. This committee shall evaluate the qualifications and may recommend the top ranked firms for oral presentations. The committee shall evaluate the qualifications based on the demonstrated proficiency level of the proposing firm for work of a similar type as specified in the Scope of Services with and including proof of insurance and bonding capability as described herein; and other requirements as required by the County.

9.2 The County reserves the right to investigate the financial capability, reputation, integrity, skill, business experience and quality of performance under similar operations of each Proposer, including stockholders and principals before making an award. Awards, if any, will be based on both an objective and subjective comparison of Proposals and Proposers. The County's decisions will be final.

9.3 The Qualification Package is designed to provide information about your firm. In addition, the information provided will be used in evaluating the firm's qualifications to perform the advertised work. Evaluation scores may be assigned, but not limited to such areas as:

9.3.1 Qualifications of Firm and professional personnel (Maximum of 25 points)

9.3.2 **Prior/Current Performance on projects:** The prior and/or current performance of the Firm and all professionals proposed for use on the team in the planning, design and administration of project(s) performed.

Performance on specific projects shall be rated higher than performance on similar projects. A minimum of three projects for the firm and/or at least five combined projects for individual team members is required. To achieve a high ranking here a higher number of projects for the firm and/or its team members must have been performed. Projects should be those completed as recent as possible, but no later than in the past ten years. (Maximum 55 points)

9.3.3 Location (Maximum 20 points)

LOCATION RATING

LOCATION	RATING
Headquartered in St. Lucie County	20
Satellite Office in St. Lucie County	10
Office located in the tri-County Area (Martin, Okeechobee & Indian River County)	6
Office located outside of the tri County area but in Florida	3
Office located outside of Florida	0
Proposing firms can only receive a score from one of the above categories.	

9.4 Failure to respond to all of the questions in the RFQ package shall result in the submittal being considered non-responsive. In order for the County to make a determination on qualifications, a complete package must be submitted.

9.5 To obtain the best possible score, it is important that the Project Team Staffing Experience and Related Experience of the Firm portions of the Package specifically address the advertised major area/classes of work, and any special requirements that may be listed. Do not submit resumes in lieu of completing these portions of the RFQ.

9.6 If you propose to joint venture or use outside professional services for any of the project requirements all such information must be included in the Submittal Package. Do not have individual "team" firms send in their own submittals.



- 9.7 All firms must be clearly identified in your submittal, and their ability to perform assigned responsibilities must be demonstrated.

SECTION 10 - ADDENDA

- 10.1 If revisions become necessary, the County will provide written addenda through the County website at <http://www.co.st-lucie.fl.us> and through Onvia Demandstar directly <http://www.DemandStar.com> at least five working days prior to the opening date. This will be adhered to even if the opening date must be postponed in order to observe the time requirements. Any changes to the RFQ will be made available for all prospective proposers to receive. Although we will make an attempt to notify you of the addendum, it is the sole responsibility of the proposer to ensure it is received.
- 10.2 If applicable, please acknowledge under Section 1.12 that you have received any addenda.

SECTION 11 - SUBMITTAL PACKAGE

Submit this portion of the Request for Qualifications as your firm's Qualifications Package. Complete the following information exactly as shown including numbering and tabbing sections. This information is vital for the County to rate your firm, as your evaluation and ranking will be based on the information supplied below along with any other information required by or known to the County.

The Proposer acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by County in awarding the contract and such information is warranted by Proposer to be true. The discovery of any omission or misstatement that materially affects the Proposer's qualifications to perform under the contract shall cause the County to reject the Qualifications package, and if after the award, to cancel and terminate the award and/or contract.

TAB #1 **Consultant Profile:** Complete the following Information

- 1.1 If a corporation, complete the following:
- 1.1.1 Firm name, address and phone number: (specify if different than parent company)
 - 1.1.2 Address of proposed office in charge (including Phone No. And Fax No., email address)
 - 1.1.3 Type of firm: corporation, individual, other; If corporation, complete the following:
 - 1.3.4 Date incorporated
 - 1.3.5. State of incorporation
 - 1.3.6. Date authorized to do business in Florida
 - 1.3.7. President, Vice President, Secretary
 - 1.3.8. Federal Employers Identification Number
- 1.2 If partnership, complete the following:
- 1.2.1 Firm name, address and phone number: (specify if different than parent company)
 - 1.2.2 Address of proposed office in charge (including Phone No. And Fax No., email address)
 - 1.2.3. Date organized, Type: General, Limited
 - 1.2.4. Names and addresses of Partners
 - 1.2.5. Federal Employers Identification Number
- 1.3 Do you have a job cost account system?
- 1.4 If yes, answer the following:



- 1.4.1 Does the system separate and accumulate direct and indirect costs (both labor and expenses)?
- 1.4.2 Individual job cost ledgers maintained by job to support direct costs as accumulated in the general ledger?
- 1.4.3 Is subsidiary job cost reconciled on a regular basis with the general ledger?
- 1.4.4 Are time and expense reports utilized in the separation of direct and indirect costs?
- 1.5 Insurance
 - 1.5.1 Submit under Tab #7
 - 1.5.2 Submit proof of all insurances; Liability, Auto, Workers Comp, etc.
 - 1.5.3 Submit amount of claims currently against this insurance
- 1.6 What will be your turnaround time for written responses to County inquiries?
- 1.7 How much advance notice do you need to appear at the County for meetings?
- 1.8 List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Proposer, its parent or subsidiaries or predecessor organizations during the past ten (10) years. Include in the description the disposition of each such petition.
- 1.9 List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Proposer or its predecessor organizations(s) during the last ten (10) years. The list shall include all case names; case, arbitration or hearing identification numbers; the name of the project over which the dispute arose; and a description of the subject matter of the dispute.
- 1.10 List and describe all criminal proceedings or hearings concerning business related offenses in which the Proposer, its principals or officers or predecessor organization(s) were defendants.
- 1.11 Has the Proposer, its principals, officers or predecessor organization(s) been CONVICTED OF A Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details. Please note number 1.11.1
 - 1.11.1 Public Entity Crimes: Pursuant to F.S. 287.133 as amended: 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 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 qualifications 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 F.S. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

The County will not intentionally award publicly-funded contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in U.S.C. Section 1324a (e) [Section 274A9e) of the Immigration and Nationality Act (AINA)]. The County shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such a violation by the Recipient of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of this Agreement by the County.
- 1.12 If applicable: I have received addenda # _____ through addenda# _____.

TAB #2 Letter of Transmittal:

Provide a statement addressing why your firm would be in the best position to deliver the required services. (Limit to two (2) pages.)

Tab #3 Proposed Project Team Firms:

For each **consultant/ discipline offered**, please list the following:



- 3.1 Name of Consultant
- 3.2 Florida State License Number (Department of Professional Regulation);
- 3.2.1 Copy of Corporate Charter Number, if a corporation, as issued by the Division of Corporations, Department of State.

TAB #4 Specific Related Experience of the Firm:

List projects completed and/ or held, specific and comparable, to this project.
Indicate:

- 4.1 Client Name, contact person and title, address, telephone number and fax number
- 4.2 Description of the project including project starting and ending dates.
- 4.3 Principal/Project Manager in Charge, licensing/ certifications, various team positions
- 4.4 Whether your firm was the primary or subcontractor
- 4.5 Consultant cost
- 4.6 Change orders issued with explanation of same.

TAB #5 Key Proposed Project Team Personnel:

Indicate the proposed project team key personnel for the applicant, consultants, and/or professional/technical staff. For each individual listed, show discipline(s) of licensure/training and City of residence.

Include resumes for all key proposed project team personnel.

Include firms overall experience specific to this Request for Qualifications.

TAB #6 Project Team Staffing Experience:

For each proposed team member, list projects comparable and specific to this project.
Indicate:

- 6.1 Position; Principal in Charge, Project Manager, various team positions
- 6.2 Client Name, contact person and title, address, telephone number and fax number
- 6.3 Project Description, including project starting and ending dates.
- 6.4 Construction cost
- 6.5 Whether your firm was the primary or subcontractor
- 6.6 Change orders and the reasons why they were issued

TAB #7 Attachments:

Insert all required attachments here; Licenses, certifications, insurances, signature page, etc.

7.1 NOTE: For the APPLICANT FIRM ONLY:

- 7.1.1 Attach a copy of the current Florida Department of Professional Regulation License(s)/ registration with the appropriate Board(s) for your firm and each of the license numbers listed in Tab #3.
- 7.1.2 Submit your State of Florida proof of incorporation



- 7.1.3 If not a corporation, submit a copy of your State of Florida Division of Corporations form showing your State registration or your license if you are a sole proprietorship.

7.2 REFERENCES

- 7.2.1 Submit completed Project Specific Reference form (attachment "B") for projects that are listed in Tab #4 and #6. References must be for specific/similar projects, a minimum of three (3) references are required. References are to be included under Tab #7.



ATTACHMENT "A"
NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA

COUNTY OF _____

_____ being first duly sworn, deposes and says that:

1. PROPOSER is the _____,
(Owner, Partner, Officer, Representative or Agent)
2. PROPOSER is fully informed respecting the preparation and contents of the attached Qualifications package and of all pertinent circumstances respecting such Qualifications;
3. Such Qualification Package is genuine and is not a collusive or sham Proposal;
4. Neither the said PROPOSER nor any of its officers, partners, owners, agents, representative, employees or parties in interest, including this affidavit, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other PROPOSER, firm or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted; or to refrain from proposing in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communications, or conference with any PROPOSER, firm, or person to fix the price or prices in the attached Qualification Package or any other PROPOSER, or to fix any overhead, profit, or cost element of the Bid Price or the Bid Price of any other PROPOSER, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against COUNTY, or any person interested in the proposed Contract;
5. The price of items quoted in the attached Qualification Package are fair and proper and are not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the proposer or any other of its agents, representatives, owners, employees or parties in interest.

By _____

Sworn to and subscribed before me on this _____ day of _____, 20____ by _____
 _____ who ☐ is personally known to me or who ☐ has presented the following type of identification: _____
 _____.

Signature of Notary Public, State of Florida

 Notary seal (stamped in black ink)
 OR
 Printed, typed or stamped name of Notary and Commission
 Number

() DID take an oath, or () DID NOT take an oath.



ATTACHMENT "B"
Project Specific Reference Form

Company under Review: _____

RFQ Number &

Title: _____

Reference: _____
(Name of Company giving Reference)Name/Title: _____
(Name and Title of person giving Reference)

Telephone: _____

Project: _____
(Project for which references are being provided)

Fax: _____

Team Members for this project:

Firm's submitting proposals are responsible for providing completed Project Specific Reference forms with their proposal. Failure to provide the completed Reference Forms will result in proposal being deemed non-responsive. References must be for projects that are listed under Tab's # 4 & 6 of this Request for Qualifications. Minimum of three (3) references must be provided for specific/similar projects.

1. Describe the scope of work of the contract awarded by your company/agency to this contractor.

No.	Questions	Rating	Comments
2.	Rate the level of commitment of the firm to your project. Did they devote the time and management staff necessary for successful and timely work?		
3.	Rate the quality of customer service and the competence and accessibility of the personnel.		
4.	Rate the firm's interactive capability with your staff.		
5.	Rate the firm's success at minimizing and controlling potential mistakes. Were there bid addendums, contract change orders, etc		
6.	Rate the overall quality of the work.		
7.	Rate the comfort and confidence you had in the firm.		
8.	If you have a similar contract to undertake in the future, would the firm be considered? Yes _____ No _____		

Rating: 1=Poor 2=Fair 3=Average 4=Good 5=Excellent

**ATTACHMENT "C"
SIGNATURE PAGE**

The undersigned attests to his (her, their) authority to execute this submittal and to bind the firm(s) herein named to perform as per agreement. Further, by signature, the undersigned attests to the following:

1. The Proposer is financially solvent and sufficiently experienced and competent to perform all of the work required of the Proposer in the Contract;
2. The facts stated in the Proposer's response pursuant to this Request for Qualifications are true and correct in all respects;
3. The Proposer has read and complied with, and submits their Qualifications agreeing to all of the requirements, terms and conditions as set forth in the Request for Qualifications.
4. Proposer certifies that he or she has not divulged, discussed, or compared his or her submittal with other proposers and has not colluded with any other proposer or parties to a submittal whatsoever. (Note: No premiums, rebates or gratuities permitted either with, prior to, or after any delivery of material. Any such violation will result in one or more of the following: cancellation, return of materials (as applicable) and the removal of the Proposer from the County vendor list(s).
5. Proposer understands that if a team is short listed and selected to make oral presentations (if required) to the selection committee and/or COUNTY, only the team members evaluated in the written submissions may present at the oral presentations. Any changes to the team at the oral presentations will result in that team's disqualification.
6. The undersigned certifies that if the County selects the firm, the firm will negotiate in good faith to establish an agreement.
7. Proposer understands that all information listed above may be checked by St. Lucie County and Proposer authorizes all entities or persons listed in this Qualifications submittal to answer any and all questions. Proposer hereby indemnifies the St. Lucie County and the persons and entities listed above and holds them harmless from any claim arising from such authorization or the exercise thereof, including the dissemination of information pursuant thereto.

Submitted on this ____ day of _____, 200__.

Please check one: ____ Individual ____ Partnership ____ Non-incorporated Organization

Witness

Company

Witness

By

Printed

Printed Name, Title

(If a corporation, affix seal)

Incorporated under the laws of the State of (if applicable) _____.