

City of DeLand
Request for Expression of Interest and Statement of Qualifications Submittals
Drainage Capacity Improvements – SR 44 at Florida Avenue
FPN 429298-1-58-01

Pursuant to the Consultant's Competitive Negotiation Act, Florida Statute 287.055, the City of DeLand hereby solicits Expression of Interest and Statement of Qualification submittals from professional consulting engineering firms interested in performing design, permitting, bid and construction phase services for drainage capacity improvements for SR44 at Florida Avenue. This project will be performed under a Joint Participation Agreement (JPA) between the City of DeLand and the Florida Department of Transportation. Services are anticipated to include review of existing studies and reports, design of improvements, preparation of project plans and specifications, obtaining FDOT approval, regulatory agency permitting, bidding assistance and construction consultation to resolve conflicts and respond to contractor requests for information.

The consultant selected for this project must comply with all FHWA and FDOT Federal aid project requirements to include, but not necessarily limited to, Equal Employment Opportunity Requirements for Federal Jobs, Executive Order 11246 - Equal Employment Opportunity, and Davis-Bacon minimum wage requirements.

Once received, submittals will be reviewed and ranked by a City selection committee based upon objective criteria. The committee may, at its sole discretion, elect whether to conduct interviews prior to ranking firms for Competitive Negotiations.

The City of DeLand reserves the right to reject any and all submittals and to waive any and all irregularities in any submittal received, whenever such rejection or waiver is in the best interest of the City. No firm will be compensated for this submittal or subsequent presentation interview.

Eight copies of submittals containing all information requested should be transmitted to Keith D. Riger, PE, Public Services Director, City of DeLand, 1102 South Garfield Avenue, DeLand, Florida 32724 no later than 3:00 p.m. on March 4, 2011. Please limit submittals to seventy five (75) pages. Further information may be obtained by calling 386-626-7197. All questions related to this project should be addressed to this office.

Additional Information for Proposers
City of DeLand
Drainage Capacity Improvements – SR 44 at Florida Avenue
FPN 429298-1-58-01

The City is interested in hiring, via a Consultant's Competitive Negotiation Act process, a professional engineering consulting firm interested in performing design, permitting, bid and construction phase services for drainage capacity improvements for SR 44 at Florida Avenue. The project consists of replacement of the outfall structure at the City Hall retention pond with an overflow structure and construction of an expanded retention ponds connected to the Florida Department of Transportation outfall pipe at Walts and Florida Avenue. It is anticipated that the selection process schedule is as follows:

Advertise for Consultant	Week of February 14, 2011
Receive Consultant Submittals	March 4, 2011
Short List	March 21, 2011
Interviews	Week of March 28, 2011
Ranking	April 4, 2011
Negotiations	Week of April 17, 2011
Award Professional Services Contract	April 18, 2011

Selection Process

Expressions of Interest and Statements of Qualifications will be evaluated by a selection committee. Evaluation criteria will include the following:

1. Experience of the proposed firm in providing professional design services to FDOT and to local governments during Local Agency Project (LAP) or Joint Participation Agreement (JPA) projects.
2. Experience of the firm's personnel in permitting and design of stormwater projects.
3. Perceived ability of the firm to coordinate work through a single point of contact.
4. Experience of the individuals to be assigned to the work.
5. Consultants track record and perception of the selection committee as to the consultant's ability to resolve design and construction problems quickly and in the best interest of the City.
6. Travel distance of the firm's key personnel assigned to the work from their regular office to the City of DeLand.

Submittal Requirements

Eight copies of all materials must be submitted by the date indicated in the advertisement. Please format your submittal as follows:

A. Letter of Introduction – Please include a Letter of Introduction and include the name and address of the firm and indicate whether the respondent is a subsidiary, individual, partnership, corporation, or joint venture. Name the person or persons authorized to make representation for

the respondent and give addresses and telephone numbers for same. If this proposal is a joint venture or involves subcontracting, this should be so stated and all parties must be identified. The letter must be signed by an individual, partner or officer of the organization who is authorized to bind the organization.

B. Table of Contents – Please provide a Table of Contents for material included in the submittal.

C. Business Experience and Qualifications – Please furnish such information concerning the firm's finances, facilities, personnel and experience necessary to determine its responsibility and competency to execute the work covered in the submittal. Include the following:

1. The number of years the respondent has been in the consulting engineering and inspection business.
2. List of recent clients and projects similar to those contemplated by the City of DeLand. Summarize the projects relative to length, status and provide contracts. Include the names, addresses, telephone number and email address for key contact personnel for clients served.
3. Listing of key personnel who have worked on these projects and are expected to work on City of DeLand projects along with résumés detailing their related experience.
4. List other key personnel, technical consultants and subcontractor firms employed (or to be retained by) the respondent to be involved with this project, along with a detailed description of their role in this project.
5. Standard Forms 254 and 255.
6. Evidence of financial and insurance status. Provide information on the firm's insurance status including typical certificates of insurance for general liability, workers compensation and professional liability.
7. The total numbers of full time employees in the firm, nationally and locally.
8. Provide EEO information, if applicable.

D. Acceptance of Conditions of RFP- The proposer shall specifically indicate acceptance of the following conditions and requirements:

1. Firm agrees to obtain and maintain liability, workers compensation and errors and omissions insurance (indicate limits of liability and deductibles proposed for business with the City of DeLand).
2. Further Information – The City has the right to ask for further information from the respondent, either in writing or orally, and requests will be addressed to that person or these persons authorized by the respondent to represent same.
3. Public Information – The City of DeLand is a public agency and, as such, is bound by the Florida Public Records Act. The act specifies that virtually all written information is in the public domain and available to any person requesting it unless the information qualifies as an exception to the act or is otherwise exempt under federal or state law. Any written information as defined by the act is provided to the City pursuant to the RFP or any ensuing contract for services and materials will be considered in the public domain. Proposers therefore agree that at any time that the

respondent's written materials may be in the City's possession, the respondent shall make no demand or request that the City take a legal position in regard to such materials that, in the City's sole discretion, is contrary to the act or any other Florida law.