

City of DeLand
Request for Expression of Interest and Statement of Qualifications Submittals
Florida Department of Transportation Prequalified Construction, Engineering and
Inspection Services – FPN 426995-1-58-01

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 who are prequalified by the Florida Department of Transportation to perform construction, engineering and inspection (CEI) services for the New York Avenue Streetscape project. This project will be performed under a Local Agency Project (LAP) Agreement between the City of DeLand and the Florida Department of Transportation. Services are anticipated to include construction observation, certification that the contractor's work is in conformance with approved plans, specifications and shop drawings, review of quantities and contractor pay requests, assistance to the City in conducting EEO compliance reviews in the field, 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
Florida Department of Transportation Prequalified Construction Engineering and
Inspection Services

The City is interested in hiring, via a Consultant's Competitive Negotiation Act process, a Florida Department of Transportation (FDOT) preauthorized firm to provide construction, engineering and inspection (CEI) services in connection with the City's New York Avenue Streetscape Project. This project consists of removal and replacement of sidewalks, landscaping, selected utilities and the addition of aesthetic improvements to the roadway corridor on State Road 44 (New York Avenue) between Florida Avenue and Woodland Blvd. (State Road 17/92). Design of the streetscape project is complete and will be bid concurrently with the selection process for CEI services. It is anticipated that the project schedule is as follows:

Advertise for CEI Consultant	Week of February 14, 2011
Receive CEI 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 CEI 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 CEI services to FDOT and to local governments during Local Agency Project (LAP) projects.
2. Experience of the firm in performing CEI services for streetscape projects in FDOT right-of-way.
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 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 and FDOT certification for CEI prequalification.

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.