



**CITY OF LEESBURG
FLORIDA**

REQUEST FOR QUALIFICATIONS (RFQ)

RFQ TITLE: **PROFESSIONAL DESIGN SERVICES
US441 UTILITY RELOCATION**

RFQ Number: 170453 Contracting Buyer: Lisa Wolfkill, Senior Buyer

RFQ Due Date: August 22, 2017

RFQ Due Time: 2:00 P.M.

Issue Date: July 24, 2017

Brief Description / Purpose

REQUEST FOR QUALIFICATIONS

No. 170453

City of Leesburg, Florida

The City of Leesburg, Florida desires to contract for engineering design services for relocation of water and wastewater utilities within the US 441 right of way from Perkins Avenue to Newell Hill in advance of the FDOT project to widen this section of US 441. The City is requesting statements of qualifications from qualified individuals or firms interested in providing professional design services to include all aspects of engineering design, utility design, engineering, cost estimating, right of way acquisition and construction management for this project.

Procurement of these services shall be done in accordance with Florida Statute 287.055 Consultants Competitive Negotiation Act (CCNA).

Registered vendors may obtain a copy of the ITB online at www.publicpurchase.com. A copy may also be obtained by e-mailing a request to purch@leesburgflorida.gov or by calling (352)728-9880.

Publish: Public Purchase | Orlando Sentinel

Bid Package Distribution

The City of Leesburg uses Public Purchase (www.publicpurchase.com) to distribute solicitations, addenda and answers to questions. Public Purchase is the ONLY official on-line bid management system used by the City. Solicitation information obtained from other sources may not be current or accurate and should not be relied on for submitting a response to a solicitation.

There is no charge to vendors to register and participate in the solicitation, nor will any fees be charged to the awarded vendor. Refer to www.leesburgflorida.gov/purchasing/bids.aspx for further information.

Registration with Public Purchase **is required in order to download and view** solicitation documents through Public Purchase. Should time not permit please contact the Purchasing Division at (352) 9786 x 1500 or by e-mail at purch@leesburgflorida.gov to obtain a solicitation document(s).

SECTION 1 – SPECIAL TERMS AND CONDITIONS

ST-1. PURPOSE

The intent of this Request for Qualifications (RFQ) is to select a qualified and licensed professional or firm with specific experience in the design, preparation of construction documents and construction administration of water and wastewater trunk line relocation in an urban environment as specified in the Scope of Services in this document.

ST-2. INFORMATION OR CLARIFICATION

For information concerning procedures for responding to this RFQ, technical specifications, etc., utilize the question & answer feature provided by Public Purchase. Such contact shall be for clarification purposes only. Material changes, if any, to the scope of services or solicitation procedures will be valid only if transmitted by written addendum (See addendum section of Public Purchase Site). No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal/offer will be considered evidence that the Respondent has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required.

ST-3. ELIGIBILITY

Interested firms must be experienced in providing professional design services (architect or engineer) for projects of a scope and nature comparable to the specific project under this RFQ. The City desires to contract with a Professional having documented and verifiable experience with similar municipal projects.

Responding firms or principals of those firms must be professionally licensed for the State of Florida.

ST-4. METHOD OF AWARD

The City intends to negotiate and award Professional Services Agreement as a result of this RFQ. The negotiation and contract award process will be completed in accordance with Florida Statute 287.055 governing the solicitation and selection of firms for professional services.

ST-5. DELIVERY OF SOLICITATION RESPONSE

To be considered for award, a proposal must be received and accepted in the Purchasing Division no later than the due date and time established within the solicitation. Allow sufficient time for transportation and inspection. Each package shall be clearly marked with the applicable solicitation number, title, and company name. Ensure that your proposal is securely sealed in an opaque envelope/package to provide confidentiality of the proposal prior to the solicitation closing.

No Proposal submitted may be withdrawn after the scheduled closing time for the RFQ for a period of 120 days.

Delivery IN PERSON	THIRD PARTY CARRIER i.e., Fed-Ex, UPS
PURCHASING DIVISION CITY OF LEESBURG 204 N. 5TH STREET LEESBURG, FLORIDA	PURCHASING DIVISION CITY OF LEESBURG 204 N. 5TH STREET LEESBURG, FLORIDA 34748

ELECTRONIC SUBMISSIONS BY ANY MEANS SHALL NOT BE ACCEPTED.

ST-6. SUBMISSION REQUIREMENTS

Respondents shall submit **One (1) signed original and Four (4) complete copies** of the package. All submissions shall be sealed and delivered to the Purchasing Division no later than the official RFQ due date and time, or as amended by addenda to the RFQ. One (1) digital/electronic copy will be submitted on a CD-ROM or other electronic media in Adobe Acrobat PDF readable format replicating the content of the paper version of the submission. The digital copy will be an exact duplicate of the paper response submitted.

The City is not liable or responsible for any costs incurred by any Offeror in responding to this RFQ including, without limitation, costs for product and/or service demonstrations if requested.

When you submit a proposal, you are making a binding offer to the City and are agreeing to all of the terms and conditions in this solicitation should your offer be accepted. All information shall be legible and either written in ink or typewritten. If you make a correction or change on any document, the person signing the proposal must initial the change. The proposal shall be signed, manually or digitally, by an official authorized to legally bind the Respondent to its provisions.

ST-7. PROHIBITION AGAINST CONTINGENT FEES

Any contract entered into as a result of this Request for Qualifications shall contain the following statement.

“I, as an authorized agent of *[firm name]* warrant that *[firm name]* has not employed or retained any company or person, other than a bona fide employee working solely for *[firm name]* to solicit or secure this agreement and that *[firm name]* has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for *[firm name]* any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award of making of this agreement.”

ST-8. LEGAL REQUIREMENTS

Federal, State, County, and local laws ordinances, rules and regulations that in any manner affect the item(s) covered herein apply. Lack of knowledge by the Respondent will in no way be cause for relief from responsibility.

ST-9. LIABILITY

The Respondent shall hold and save the City of Leesburg, its officers, agents, and employees harmless from liability of any kind in the performance which may result from this RFQ.

ST-10. INSURANCE REQUIREMENTS

Each Professional shall include in its solicitation response package proof of insurance capabilities, including but not limited to, the following requirements: [This does not mean that the Professional must have the coverage prior to submittal, but, that the coverage must be in effect prior to a purchase order or contract being executed by the City.]

All insurance shall be purchased on forms no more restrictive than the latest edition of the Occurrence Form Commercial General Liability policy (CG 00 01) of the Insurance Services Office (ISO) or equivalent without restrictive endorsements.

An original certificate of insurance, indicating that the awarded Professional has coverage in accordance with the requirements of this section, shall be furnished by the Professional to the Contracting Buyer within five (5) working days of such request and must be received and accepted by the City prior to beginning any work.

The Professional shall provide and maintain at all times during the term of any contract, without cost or expense to the City, policies of insurance, with a company or companies authorized to do business in the State of Florida, and which are acceptable to the City, insuring the Professional against any and all claims, demands or causes of action whatsoever, for injuries received or damage to property relating to the performance of duties, services and/or obligations of the Professional under the terms and provisions of the contract. The Professional is responsible for timely provision of certificate(s) of insurance to the City at the certificate holder address evidencing conformance with the contract requirements at all times throughout the term of the contract.

Such policies of insurance, and confirming certificates of insurance, shall insure the Professional is in accordance with the following minimum limits:

General Liability with the following minimum limits and coverage:

Each Occurrence/General Aggregate	\$1,000,000/2,000,000
Products-Completed Operations	\$2,000,000
Personal & Adv. Injury	\$1,000,000
Fire Damage	\$50,000
Medical Expense	\$5,000

General Liability insurance shall also include coverage for bodily and personal injury and property damage liability for premises, operations, products and completed operations, independent contractors, contractual liability covering the agreement, contract or lease, broad form property damage coverage, and property damage resulting from explosion, collapse or underground exposures (x,c,u).

Automobile Liability insurance, including owned, non-owned, and hired autos with the following minimum limits and coverage:

Combined Single Limit	\$1,000,000
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Workers' Compensation insurance based on proper reporting of classification codes and payroll amounts in accordance with Chapter 440, Florida Statutes, and/or any other applicable law requiring workers' compensation (Federal, maritime, etc). If not required by law to maintain workers compensation insurance, the Professional must provide a notarized statement that if he or she is injured; he or she will not hold the City responsible for any payment or compensation.

Employers Liability insurance with the following minimum limits and coverage:

Each Accident	\$100,000
Disease-Each Employee	\$100,000
Disease-Policy Limit	\$500,000

Professional Liability/Malpractice/Errors or Omissions Insurance shall be purchased and maintain Professional Liability or Malpractice or Errors or Omissions insurance with minimum limits of \$1,000,000 per occurrence combined single limit.

If a claims-made form of coverage is provided, the retroactive date of coverage shall be no later than the inception date of claims-made coverage, unless the prior policy was extended indefinitely to cover prior acts.

Coverage shall be extended beyond the policy year either by a supplemental extended reporting period (ERP) of as great a duration as available, and with no less coverage and with reinstated aggregate limits, or by requiring that any new policy provide a retroactive date no later than the inception date of the claims-made coverage.

Certificate(s) of Insurance (COI) shall provide for a minimum of thirty (30) days prior written notice to the City of any change, cancellation, or nonrenewal of the provided insurance. It is the Professional's specific responsibility to ensure that any such notice is provided within the stated timeframe to the certificate holder.

If it is not possible for the Professional to certify compliance, on the certificate of insurance, with all of the above requirements, then the Professional is required to provide a copy of the actual policy endorsement(s) providing the required coverage and notification provisions.

City of Leesburg, a Political Subdivision of the State of Florida, and the City Commission, shall be named as additional insured as their interest may appear on all applicable liability insurance policies.

Certificate(s) of insurance shall identify the applicable solicitation (ITB/RFP/RFQ) number in the Description of Operations section of the Certificate.

Certificate holder shall be:

CITY OF LEESBURG
ATTN: Purchasing Division
501 W. Meadow Street, Leesburg, FL 34748

Certificates of insurance shall evidence a waiver of subrogation in favor of the City, that coverage shall be primary and noncontributory, and that each evidenced policy includes a Cross Liability or Severability of Interests provision, with no requirement of premium payment by the City.

The Professional shall be responsible for subcontractors and their insurance. Subcontractors are to provide certificates of insurance to the prime Professional evidencing coverage and terms in accordance with the Professional's requirements.

All self-insured retentions shall appear on the certificate(s) and shall be subject to approval by the City. At the option of the City, the insurer shall reduce or eliminate such self-insured retentions or the Professional, or subcontractor, shall be required to procure a bond guaranteeing payment of losses and related claims expenses.

The City shall be exempt from, and in no way liable for, any sums of money, which may represent a deductible or self-insured retention in any insurance policy. The payment of such deductible or self-insured retention shall be the sole responsibility of the Professional and/or sub-contractor providing such insurance.

Failure to obtain and maintain such insurance as set out above will be considered a breach of contract and may result in termination of the contract for default.

Neither approval by the City of any insurance supplied by the Professional or Subcontractor(s), nor a failure to disapprove that insurance, shall relieve the Professional or Subcontractor(s) of full responsibility for liability, damages, and accidents as set forth herein.

ST-11. INDEMNIFICATION

The Professional shall indemnify the City and hold it, its officers, and its employees harmless from liabilities, losses, and costs, including, but not limited to, reasonable attorney's fees to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the Professional and persons employed or utilized by the Professional in the performance of this Agreement. The liability of the Professional shall, however, be limited to one million and 00/100 dollars (\$1,000,000.00) per occurrence, and the obligation of the Professional to indemnify the City shall be limited to intentional misconduct or negligent acts, omissions, or defaults of the Professional; any contractors, subcontractors, sub-subcontractors, materialmen, or agents or employees of any of them, providing labor, services or materials in connection with the project; and the City, its officers, agents and employees, provided however that the Professional shall not be obligated to indemnify the City against losses arising from the negligence, or willful, wanton, or intentional misconduct of the City, its officers, agents and employees, or against statutory violations or punitive damages except to the extent caused by or resulting from the intentional misconduct or negligent acts or omissions of the Professional, or any contractors, subcontractors, sub-subcontractors,

materialmen, or agents or employees of any of them, providing labor, services, or materials in connection with this Agreement.

ST-12. CLAIM FOR PAYMENT

All invoices shall contain the purchase order number, task order number, project title, description of services provided, and confirmation of acceptance of the services by the appropriate City representative.

Failure to submit invoices in a manner acceptable to the City will delay payment. Invoices for grant funded projects must be in a format acceptable to the City and the granting agency.

A payment schedule based on milestones will be included in any resulting Agreement. Payments shall not be made more than once per month and shall be tendered in accordance with the Florida Prompt Payment Act, Part VII, Chapter 218, Florida Statutes.

ST-13. PRIOR CITY WORK

If your firm has prior experience working with the City **DO NOT** assume this prior work is known to the evaluation committee. All firms are evaluated solely on the information contained in their proposal, information obtained from references, interviews, or presentations if requested. All submittals must be prepared as if the evaluation committee has no knowledge of the firm, their qualifications or past projects.

Prior work done for the City may be used as a reference submitted by the Professional if it is submitted within their proposal and similar to the work being requested in this RFQ.

ST-14. PROPRIETARY AND CONFIDENTIAL INFORMATION

All RFQ submittals delivered and accepted by the City becomes a public record, except as listed below. All material submitted becomes the property of the City and shall not be returned to the submitting entity. The City has the right to use any or all ideas presented in any reply to this RFQ. Selection or rejection of a RFQ package does not affect this right.

The City is governed by the Public Records Law, Chapter 119, Florida Statutes (F.S.). Only trade secrets as defined in Section 812.081, F.S., will be exempt from disclosure. If a respondent submits trade secret information, the information must be segregated and each pertinent page must be clearly labeled “trade secret”. The City will maintain the confidentiality of such trade secrets to the extent provided by law. If a respondent labels all or most pages “trade secret”, the Respondent may not be considered for award.

Also pursuant to Section 119.071 (c), F.S., financial statements, if provided, will be exempt from examination by anyone other than legally authorized County employees or agents. The City will maintain the confidentiality of such financial data to the extent provided by law.

By submission of a response to this RFQ the responder agrees to hold harmless the City should any information marked as confidential and/or proprietary knowingly or unknowingly be released as the result of a public records request.

ST-15. PUBLIC RECORDS

Pursuant to Section 119.0701, Florida Statutes, the awarded Professional shall comply with the Florida Public Records' laws, and shall:

- a. Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the services identified herein.
- b. Provide the public with access to public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed the cost provided for by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- d. Meet all requirements for retaining public records and transfer, at no cost, to the City all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the City. Failure to comply with this section shall be deemed a breach of the contract and enforceable as set forth in Section 119.0701, Florida Statutes.

ST-16. COST AND PRICING

Do not include cost or pricing elements in your proposal. Firms are evaluated and selected based on their qualifications per Florida Statute 287.055. Cost and pricing are not considered during the evaluation process. Cost and Pricing will be requested during the negotiation process.

[END OF SECTION]

SECTION 2 - SCOPE OF SERVICES

SW-1. BACKGROUND AND OVERVIEW

The City of Leesburg, Florida desires to contract for engineering design services for relocation of water and wastewater utilities within the US 441 right of way from Perkins Avenue to Newell Hill in advance of the FDOT project to widen this section of US 441. The City is requesting qualifications from qualified individuals or firms interested in providing professional design services to include all aspects of engineering design, utility design, engineering, cost estimating, right of way acquisition and construction management for this project.

The City of Leesburg is located in Lake County, Florida and has a population of approximately 21,000. US 441 is a major arterial traversing the north side of the City. The FDOT has an ongoing project to widen US 441 from the existing four lanes to six lanes.

The City must relocate its existing water and wastewater utility lines to make way for the widening project without interruption of service.

SW-2. SCOPE OF SERVICES

a. Conceptual design and site plan

- i. Develop a relocation plan including conceptual design, right of way requirements and construction cost estimate. A project timeline and document production schedule is to be included.
- ii. Meet with City staff to develop the conceptual design and right of way requirements.

b. Schematic design and project estimates

- i. Identify and document all regulatory and approval processes and measures required for the project.
- ii. Review and evaluate conceptual plans to coordinate development of infrastructure.
- iii. Analyze and develop criteria for infrastructure including pipe sizes, pumping stations, SCADA requirements and continuing service plan.
- iv. Develop and prepare a schematic design, cross sections and the type of construction proposed.
- v. Prepare a report of probable construction costs and a construction timeline with key milestone dates including delivery of design and construction documents. Major project components, including right of way acquisition, construction, permitting, system testing, switch over, abandonment of old structures and final clearance, shall be defined with their related budget estimates.
- vi. Meet with designated City personnel to review design and project estimates. Make corrections and changes as requested.
- vii. Submit 6 copies of final schematic design and project cost estimate report, bound and in presentation quality, to the City for review by the City Staff including one for the City Clerk file.

c. Design development

- i. Prepare the design development drawings and preliminary specifications.
- ii. Define performance criteria and distribution systems for electrical, mechanical and plumbing system components.
- iii. Prepare design development opinion of probable construction cost.
- iv. Identify planning assumptions and permits required, prepare applications and make presentations describing the project as needed.

d. Construction documents

- i. Prepare final working drawings.
- ii. Prepare construction specifications in current CSI Division Format, or equivalent, including work sequence schedule in Division 1, General Requirements.
- iii. Work with the City to keep construction scope within Owner's construction budget and assist City in the bidding process where necessary.
- iv. Prepare final opinion of probable construction cost and explain in writing differences from the Design Development cost estimate.
- v. Construction documents phase shall include a 90% complete submittal and a 100% complete submittal.

e. Construction observation

- i. Attend pre-construction meeting(s).
- ii. Review submittals including equipment data, shop drawings, and product data to assure compliance with contract documents.
- iii. Respond to Request for Interpretation (RFIs) within 7 calendar days.
- iv. Engineer shall review any change orders associated with additional work or changes to design or specifications.
- v. Make recommendations to the City on all claims of the City or construction contractor and all other matters relating to the execution and progress of work, including interpretation of the engineer's documents.
- vi. Observe construction regularly and at key milestones.
- vii. Verify completion of punch list items and prepare supplementary punch lists.
- viii. Review project closeout submittals from Contractor including drawings, operations, and maintenance manuals and data, and warranties.
- ix. Certify substantial completion, final completion, and final payment to Contractor.

[END OF SECTION]

SECTION 3 - GENERAL TERMS AND CONDITIONS

GT-1. DEFINITIONS

- 1.1. **Addendum:** A written change to a Solicitation.
- 1.2. **Contract:** The Agreement to perform the services set forth in this solicitation.
 - 1.2.1. **Performance of Services –** The contract will be comprised of the Agreement between the City and the vendor, the solicitation document, any addenda, and other attachments incorporated into the Agreement.
- 1.3. **Professional:** The vendor to whom award has been made.
- 1.4. **City:** Shall refer to City of Leesburg, Florida.
- 1.5. **Firm:** A general reference to any entity responding to this solicitation or performing under any resulting Agreement, also includes vendor, contractor, respondent, offeror, etc.
- 1.6. **Interested Party:** The terms professional, contractor, vendor, firm, company, offeror, respondent, consultant, etc. . . may be used interchangeably in this document. Each reference when used refers to any entity that is participating or is interested in participating in this solicitation.
- 1.7. **In Writing –** By means that are not ‘verbally’ spoken. Acceptable methods of submitting something in writing is through e-mail or through the electronic bid system, *Public Purchase*, currently used by the City.
- 1.8. **Modification:** A written change to the terms of a contract.
- 1.9. **Official Purchasing Time:** The Official Purchasing Time shall be that time reflected on the digital clock located in the Purchasing Office and labeled ‘Official Purchasing Time’. This clock shall be used for all time deadlines related to City purchasing solicitations.
- 1.10. **Offer, Submittal, Proposal or Response:** Shall refer to any response submitted in regard to this Solicitation that if accepted would bind the Respondent to perform the resultant Contract.
- 1.11. **Responsible:** Refers to a Respondent that has the capacity and capability to perform the work required under a Solicitation and is otherwise eligible for award.
- 1.12. **Respondent:** Shall refer to anyone submitting a response to a Request for Proposal (RFP) or Request for Qualifications (RFQ).
- 1.13. **Responsive:** Refers to a Respondent that has provided the requested information in the specified format and has taken no material exception to the terms, conditions, and specifications set forth in an RFP or RFQ. Their submittal conforms to the instructions and format specified in the solicitation document.
- 1.14. **Solicitation:** The written document requesting proposals, responses, statements of qualifications or submittals from interested parties. The solicitation document generally details the scope of work, specification, terms and conditions, and solicitation requirements.

The City has established for purposes of this solicitation that the words “shall”, “must”, or “will” are equivalent in this solicitation and indicate a mandatory requirement or condition, the material deviation from which shall not be waived by the City. A deviation is material if, in the City’s sole discretion, the deficient response is not in substantial accord with the mandatory requirements of the Solicitation. The words “should” or “may” are equivalent in this solicitation and indicate very desirable conditions or requirements, but are permissive in nature.

GT-2. INSTRUCTIONS TO RESPONDENTS

- 2.1. **Addenda –** The Purchasing Division may issue an addendum in response to any inquiry received, prior to the time designated for receipt of the solicitation response, which changes, adds to, or clarifies the terms, provisions, or requirements of the solicitation. The Respondent should not rely on any representation, statement or explanation whether written or verbal, other than those made in this solicitation document or in any addenda issued. Where there appears to be a conflict between this solicitation and any addenda, the last addendum issued shall prevail. It is the Respondent responsibility to ensure receipt of all addenda and any accompanying documentation. The Respondent is required to submit with its offer a signed “Acknowledgement of Addenda” when any addenda have been issued. Failure to acknowledge each addendum may prevent the offer from being considered for award.
- 2.2. **Respondent Eligibility –** It is the policy of the City to encourage full and open competition among all available qualified vendors. All vendors regularly engaged in the type of work specified in the solicitation are encouraged to submit bids. Eligibility requirements for contract award are:
 - 2.2.1. Have NO delinquent indebtedness to the City of Leesburg or other federal, state, or municipal agencies;
 - 2.2.2. Have adequate financial resources, or the ability to obtain such resources as required during performance of the contract;

- 2.2.3. Be able to comply with the required or proposed delivery or performance schedule;
 - 2.2.4. Have a satisfactory record of performance. Vendors who are or have been seriously deficient in current or recent contract performance (when the number of contracts and the extent of the deficiency of each are considered, in the absence of evidence to the contrary or circumstances properly beyond the control of the contractor) shall be presumed unable to meet this requirement. Past unsatisfactory performance will ordinarily be sufficient to justify a finding of non-responsibility;
 - 2.2.5. Have a satisfactory record of integrity and business ethics; and
 - 2.2.6. Be otherwise qualified and eligible to receive an award under applicable laws and regulations.
- 2.3. **Contents of Solicitation and Respondents' Responsibilities** – It is the responsibility of the respondent to become thoroughly familiar with the requirements, terms, and conditions of this solicitation. Pleas of ignorance of these matters by the Respondent will not be accepted as a basis for varying the requirements of the City of the amount to be paid to the vendor.
- 2.4. **Request for Additional Information** - Any communication or inquiries, except for clarification of process or procedure already contained in the solicitation, are to be made in writing to the attention of the procurement representative identified in the solicitation **no later than seven (7) days prior to the bid opening date.** *Oral answers will not be authoritative.*
- 2.5. **Requests/Questions** – Interested firms are encouraged to submit their questions electronically through *Public Purchase*. If this is not possible questions may be submitted via e-mail at purch@leesburgflorida.gov. You must reference the solicitation number in the subject line. All requests for information or questions should be clearly marked and must be received no later than the time and date indicated on the summary sheet.
- 2.6. **Restricted Discussions** – From the date of issuance of this solicitation until final City action (contract execution), vendors should NOT discuss the solicitation or any part thereof with any employee, agent, or any other representative of the City except as expressly authorized by the designated procurement representative. The only communications that shall be considered pertinent to this solicitation are appropriately signed written documents from the vendor to the designated procurement representative and any relevant written document promulgated by the designated procurement representative.
- 2.7. **Questions Regarding Specifications or Submittal Process** - To ensure fair consideration for all parties, the City prohibits communication to or with any department, division, employee, or city representative from the date of issuance of this solicitation until final City action.
- 2.7.1. All questions relative to interpretation of specifications, scope of services or the qualifications submittal process shall be addressed **in writing** as indicated below, in ample time before the period set for the receipt and opening of the proposals. No inquiries, if received after the deadline for questions will be given any consideration. Any interpretation made to prospective respondents will be expressed in the form of an addendum to the solicitation which, if issued, will be made available to all prospective Respondents no later than five (5) days before the date and time set for receipt of the Responses.
 - 2.7.2. It will be the responsibility of the Respondent to contact the Purchasing Division prior to submitting to ascertain if any addenda have been issued, to obtain all such addenda, and return executed addenda with the submittal.
- GT-3. **Award** – Award may be made to the source which offers the best value to the City. The City reserves the right to reject any and all offers, to waive non-material irregularities or technicalities and to re-advertise for all or any part of this solicitation as deemed in its best interest. The City will be the sole judge of its best interest.
- GT-4. **Assignment** – The Contractor shall not assign or transfer any contract resulting from this solicitation, including any rights title or interest therein, or its power to execute such contract to any person, company or corporation without the prior written consent of the City.
- GT-5. **Cancellation of Solicitation** – The City reserves the right to cancel, in whole or in part, any solicitation when it is in the best interest of the City. Availability of all information related to a cancelled solicitation is subject to Chapter 119, Florida Statutes.

- GT-6. **City is Tax Exempt** - The City is generally exempt from Federal Excise Taxes and all State of Florida sales and use taxes. Do not include any tax on any item or service. The City will provide an exemption certificate upon request. Contractors doing business with the City are not exempt from paying sales tax to their suppliers for materials to fulfill contractual obligations with the City, nor shall any contractor be authorized to use any of the City's Tax Exemptions in securing such materials.
- GT-7. **Collusion Among Firms** - Where two (2) or more related parties, as defined herein, each submit a response for the same contract, such responses shall be presumed to be collusive. The foregoing presumption may be rebutted by the presentation of evidence as to the extent of ownership, control and management of such related parties in preparation of such submittals. Related parties shall mean an interested party or the principals thereof which have a direct or indirect ownership interest in another interested party for the same contract or in which a parent company or the principals thereof of one interested party have a direct or indirect ownership interest in another interested party for the same contract. Furthermore, any prior understanding, agreement, or connection between two (2) or more corporations, firms, or persons submitting a response for the same materials, supplies, services, or equipment shall also be presumed to be collusive. Responses found to be collusive shall be rejected. Respondents which have been found to have engaged in collusion may be considered non-responsible, and may be suspended or debarred, and any contract resulting from collusive actions may be terminated for default.
- GT-8. **Conflict of Interest** - The award hereunder is subject to Chapter 112, Florida Statutes. All respondents must disclose with their response the name of any officer, director, or agent who is also an employee of the City of Leesburg. Further, all respondents must disclose the name of any City of Leesburg employee who owns, directly or indirectly, an interest of five percent (5%) or more of the Respondents firm or any of its branches.
- GT-9. **Conflicts within the Solicitation** – Where there appears to be a conflict between the General Terms and Conditions, Special Terms and Conditions, the Statement of Work/Specifications, the Pricing Section, or any addendum issued, the order of precedence shall be the last addendum issued, the Bid Price Section, the Statement of Work/Specifications, the Special Terms & Conditions, and then the General Terms & Conditions. In addition, in the case of a conflict between any term or provision contained in contract documents which cannot be resolved by the order of precedence set forth previously, the term or condition that is more stringent and/or specific shall govern and apply.
- GT-10. **Continuation of Work** – Any work that commences prior to and will extend beyond the expiration date of the current contract period shall, unless terminated by mutual written agreement between the City and the vendor, continue until completion without change to the then current prices, terms and conditions.
- GT-11. **Contract Extension** – The City has the unilateral option to extend any contract resulting from this solicitation for up to ninety (90) calendar days beyond the current contract period. In such event, the City will notify the vendor(s) in writing of such extensions. The contract may be extended beyond the initial ninety (90) day extension upon mutual agreement between the City and the vendor(s). Exercise of the above options requires the prior approval of the Purchasing Manager.
- GT-12. **Cost of Preparing Proposal** - All costs incurred by the Respondent for proposal preparation and participation in this competitive procurement process shall be the sole responsibility of the Respondent. The City of Leesburg will not reimburse any Respondent for any such costs.
- GT-13. **Copeland "Anti-Kickback" Act** - The Consultant must comply with the Copeland "Anti-Kickback" Act, 18 USC 874 as supplemented in Department of Labor regulations, 29 CFR Part 3, prohibiting employers from inducing any person employed to give up any part of the compensation to which he or she is otherwise entitled.
- GT-14. **Disputes** - In case of any doubt or differences of opinion as to the services or items to be furnished hereunder, the decision of the City of Leesburg Purchasing Division shall be final and binding on both parties.
- GT-15. **Execution of Contract** – The firm to whom a Contract is awarded will be required to execute two (2) original contract documents within ten (10) days from the date of Notice of Recommendation for Award, and deliver these executed instruments to the City of Leesburg Purchasing Division.
- GT-16. **Governing Law/Jurisdiction** – The interpretation, effect, and validity of any contract(s) resulting from this solicitation shall be governed by the laws and regulations of the State of Florida. Venue of any court action shall be in Lake County, Florida. In the event that a suit is brought for the enforcement of any term of the contract(s).

GT-17. Interpretation of Contract Documents - Each Respondent shall thoroughly examine all other documents comprising the Contract Documents. He shall also examine and judge for himself all matters relating to the location and the character of the proposed work. If the Respondent should be of the opinion that the meaning of any part of the specifications is doubtful or obscure, or that they contain errors or reflect omissions, he should report such opinion or opinions in writing for an interpretation thereof to Purchasing Division by email to: purch@leesburgflorida.gov, at least seven (7) days before the date of the formal opening of Responses in order that appropriate addenda may be issued by the Purchasing Manager, if necessary, to all prospective Respondent s.

17.1. Any such interpretation will be made only through the issuance of a written addendum, a copy of which will be so mailed or delivered to each prospective Respondent who has submitted Response documents. The Purchasing Manager will not be responsible for oral interpretation given either by him or by a member of his staff, the issuance of a written addendum being the only official method whereby such an interpretation will be given. The failure of the Respondent to direct the attention of the Purchasing Manager to errors or discrepancies will not relieve the Respondent, should he be awarded the contract, of responsibility of performing the services to the satisfaction of the City of Leesburg.

GT-18. Acceptance of Services - The material and/or services provided under any contract awarded in accordance with this solicitation shall remain the property of the seller until a physical inspection and actual usage of this material and/or services is made and thereafter accepted to the satisfaction of the City. Materials and/or services must comply with all the terms herein. In the event the material and/or service supplied to the City is found to be defective or does not conform to the specifications, the City reserves the right to cancel the order upon written notice to the seller. Materials shall be returned to the seller at the seller's expense. The City may take up to **fifteen (15) days** to complete their inspection of materials or services. The inspection period will be used to determine if the item meets the specifications requested and is fit for its intended use. Payment will be authorized upon final acceptance.

GT-19. Liability - The vendor shall hold and save the City of Leesburg, its officers, agents, and employees harmless from liability of any kind in the performance of or fulfilling the requirements of the Purchase Order or Agreement which may result from this Solicitation.

GT-20. Non-appropriation – The vendor understands and agrees any and every Agreement is subject to the availability of funds to the City to purchase the specified services. As used herein, a “non-appropriation” shall be defined as an occurrence wherein the City, in any fiscal period, does not allocate funds in its budget for the purchase of the specified products/services or other amounts owed pursuant to any Agreement, from the source of funding which the City anticipates using to pay its obligations hereunder, and the City has no other funds, from sources other than ad valorem taxes, which it deems to be available to pay its obligations under Agreement. The City may terminate an Agreement, with no further liability to the vendor, effective the first day of a fiscal period provided that:

- 20.1. a non-appropriation has occurred, and
- 20.2. The City has provided the vendor with written notice of termination not less than fifteen (15) days before the proposed termination date.
- 20.3. Upon the occurrence of such non-appropriation the City shall not be obligated for payment for any fiscal period for which funds have not been appropriated.

GT-21. Prompt Payment - It is the policy of the City that payment for all purchases by the City shall be made in a timely manner and that interest payments will be made on late payments in accordance with Part VII, Chapter 218, Florida Statutes, known as the Florida Prompt Payment Act. The bidder may offer cash discounts for prompt payments; however, such discounts will not be considered in determining the lowest price during bid evaluation. Bidders are requested to provide prompt payment terms in the space provided on the signature page of the solicitation.

GT-22. Protests – Protests must be submitted in writing, electronic mail is acceptable, to the Purchasing Manager at 204 N. 5th Street, Leesburg, FL 32748 no later than **three (3) business days** following the day the Notice of Recommendation for Award is issued and posted to Public Purchase. The written protest must specifically state the reason for the protest and exactly what is being protested. The written protest should also state the desired action to be taken by the City. Protests received after the deadline will not be considered. The Purchasing Manager will issue a written response to protests no later than **seven (7) business days** from the day it is

received. In case of a protest the determination and decision of the City of Leesburg Purchasing Division shall be final.

GT-23. **Public Entity Crimes** – Pursuant to Section 287.133(12)(a) of the Florida Statutes, 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 Bid Response on a contract to provide any goods or services to a public entity, may not submit a bond on a contract with a public entity for the construction or repair of a public building or public work, may not submit Bid Responses 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 Section 287.017 for Category Two (\$25,000) for a period of 36 months from the date of being placed on the convicted vendor list."

GT-24. **Public Records Law** – The State of Florida has a very broad public records law. Florida Statute Chapter 119 will apply to all bid responses submitted.

GT-25. **Qualifications of Respondents** - The City of Leesburg reserves the right before awarding the contract, to require the respondent to submit such evidence of his qualifications and experience as it may deem necessary, and may consider any evidence available to it of the financial, technical and other qualifications and abilities of a respondent.

- 25.1. The respondent is assumed to be familiar with all Federal, State or local laws, codes, ordinances, rules and regulations that in any manner affect the work, and to abide thereby if awarded the Contract. Ignorance of legal requirements on the part of the Consultant will in no way relieve him of responsibility.
- 25.2. Any respondent may be required to show to the complete satisfaction of the City of Leesburg that he has the necessary personnel, facilities, abilities, and financial resources to perform the work in a satisfactory manner and within the time specified.
- 25.3. Respondents must possess any and all required licenses to perform and complete the work necessary in this project. The respondent must be licensed at the time of submitting their bid and the license must be in effect for the entire period of the project.

GT-26. **Registration** – Any vendor receiving an award or purchase from this solicitation is required to register with the City's on-line bid/vendor management system. That on-line system is Public Purchase (www.publicpurchase.com). There is no cost to register. Following issuance of the Notice of Recommendation for Award (NORA), the recommended vendor will be provided instructions on how to register with Public Purchase. Registration must be completed prior to any work or purchases be made under the Contract.

GT-27. **Responsibility of Respondent to Inform Himself as to All Conditions Relating To Project** - The respondent, by and through the submission of his response, agrees that he shall be held responsible for having theretofore examined the site, the location and/or route of all proposed work and for having satisfied himself as to the character of such location and/or route of surface and underground obstructions, the nature of the ground and water table conditions and all other physical characteristics of the job, in order that he may include in the prices which he proposes, all costs pertaining to the work and thereby provide for the satisfactory completion thereof, including the removal, relocation or replacement of any objects or obstructions which will be encountered in doing the proposed work.

GT-28. **Responsiveness** – Responses shall conform in all material respects to the solicitation in order to be considered for award. Any response which fails to conform to the solicitation's essential requirements may be rejected. An effective bid/proposal will be formatted to the solicitation specifically with particular attention paid to providing the information necessary to meet the evaluation factors in detail. The bid/proposal must demonstrate to the City that the respondent is highly qualified with regard to each requirement in the solicitation.

GT-29. **Right to Accept or Reject Submittals** – Submittals which are incomplete, unbalanced, conditional, obscure or which contain additions not required, or irregularities of any kind, or which do not comply in every respect with the solicitation, and the Contract Documents, may be rejected at the option of the City of Leesburg (also see the solicitation Definitions).

- 29.1. The City of Leesburg does not bind itself to accept the lowest price for the minimum specifications stated herein, but reserves the right to accept any response which in the judgment of the City will best serve the needs and interests of the City of Leesburg. If, at the time this contract is to be awarded, the lowest Cost Response submitted by a responsible Respondent having acceptable qualifications and abilities to perform the work, does not exceed the amount of funds then estimated by the City as available to finance the contract; the

contract will be awarded for that Respondent. If such lowest Cost exceeds such amount, the City may reject all Responses or may award the contract on the lowest Cost Response less such deductible alternates or schedules of work which are listed in the Cost Proposal Forms, as produces a net amount which is within the available funds.

GT-30. Rules, Regulations and Licenses – The awarded vendor shall comply with all federal, state, county, and local laws ordinances, rules and regulations applicable to the provision of the goods and/or services specified in this solicitation. Lack of knowledge by the vendor will in no way be relief from responsibility.

GT-31. Signature of Respondent - The Respondent vendor shall sign the proposal response form (Proposers Certification) in the space provided for the signature. If the vendor is an individual, the words, "Doing Business As (business name)", or "Sole Owner" shall appear beneath his signature. In the case of partnership, the signature of at least one of the partners shall follow the firm name and the words, "Member of Firm", should be written beneath such signature. If the vendor is a corporation, the title of the office signing the Response in behalf of the corporation shall be stated and evidence of his authority to sign the Response shall be submitted. The vendor shall state in the Response the name and address of each person interested herein.

GT-32. State Registration Requirements – Any corporation submitting a proposal in response to this Solicitation shall either be registered or have applied for registration with the Florida Department of State in accordance with the provisions of Chapter 607, Florida Statutes. A copy of the registration/application may be required prior to award of a contract. Any partnership submitting a response to this Solicitation shall have complied with the applicable provisions of Chapter 620, Florida Statutes. For additional information on these requirements, please contact the Florida Secretary of State's Office, Division of Corporations, (800) 755-5111 (<http://www.dos.state.fl.us>).

GT-33. Subcontracting – Unless otherwise specified in this solicitation, the vendor shall not subcontract any portion of the work without prior written consent of the City. The ability to subcontract may be further limited by the ability to subcontract may be further limited by the Special Terms and Conditions. Subcontracting without the prior consent of the City may result in termination of the contract for default.

GT-34. Time Allowed – Professional will provide services in an expeditious manner which meets the mutually agreed upon schedule.

GT-35. Wage Rates/Equal Employment Opportunity - Wage rates for laborers, mechanics and apprentices shall not be less than those established by the Florida Department of Labor and Employment Security and/or the United States Department of Labor for this work, as may be attached hereto. The Contractor must insure Equal Employment Opportunity as part of the awarded contract and also subcontracts awarded by the contractor.

GT-36. Withdrawal of Proposal - Any response to this Solicitation may be withdrawn **prior** to the due date and time specified in the solicitation document and as revised by any addenda. Parties wishing to withdraw their response may do so by stating such in writing and making arrangements to have said response picked-up from the Purchasing Division. The written request must state to whom the City is authorized to release the response. The City will not make arrangements to return a response either by United States Postal Service or 3rd party courier. Retrieval of the response is the responsibility of the responding party.

[END OF SECTION]

SECTION 4 – EVALUATION & SUBMITTAL FORMAT

ES-1. EVALUATION CRITERIA AND WEIGHTING

EVALUATION CRITERIA	WEIGHTING
Section A - Project Approach Understanding of project and approach to develop a design for major utility relocation.	30 weight
Section B – Firm Experience Municipal work; water and wastewater utility; major utility relocation in urban environment.	30 weight
Section B – Team Experience Geo-tech participation, education and licensing, similar projects	30 weight
Overall Impression of Firm and Proposal	15 weight
Total Weight Score Possible	105 weight
BASE POINTS AVAILABLE (Ranking 0-5 multiplied by weight)	525 Base Points
Locale of Firm or Established Branch Servicing this Project	10 Points
TOTAL POINTS AVAILABLE	535 Total Points

ES-2. PROPOSAL FORMAT GUIDELINES

- a. Page Limitations, Size, and Format - Page size shall be 8.5 x 11 inches, not including foldouts. Pages may be singled-spaced. The text size should be 11 point or larger.
- b. Legible tables, charts, graphs, and figures shall be used wherever practical to depict organizations, systems and layouts, implementation schedules, plans, etc. These displays shall be uncomplicated, legible and shall not exceed eleven (11) by seventeen (17) inches in size. Foldout pages may only be used for large tables, charts, graphs, diagrams, and schematics, and not for pages of text.
- c. Binding and Labeling – The entirety of the submittal should be spiral bound OR contained in a binder to allow the submittal package to lie flat when opened.
- d. Electronic Media Response - Please submit one electronic copy on compact disc (CD). The electronic copy MUST be an exact replication of the hardcopy submittal. Do NOT include individual files that must be ‘assembled/combined’ by City staff to create a single file. Not submitting an exact copy of the hardcopy submittal will result in evaluation points being deducted.
- e. Section Separators - All response sections must be appropriately separated with separator sheets. The City prefers the use of separator sheets over tabs for archival purposes.

Failure to submit this information in the format specified may render your proposal non-responsive. Each Section is to be preceded with a SEPERATOR sheet or TAB delineating the information. The City prefers separator sheets to make document scanning and filing easier.

ES-3. **RESPONSE SUBMISSION FORMAT**

The following information shall be submitted in all responses **in the format as specified herein**. Failure to submit the requested information in this format may result in a reduction of the evaluation points assigned to your proposal and possibly rejection of the entire submittal.

COVER LETTER/LETTER OF INTEREST

Provide an informative, narrative letter pertinent to your firm's' understanding of the disciplines and Scope of Services. This letter should not exceed five (5) pages. It should include an affirmative statement of your proposed design team's ability to provide the scope of services.

SECTION A

Project Approach

- Describe your firm's understanding of this project and your approach/method of developing a design for relocating major utility trunk lines.
- Discuss the process and criteria used to determine a suitable location route.
- Discuss the cost considerations when determining the potential relocation plan.
- Discuss any known or perceived challenges with this project.
- Provide an outline (high level) of a potential schedule from start of design to finished construction.

Organization, Experience and Knowledge

Discuss your organizations experience with the design and construction supervision of major utility relocation projects.

SECTION B

Standard Form 330

The City of Leesburg will use the Federal Standard Form 330 for the purposes of evaluating the qualifications of the Professional. In Section B of your proposal include a completed Standard Form 330. For your convenience one is provided.

Firms may use other sources of the SF 330 provided it is in the same format as provided here. Microsoft Word versions of the SF 330 are NOT acceptable.

All information provided in the SF 330 submitted with your proposal should support your firms' qualifications for providing the services requested in this Request for Qualifications.

Part I – CONTACT SPECIFIC QUALIFICATIONS

SF330 – Part I – A. Contract Information

1. Title and Location

City of Leesburg, Florida – Professional Design Services, US 441 Utility Relocation

2. Public Notice Date

July 24, 2017

3. Solicitation or Project Number

RFQ 170453

SF330 – Part 1 – B. Engineer Point of Contact

Items 4 through 8 – Provide the point of contact should the City have any questions during the evaluation or wish to schedule any meetings.

SF330 Part 1 – C. Proposed Team

Complete this section for the prime firm and all key sub-consultants that will be used on **THIS** contract. Use additional sheets if more space is needed for all disciplines proposed.

SF330 Part 1 – D. Organizational Chart of Proposed Team

Include an organization chart depicting all key members of the design team. This chart shall include the entire team. The Key Personnel stated in Section E shall match the Organizational Chart.

SF330 Part 1 – E. Resumes of Key Personnel Proposed for This Contract

Complete one section E for each key person; this includes key personnel of sub-consultants and sub-contractors.

Complete the form fully for all requested information; should not exceed three (3) pages per resume.

SF330 Part 1 – F. Example Projects Which Best Illustrate Proposed Team’s Qualifications for this Project

Provide projects representing similar work that may be required for this project. The City requests only projects that are recent (generally the previous 6 years) and **FULLY CONSTRUCTED** be submitted.

Projects should be representative of the disciplines your firm believes would be needed on this project.

For projects constructed on sites with challenging geotechnical conditions describe the method used to mitigate the conditions.

SF330 Part I – G. Key Personnel Participation in Example Projects

Complete Section G as instructed. Be sure the personnel listed correspond to the other sections of the SF330.

SF330 Part II – General Qualifications

Submit a Part II for the overall firm and submit a Part II for each Branch Office that is part of the proposed team submitted in Part I. Submit a Part II for each sub-consultant and sub-contractor that is part of the proposed team submitted in Part I.

SF330 Part II – H. Additional Information

NOT REQUIRED.

SECTION C

City Forms Provided (Total 2 pages)

- Respondents Certification
- General Respondent Information and Signature
- Primary Contact Information
- Addendum Acknowledgement

[Rest of page intentionally left blank.]

ES-4. **EVALUATION PROCESS**

- a. The Designated Procurement Representative will accomplish pre-evaluation tasks to verify compliance with the basic solicitation requirements. This verification will include, but is not limited to (1) Review of all stated RFP requirements and supporting documentation in accordance with the stated response format; and Reference Surveys.
- b. Purchasing will provide responsive and responsible solicitation packages to the Technical Evaluation Panel (TEP) which shall consist of at least 3 members, but not more than 5 members for their review and consideration.
- c. The TEP will evaluate the responses based on, but not be limited to the criteria indicated within this document. Evaluation will be based on the TEP's ability to identify and determine the Respondent's qualifications applicable to the scope of services specified in this RFP. The evaluation criteria indicate weights.

ES-5. **RANKING METHODOLOGY**

The TEP members will score responses independently through raw scores which will be converted to ordinal scores by the Purchasing Division.

- a. Raw Scores:
 - i. TEP members will score each respondent 0 through 5 (5 being the highest score) on each criteria. Scores may be assigned as whole numbers or fractions, i.e. 1.0, 1.7, 3.75, 4.5, etc . . .
 - ii. The members score for each evaluation criteria will be multiplied by the criteria weight resulting in a raw score points. The total raw score points obtainable is specified in the Evaluation Criteria table. Identified Potential Bonus Points will be added to the total raw points for all weighted criteria.
 - iii. Each total raw point scored will be converted to an ordinal score or ranking.
- b. Ordinal Scores are determined as the order of preference based on the individual TEP member's raw scores point totals.
 - i. The highest raw score will receive an ordinal score of 1; the 2nd highest raw score will receive an ordinal score of 2, and so on.
 - ii. The individual ordinal score for each TEP member for each respondent will be added together for a total ordinal score.
 - iii. The lowest total ordinal score for all TEP evaluations will be ranked as #1, second lowest ranked as #2 and so on.
- c. The TEP will meet to discuss the responses, scoring, ranking, and any other issues related to the project. TEP members have an option to either:
 - i. Adjust their scoring based on the TEP's discussion;
 - ii. Re-rank respondents based on the TEP's discussion; or
 - iii. Determine a ranking by the consensus of the TEP.
- d. Discussion may or may not be conducted with Respondent's for clarification purposes.
- e. The TEP may prepare a "shortlist" of highest ranked Respondent's depending on the number of Respondents and analysis of the final scoring.

ES-6. PRESENTATIONS/INTERVIEWS

After reviewing submissions, the City may request presentations or interviews with either the short listed or top ranked Respondent(s) to further clarify the City's requirements, the Respondent's response and/or request additional information. Therefore, the Respondent shall have officials of the appropriate management level present and representing the firm, if a presentation is scheduled by the City. All costs associated with the presentation shall be borne by the Respondent.

Presentations may include, but not be limited to, a presentation from the Respondent and questions from the City. City will make an effort to provide questions to be addressed in these sessions to the respective Respondent(s) prior to the session. Respondents shall address all questions provided in their presentation and made available in handouts and on digital format. Costs incurred by Respondent(s) will not be reimbursed by City. City will make an effort to provide at least seven (7) days notice to Respondent prior to presentation date.

The TEP will evaluate and score all presentations/interviews based on criteria determined by the TEP prior to the presentation date.

If presentations/interviews are requested such meetings shall be conducted in strict accordance with State of Florida Statute 286 – Public Business: Miscellaneous Provisions.

ES-7. INCURRED EXPENSES

The City shall not be responsible for any costs incurred by the Proposer in preparing, submitting or presenting its response to the solicitation. This RFQ does not and shall not commit the City or their agents to enter into any agreement, to pay any costs incurred in preparation of the submittals or to procure or contract for services or supplies.

ES-8. ECONOMY OF PRESENTATION

Each qualifications submittal shall be prepared simply and economically, providing a straightforward and concise description of the respondent's capabilities regarding the conditions and requirements of the specific work to be performed pursuant to this RFQ. Elaborate bindings, colored displays, and any superfluous promotional material are not desired, and at a level considered unwarranted by assigned evaluators, may serve as evidence of cost inefficiency supportive of a lower rating within any evaluation criteria category. Emphasis in each qualifications package must be on completeness and clarity of content. To expedite the evaluation of qualifications packages, it is mandatory that respondent follow the format and instructions contained herein. The City retains the prerogative to reject as non-responsive any response that does not essentially conform to the stated requirements.

[END OF SECTION]

FORMS

Complete ALL the forms in this section and submit them in a sealed envelope as your bid response.

General Respondent Information			
Company Name:			
Physical Address:			
Mailing Address:			
Phone No.:		FEIN No.:	
Email Address:			
Financial Status: <input type="checkbox"/> Poor <input type="checkbox"/> Good <input type="checkbox"/> Excellent		No. of Years in Business:	
No. of Personnel Currently Employed:		No. of Personnel Available for this Project:	
Principal Name		Title	
Describe the type of work normally performed by your company:			

Provide information regarding who may be contacted regarding this response.

Primary Contact	
Name:	_____
Title:	_____
Address:	_____
Phone No.:	_____
	Mobile Phone No.: _____
Email Address:	

RESPONDENT'S CERTIFICATION

By signing and submitting this bid or proposal the respondent attests and certifies that:

- It satisfies all legal requirements (as an entity) to do business with the City.
- The undersigned vendor acknowledges that award of a contract may be contingent upon a determination by the City that the vendor has the capacity and capability to successfully perform the contract.
- The Offeror hereby certifies that it understands all requirements of this solicitation, and that the undersigned individual is duly authorized to execute this document and any contract(s) and/or other transactions required by award of this solicitation.
- I have carefully examined the full solicitation document and any other documents accompanying or made a part of this solicitation.
- I hereby propose to furnish the goods or services specified in the Request for Proposals at the prices or rates offered in my response. I agree that my offer will remain firm for a period of up to ninety (90) days in order to allow the City adequate time to evaluate the proposals. Furthermore, I agree to abide by all conditions of the solicitation and/or resulting contract.
- All information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the vendor/contractor as its act and deed and that the vendor/contractor is ready, willing and able to perform if awarded the proposal.
- Having read and examined the specifications and documents for the designated services and understanding the general conditions for contract under which services will be performed, does hereby propose to furnish all labor, equipment, and material to provide the services set forth in the bid or proposal.
- The following listing states any clarifications, any and all variations from and exceptions to the requirements and/or special terms and conditions. Taking exception to the General Terms and Conditions is NOT permitted and may result in your proposal being deemed non-responsive and disqualified.
- The work, services, or goods will be provided in strict accordance with the requirements of this solicitation, and understands that any exceptions to the requirements of the specifications and documents may render the bid or proposal non-responsive.

NO EXCEPTIONS WILL BE ALLOWED AFTER THE RESPONSE IS SUBMITTED.

Please check one:

I take NO exceptions

I take the exceptions listed here:

(If more space is needed, please indicate exceptions here and attach additional pages as needed)

ADDENDUM ACKNOWLEDGMENT

No Addendum were issued.

The undersigned acknowledges receipt of the following addenda to the Invitation to Bid (indicate number and date of each):

Addendum No.	Dated:	Addendum No.	Dated:
Addendum No.	Dated:	Addendum No.	Dated:

FAILURE TO SUBMIT ACKNOWLEDGEMENT OF ANY ADDENDUM THAT SIGNIFICANTLY AFFECTS THE RESPONSE MAY BE CONSIDERED A MAJOR IRREGULARITY AND MAY BE CAUSE FOR REJECTION OF THE RESPONSE.

CERTIFICATION SIGNATURES
(this section must be completed and signed.)

Name of Business

Telephone Number

By: _____
Signature

e-mail Address

Printed Name

Mailing Address

Title

City, State, Zip Code

ARCHITECT-ENGINEER QUALIFICATIONS

OMB No.: 9000-0157
Expires: 11/30/2017

PAPERWORK REDUCTION ACT STATEMENT: Public reporting burden for this collection of information is estimated to average 29 hours (25 hours for part 1 and 4 hours for Part 2) per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing this burden, to U.S. General Services Administration, Regulatory Secretariat (MVCB)/IC 9000-0157, Office of Governmentwide Acquisition Policy, 1800 F Street, NW, Washington, DC 20405.

PURPOSE

Federal agencies use this form to obtain information from architect-engineer (A-E) firms about their professional qualifications. Federal agencies select firms for A-E contracts on the basis of professional qualifications as required by 40 U.S.C. chapter 11, Selection of Architects Engineers, and Part 36 of the Federal Acquisition Regulation (FAR).

The Selection of Architects and Engineers statute requires the public announcement of requirements for A-E services (with some exceptions provided by other statutes), and the selection of at least three of the most highly qualified firms based on demonstrated competence and professional qualifications according to specific criteria published in the announcement. The Act then requires the negotiation of a contract at a fair and reasonable price starting first with the most highly qualified firm.

The information used to evaluate firms is from this form and other sources, including performance evaluations, any additional data requested by the agency, and interviews with the most highly qualified firms and their references.

GENERAL INSTRUCTIONS

Part I presents the qualifications for a specific contract.

Part II presents the general qualifications of a firm or a specific branch office of a firm. Part II has two uses:

1. An A-E firm may submit Part II to the appropriate central, regional or local office of each Federal agency to be kept on file. A public announcement is not required for certain contracts, and agencies may use Part II as a basis for selecting at least three of the most highly qualified firms for discussions prior to requesting submission of Part I. Firms are encouraged to update Part II on file with agency offices, as appropriate, according to FAR Part 36. If a firm has branch offices, submit a separate Part II for each branch office seeking work.

2. Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.

INDIVIDUAL AGENCY INSTRUCTIONS

Individual agencies may supplement these instructions. For example, they may limit the number of projects or number of

pages submitted in Part I in response to a public announcement for a particular project. Carefully comply with any agency instructions when preparing and submitting this form. Be as concise as possible and provide only the information requested by the agency.

DEFINITIONS

Architect-Engineer Services: Defined in FAR 2.101.

Branch Office: A geographically distinct place of business or subsidiary office of a firm that has a key role on the team.

Discipline: Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

Firm: Defined in FAR 36.102.

Key Personnel: Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

SPECIFIC INSTRUCTIONS

Part I - Contract-Specific Qualifications

Section A. Contract Information.

1. Title and Location. Enter the title and location of the contract for which this form is being submitted, exactly as shown in the public announcement or agency request.

2. Public Notice Date. Enter the posted date of the agency's notice on the Federal Business Opportunity website (FedBizOpps), other form of public announcement or agency request for this contract.

3. Solicitation or Project Number. Enter the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request for this contract.

Section B. Architect-Engineer Point of Contact.

4-8. Name, Title, Name of Firm, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide information for a representative of the prime contractor or joint venture that the agency can contact for additional information.

Section C. Proposed Team.

9-11. Firm Name, Address, and Role in This Contract. Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the prime contractor or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the contracting officer. (See FAR Part 52 Clause "Subcontractors and Outside Associates and Consultants (Architect-Engineer Services)".) Attach an additional sheet in the same format as Section C if needed.

Section D. Organizational Chart of Proposed Team.

As an attachment after Section C, present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C.

Section E. Resumes of Key Personnel Proposed for This Contract.

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the prime contractor or joint venture partner firms first. The following blocks must be completed for each resume:

12. Name. Self-explanatory.

13. Role in This Contract. Self-explanatory.

14. Years Experience. Total years of relevant experience (block 14a), and years of relevant experience with current firm, but not necessarily the same branch office (block 14b).

15. Firm Name and Location. Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.

16. Education. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.

17. Current Professional Registration. Provide information on current relevant professional registration(s) in a State or possession of the United States, Puerto Rico, or the District of Columbia according to FAR Part 36.

18. Other Professional Qualifications. Provide information on any other professional qualifications relating to this contract, such as education, professional registration, publications, organizational memberships, certifications, training, awards, and foreign language capabilities.

19. Relevant Projects. Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. Use the check box provided to indicate if the project was performed with any office of the current firm. If any of the professional services or construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description and Specific Role (block (3)).

Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract.

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Present ten projects, unless otherwise specified by the agency. Complete the following blocks for each project:

20. Example Project Key Number. Start with "1" for the first project and number consecutively.

21. Title and Location. Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.

22. Year Completed. Enter the year completed of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to This Contract (block 24).

23a. Project Owner. Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.

23b. Point of Contact Name. Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.

23c. Point of Contact Telephone Number Self-explanatory.

24. Brief Description of Project and Relevance to This Contract. Indicate scope, size, cost, principal elements and special features of the project. Discuss the relevance of the example project to this contract. Enter any other information requested by the agency for each example project.

25. Firms from Section C Involved with This Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as Section C.

Section G. Key Personnel Participation in Example Projects.

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

26. and 27. Names of Key Personnel and Role in This Contract. List the names of the key personnel and their proposed roles in this contract in the same order as they appear in Section E.

28. Example Projects Listed in Section F. In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.

29. Example Projects Key. List the key numbers and titles of the example projects in the same order as they appear in Section F.

Section H. Additional Information.

30. Use this section to provide additional information specifically requested by the agency or to address selection criteria that are not covered by the information provided in Sections A-G.

Section I. Authorized Representative.

31. and 32. Signature of Authorized Representative and Date. An authorized representative of a joint venture or the prime contractor must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.

33. Name and Title. Self-explanatory.

SAMPLE ENTRIES FOR SECTION G (MATRIX)

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below first, before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Jane A. Smith	Chief Architect	X		X							
Joseph B. Williams	Chief Mech. Engineer	X	X	X	X						
Tara C. Donovan	Chief Elec. Engineer	X	X		X						

29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	Federal Courthouse, Denver, CO	6	XYZ Corporation Headquarters, Boston, MA
2	Justin J. Wilson Federal Building, Baton Rouge, LA	7	Founder's Museum, Newport RI

Part II - General Qualifications

See the " **General Instructions** " on page 1 for firms with branch offices. Prepare Part II for the specific branch office seeking work if the firm has branch offices.

1. Solicitation Number. If Part II is submitted for a specific contract, insert the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request.

2a-2e. Firm (or Branch Office) Name and Address. Self-explanatory.

3. Year Established. Enter the year the firm (or branch office, if appropriate) was established under the current name.

4. DUNS Number. Insert the Data Universal Numbering System number issued by Dun and Bradstreet Information Services. Firms must have a DUNS number. See FAR Part 4.6.

5. Ownership.

a. Type. Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).

b. Small Business Status. Refer to the North American Industry Classification System (NAICS) code in the public announcement, and indicate if the firm is a small business according to the current size standard for that NAICS code (for example, Engineering Services (part of NAICS 541330), Architectural Services (NAICS 541310), Surveying and Mapping Services (NAICS 541370)). The small business categories and the internet website for the NAICS codes appear in FAR Part 19. Contact the requesting agency for any questions. Contact your local U.S. Small Business Administration office for any questions regarding Business Status.

6a-6c. Point of Contact. Provide this information for a representative of the firm that the agency can contact for additional information. The representative must be empowered to speak on contractual and policy matters.

7. Name of Firm. Enter the name of the firm if Part II is prepared for a branch office.

8a-8c. Former Firm Names. Indicate any other previous names for the firm (or branch office) during the last six years. Insert the year that this corporate name change was

effective and the associated DUNS Number. This information is used to review past performance on Federal contracts.

9. Employees by Discipline. Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. If Part II is prepared for a firm (including all branch offices), enter the number of employees by disciplines in column c(1). If Part II is prepared for a branch office, enter the number of employees by discipline in column c(2) and for the firm in column c(1).

10. Profile of Firm's Experience and Annual Average Revenue for Last 5 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.

11. Annual Average Professional Services Revenues of Firm for Last 3 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last 3 years) by the firm or branch office. Indicate Federal work (performed directly for the Federal Government, either as the prime contractor or subcontractor), non-Federal work (all other domestic and foreign work, including Federally-assisted projects), and the total. If the firm has been in existence for less than 3 years, see the definition for "Annual Receipts" under FAR 19.101.

12. Authorized Representative. An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

List of Disciplines (Function Codes)

Code	Description	Code	Description
01	Acoustical Engineer	32	Hydraulic Engineer
02	Administrative	33	Hydrographic Surveyor
03	Aerial Photographer	34	Hydrologist
04	Aeronautical Engineer	35	Industrial Engineer
05	Archeologist	36	Industrial Hygienist
06	Architect	37	Interior Designer
07	Biologist	38	Land Surveyor
08	CADD Technician	39	Landscape Architect
09	Cartographer	40	Materials Engineer
10	Chemical Engineer	41	Materials Handling Engineer
11	Chemist	42	Mechanical Engineer
12	Civil Engineer	43	Mining Engineer
13	Communications Engineer	44	Oceanographer
14	Computer Programmer	45	Photo Interpreter
15	Construction Inspector	46	Photogrammetrist
16	Construction Manager	47	Planner: Urban/Regional
17	Corrosion Engineer	48	Project Manager
18	Cost Engineer/Estimator	49	Remote Sensing Specialist
19	Ecologist	50	Risk Assessor
20	Economist	51	Safety/Occupational Health Engineer
21	Electrical Engineer	52	Sanitary Engineer
22	Electronics Engineer	53	Scheduler
23	Environmental Engineer	54	Security Specialist
24	Environmental Scientist	55	Soils Engineer
25	Fire Protection Engineer	56	Specifications Writer
26	Forensic Engineer	57	Structural Engineer
27	Foundation/Geotechnical Engineer	58	Technician/Analyst
28	Geodetic Surveyor	59	Toxicologist
29	Geographic Information System Specialist	60	Transportation Engineer
30	Geologist	61	Value Engineer
31	Health Facility Planner	62	Water Resources Engineer

List of Experience Categories (Profile Codes)

Code	Description	Code	Description
A01	Acoustics, Noise Abatement	E01	Ecological & Archeological Investigations
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis	E02	Educational Facilities; Classrooms
A03	Agricultural Development; Grain Storage; Farm Mechanization	E03	Electrical Studies and Design
A04	Air Pollution Control	E04	Electronics
A05	Airports; Nav aids; Airport Lighting; Aircraft Fueling	E05	Elevators; Escalators; People-Movers
A06	Airports; Terminals and Hangars; Freight Handling	E06	Embassies and Chanceries
A07	Arctic Facilities	E07	Energy Conservation; New Energy Sources
A08	Animal Facilities	E08	Engineering Economics
A09	Anti-Terrorism/Force Protection	E09	Environmental Impact Studies, Assessments or Statements
A10	Asbestos Abatement	E10	Environmental and Natural Resource Mapping
A11	Auditoriums & Theaters	E11	Environmental Planning
A12	Automation; Controls; Instrumentation	E12	Environmental Remediation
B01	Barracks; Dormitories	E13	Environmental Testing and Analysis
B02	Bridges	F01	Fallout Shelters; Blast-Resistant Design
C01	Cartography	F02	Field Houses; Gyms; Stadiums
C02	Cemeteries (<i>Planning & Relocation</i>)	F03	Fire Protection
C03	Charting: Nautical and Aeronautical	F04	Fisheries; Fish ladders
C04	Chemical Processing & Storage	F05	Forensic Engineering
C05	Child Care/Development Facilities	F06	Forestry & Forest products
C06	Churches; Chapels	G01	Garages; Vehicle Maintenance Facilities; Parking Decks
C07	Coastal Engineering	G02	Gas Systems (Propane; Natural, Etc.)
C08	Codes; Standards; Ordinances	G03	Geodetic Surveying: Ground and Air-borne
C09	Cold Storage; Refrigeration and Fast Freeze	G04	Geographic Information System Services: Development, Analysis, and Data Collection
C10	Commercial Building (<i>low rise</i>) ; Shopping Centers	G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting
C11	Community Facilities	G06	Graphic Design
C12	Communications Systems; TV; Microwave	H01	Harbors; Jetties; Piers, Ship Terminal Facilities
C13	Computer Facilities; Computer Service	H02	Hazardous Materials Handling and Storage
C14	Conservation and Resource Management	H03	Hazardous, Toxic, Radioactive Waste Remediation
C15	Construction Management	H04	Heating; Ventilating; Air Conditioning
C16	Construction Surveying	H05	Health Systems Planning
C17	Corrosion Control; Cathodic Protection; Electrolysis	H06	Highrise; Air-Rights-Type Buildings
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting	H07	Highways; Streets; Airfield Paving; Parking Lots
C19	Cryogenic Facilities	H08	Historical Preservation
D01	Dams (<i>Concrete; Arch</i>)	H09	Hospital & Medical Facilities
D02	Dams (<i>Earth; Rock</i>); Dikes; Levees	H10	Hotels; Motels
D03	Desalinization (<i>Process & Facilities</i>)	H11	Housing (<i>Residential, Multi-Family; Apartments; Condominiums</i>)
D04	Design-Build - Preparation of Requests for Proposals	H12	Hydraulics & Pneumatics
D05	Digital Elevation and Terrain Model Development	H13	Hydrographic Surveying
D06	Digital Orthophotography		
D07	Dining Halls; Clubs; Restaurants		
D08	Dredging Studies and Design		

List of Experience Categories (Profile Codes)

Code	Description	Code	Description
I01	Industrial Buildings; Manufacturing Plants	P09	Product, Machine Equipment Design
I02	Industrial Processes; Quality Control	P10	Pneumatic Structures, Air-Support Buildings
I03	Industrial Waste Treatment	P11	Postal Facilities
I04	Intelligent Transportation Systems	P12	Power Generation, Transmission, Distribution
I05	Interior Design; Space Planning	P13	Public Safety Facilities
I06	Irrigation; Drainage	R01	Radar; Sonar; Radio & Radar Telescopes
J01	Judicial and Courtroom Facilities	R02	Radio Frequency Systems & Shieldings
L01	Laboratories; Medical Research Facilities	R03	Railroad; Rapid Transit
L02	Land Surveying	R04	Recreation Facilities (Parks, Marinas, Etc.)
L03	Landscape Architecture	R05	Refrigeration Plants/Systems
L04	Libraries; Museums; Galleries	R06	Rehabilitation (Buildings; Structures; Facilities)
L05	Lighting (Interior; Display; Theater, Etc.)	R07	Remote Sensing
L06	Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.)	R08	Research Facilities
M01	Mapping Location/Addressing Systems	R09	Resources Recovery; Recycling
M02	Materials Handling Systems; Conveyors; Sorters	R10	Risk Analysis
M03	Metallurgy	R11	Rivers; Canals; Waterways; Flood Control
M04	Microclimatology; Tropical Engineering	R12	Roofing
M05	Military Design Standards	S01	Safety Engineering; Accident Studies; OSHA Studies
M06	Mining & Mineralogy	S02	Security Systems; Intruder & Smoke Detection
M07	Missile Facilities (Silos; Fuels; Transport)	S03	Seismic Designs & Studies
M08	Modular Systems Design; Pre-Fabricated Structures or Components	S04	Sewage Collection, Treatment and Disposal
N01	Naval Architecture; Off-Shore Platforms	S05	Soils & Geologic Studies; Foundations
N02	Navigation Structures; Locks	S06	Solar Energy Utilization
N03	Nuclear Facilities; Nuclear Shielding	S07	Solid Wastes; Incineration; Landfill
O01	Office Buildings; Industrial Parks	S08	Special Environments; Clean Rooms, Etc.
O02	Oceanographic Engineering	S09	Structural Design; Special Structures
O03	Ordnance; Munitions; Special Weapons	S10	Surveying; Platting; Mapping; Flood Plain Studies
P01	Petroleum Exploration; Refining	S11	Sustainable Design
P02	Petroleum and Fuel (Storage and Distribution)	S12	Swimming Pools
P03	Photogrammetry	S13	Storm Water Handling & Facilities
P04	Pipelines (Cross-Country - Liquid & Gas)	T01	Telephone Systems (<i>Rural; Mobile; Intercom, Etc.</i>)
P05	Planning (Community, Regional, Areawide and State)	T02	Testing & Inspection Services
P06	Planning (Site, Installation, and Project)	T03	Traffic & Transportation Engineering
P07	Plumbing & Piping Design	T04	Topographic Surveying and Mapping
P08	Prisons & Correctional Facilities	T05	Towers (<i>Self-Supporting & Guyed Systems</i>)
		T06	Tunnels & Subways

List of Experience Categories (Profile Codes)

Code	Description
U01	Unexploded Ordnance Remediation
U02	Urban Renewals; Community Development
U03	Utilities (Gas and Steam)
V01	Value Analysis; Life-Cycle Costing
W01	Warehouses & Depots
W02	Water Resources; Hydrology; Ground Water
W03	Water Supply; Treatment and Distribution
W04	Wind Tunnels; Research/Testing Facilities Design
Z01	Zoning; Land Use Studies

ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

5. NAME OF FIRM

6. TELEPHONE NUMBER

7. FAX NUMBER

8. E-MAIL ADDRESS

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

	<i>(Check)</i>			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V PARTNER	SUBCONTRACTOR			
a.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
b.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT*(Complete one Section E for each key person.)*

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
15. FIRM NAME AND LOCATION <i>(City and State)</i>			
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i>		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i>	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>			

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
b.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
c.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
d.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	
e.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input type="checkbox"/> Check if project performed with current firm	

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER
21. TITLE AND LOCATION <i>(City and State)</i>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>		

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE

32. DATE

33. NAME AND TITLE

