



**CITY OF CALLAWAY  
PROFESSIONAL ENGINEERING SERVICES  
RFQ NO.: PW2022-07**

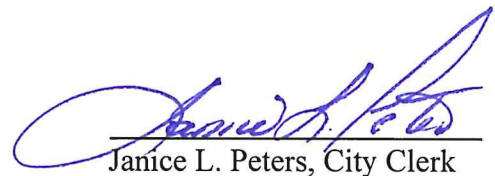
**ADDENDUM #1**

Date Issued: March 30, 2022

This addendum is being released to address the following changes:

1. Page 1, the cover page of the packet reflects the wrong RFQ Number – it should be PW2022-07.
2. Page 14, Section 4: Related Experience, has been amended as reflected in the attached pages.
3. Page 17, the Evaluation Committee Ranking Form has been amended as indicated in the attached pages.

(new text **bold and underlined**, deleted text ~~stricken~~)



Janice L. Peters, City Clerk

This Addendum must be acknowledged and included with the bid packet submission.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

# REQUEST FOR QUALIFICATIONS



**CITY OF CALLAWAY  
PROFESSIONAL ENGINEERING SERVICES  
RFQ NO.: PW2022-07 ~~PW2021-04~~**

**ADVERTISED:** The Panama City News Herald, Monday, March 28, 2022

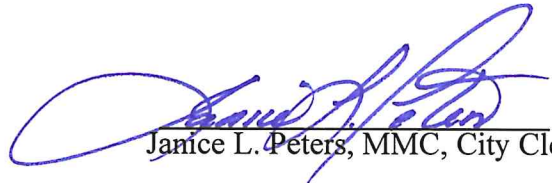
**PRE-RFQ MEETING:** 10:00 a.m. - Monday, April 11, 2022, City Hall

**(Non-Mandatory)**

**BID DEADLINE:** 1:00 p.m. – Wednesday, April 27, 2022

**PROPOSALS ARE TO BE SUBMITTED TO:**

**CITY OF CALLAWAY  
JANICE L. PETERS, CITY CLERK  
6601 EAST HWY. 22  
CALLAWAY, FL 32404**

  
Janice L. Peters, MMC, City Clerk

- A brief statement of the respondent’s understanding of the services required and qualifications;
- A brief company background statement to include, but not limited to, years in business, corporate structure, professional affiliations, and capability of meeting deadlines;
- A brief description of the policies, procedures, and practices respondents have in place to provide for the physical and electronic security of our data centers and other sites where government information will be hosted, accessed, or maintained;
- Identify the primary contact for this contract,
- Such other information as the respondent deems appropriate;

**Section 3: Company and Staff Qualifications**

In this section, respondent shall demonstrate the qualifications of company, staff, and any proposed sub-consultant who may perform any aspect of the scope of services provided herein. In addition, respondent shall provide a brief summary of the overall capabilities of staff and any proposed sub-consultants relative to Professional Engineering Services for FOURTEEN (14) Lift Station Rehabilitation Projects as outlined in the scope of work. Consultants and/or Sub-Consultants that possess staff and company qualifications in multiple disciplines should provide documentation of all qualifications for each discipline in this section.

- Provide key personnel that may perform work under the award of this contract
- Provide an Organization Chart
- Include a one (1) page resume for each key personnel
- List of Proposed Sub-Consultants (Attachment I)
- Proper and valid licensing to conduct business in the State of Florida
- Current Applicable Department of Professional Regulation License(s)
- Current Applicable Certification(s)

**Section 4: Related Experience**

In this section, respondent shall provide evidence of performance related to the Scope of Requested Services. Consultants and/or Sub-Consultants that possess experience in multiple disciplines should provide documentation of all qualifications for each discipline in the section. In addition, respondents will need to describe any prior engagements in which respondent and/or respondent’s sub-consultants assisted a governmental entity in dealings with HUD\CDBG\CDBG-DR Review requirements.

Respondents shall demonstrate a minimum of three (3) years of experience in providing professional engineering services for Lift Station projects; ~~and demonstrate an expert level understanding in working with CDBG-DR.~~

**Section 5: Project Approach**

In this section, the Respondent shall provide comprehensive narrative statements that outline the project approach and methodology intended to be employed illustrating how the methodology will serve to accomplish the project goals and objectives. Respondents are encouraged to think outside of normal processes and procedures for delivering the project quicker and less expensive to the city.

**Capacity-** Provide a detailed description demonstrating the consultants’ capacity to handle the needs stated in this RFQ; in addition to any current/future workloads. Consultant shall describe how it intends to integrate staff and maintain presence with the City during the duration of the contract.

**Section 6: Quality and Schedule Control**

In this section, the respondent shall provide a written narrative of the firm’s project management methods to establish, monitor, and track quality control methods; including coordination of sub-consultants and the ability to meet schedules in a timely manner.

**Project Schedule and Timeline-** Provide a fully defined, resource loaded, leveled project schedule/timeline; with all of the tasks and associated effort to deliver the scope of services.

**Section 7: Socioeconomic Business Enterprise**

Provide current copy of certificate of MBE/WBE/DBE.

Respondents will receive the maximum score of TEN (10) if they provide a current MBE/WBE/DBE certification, a score of zero (0) points if they do not have any certification(s), and a score of two and one half (2.5) points for sub-consultant’s MBE/WBE/DBE certification.

EVALUATION COMMITTEE RANKING FORM

Proposer A: \_\_\_\_\_  
 Proposer B: \_\_\_\_\_  
 Proposer C: \_\_\_\_\_

RANKING CRITERIA	Proposer A	Proposer B	Proposer C
<b>Company &amp; Staff Qualifications - 30 Points Max</b> <i>Excellent: 30 Points</i> <i>Above Average: 20 Points</i> <i>Good: 15 Points</i> <i>Fair: 10 Points</i> <i>Poor: 0 Points</i>			
<b>Related Experience - 20 Points Max</b> <i>One Point for Each year of experience in providing professional engineering services for Lift Station projects</i> <del><i>CDBG-DR Rehab Project Administered - Up to 20 Points</i></del>			
<b>Project Approach - 20 Points Max</b> <i>Consultant's ability to handle the needs stated</i> <i>Excellent: 20 Points</i> <i>Above Average: 15 Points</i> <i>Good: 10 Points</i> <i>Fair: 5 Points</i> <i>Poor: 0 Points</i>			
<b>Quality &amp; Schedule Control - 10 Points Max</b> <i>Excellent: 9-10 Points</i> <i>Above Average: 6-8 Points</i> <i>Good: 4-5 Points</i> <i>Fair: 2-3 Points</i> <i>Poor: 0-1 Points</i>			
<b>Current Workload and Timeline Requirements - 10 Pts. Max</b> Shortest Estimated Timeline 10 Points Minus 1 point for subsequent shortest Estimated Timeline			
<b>Socioeconomic Business Enterprise (MBE/WBE/DBE)</b> <i>Award 10 Points if the Firm is a MBEIWBE</i>			
Total Score (100 Possible)			

Ranking: #1 \_\_\_\_\_  
 #2 \_\_\_\_\_  
 #3 \_\_\_\_\_

Evaluator Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

City Clerk Signature: \_\_\_\_\_