

Request for Qualifications

Professional Engineering and Related Services



TOWN OF JUNO BEACH
340 OCEAN DRIVE
JUNO BEACH, FL 33408

ANDREA DOBBINS
PROJECT COORDINATOR/RISK MANAGER
(561) 656-0326

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Request for Qualifications **Professional Engineering and Related Services**

In accordance with Section 287.055, Florida Statutes (Consultants' Competitive Negotiation Act), the Town of Juno Beach is soliciting statements from qualified engineering firms for a continuing contract to provide "Professional Engineering and Related Services" on an as-needed basis.

All questions relating to this RFQ must be received at least seven (7) days prior to the submittal deadline and must be in writing and faxed to (561) 656-0327 or e-mailed to Andrea Dobbins, Project Coordinator/Risk Manager, at adobbins@juno-beach.fl.us.

The professional services to be rendered shall relate to all aspects of municipal government, including, but not limited to: planning, study and engineering activities within the scope of the practice of professional engineering; landscape architecture; transportation planning and analysis; storm water infrastructure; construction inspection; and registered surveying and mapping.

Interested firms shall submit **one (1) original qualification statement and four (4) copies** in a sealed envelope bearing the name and address of the firm and the words "**PROFESSIONAL ENGINEERING AND RELATED SERVICES**" to the Town Center, 340 Ocean Drive, Juno Beach, Florida 33408 by **11:00 a.m. on Friday, November 1, 2019**. Submittals received after the time and date specified will not be considered.

The Town of Juno Beach may select one or more qualified firms to enter into non-exclusive continuing contracts in accordance with Section 287.055, Florida Statutes.

The Town of Juno Beach reserves the right, in its sole discretion, to accept or reject any or all submittals. The Town specifically reserves the right to seek the services of other engineers or consultants for any matter, notwithstanding the fact that the project or task may fall within the scope of services of the continuing contract. Cost of preparation of qualification statements is solely that of the submitter and the Town assumes no responsibility for any costs incurred.

All documents relating to this submittal may be obtained at the Town of Juno Beach website www.juno-beach.fl.us, Demandstar.com, VendorRegistry.com, or by calling Andrea Dobbins, Project Coordinator/Risk Manager, (561) 656-0326.

TOWN OF JUNO BEACH, FLORIDA
Andrea Dobbins
Project Coordinator/Risk Manager

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TERMS, CONDITIONS AND INSTRUCTIONS

In accordance with Section 287.055, Florida Statutes (Consultants' Competitive Negotiation Act), the Town of Juno Beach is soliciting statements from qualified engineering firms for a continuing contract to provide professional engineering and related services on an as-needed basis.

The professional services to be rendered shall relate to all aspects of municipal government, including, but not limited to: planning, study and engineering activities within the scope of the practice of professional engineering; landscape architecture; transportation planning and analysis; storm water infrastructure; construction inspection; and registered surveying and mapping.

Examples of such services include:

- Feasibility analysis
- Cost estimation
- Funding research
- Preparation of grant/loan applications
- Design, including site design
- Permitting
- Contract and construction management
- Inspections
- Testing
- Other similar civil engineering work
- Reviewing land development applications and their associated documents (such as site plans or subdivision plats) to ensure compliance with the Town's Land Development Code and Florida Statutes
- Meeting with elected officials and Town staff to consult on issues and projects requiring professional engineering analysis and evaluation. (weekly meetings with Town staff)
- Providing (using company staff or qualified subcontractors) land use planning, surveying, geological and/or geo-technical services
- Advising elected officials and Town staff on such matters as may materially affect the Town's physical infrastructure and public assets (such as roads, drainage systems, and park facilities)

Qualified firms and their personnel must possess the ability to communicate and work with officials and staff of state, county, local and quasi-governmental agencies, including permitting and regulatory authority staff and officials, while serving as a representative of the Town of Juno Beach. Qualified firms shall also demonstrate knowledge of shoreline and beach management.

GENERAL INFORMATION:

Interested firms shall submit **one (1) original qualification statement and four (4) copies** in a sealed envelope bearing the name and address of the firm and the words “**PROFESSIONAL ENGINEERING AND RELATED SERVICES**” to the Town Center, 340 Ocean Drive, Juno Beach, Florida 33408 by **11:00 a.m. on Friday, November 1, 2019**. Submittals received after the time and date specified will not be considered.

The submittal deadline must be and shall be scrupulously observed. Under no circumstances shall submittals delivered after the time specified be considered. Such proposals will be returned to the submitter unopened. No facsimile or electronic submittals shall be considered.

All questions relating to this RFQ must be received at least seven (7) days prior to the submittal deadline and must be in writing and faxed to (561) 656-0327 or e-mailed to Andrea Dobbins, Project Coordinator/Risk Manager, at adobbins@juno-beach.fl.us.

PUBLIC RECORDS:

Upon award recommendation or thirty days after opening, whichever is earlier, all qualification statements and information submitted become public records and shall be subject to disclosure pursuant to Chapter 119, Florida Statutes (“Public Records Law”). In order to be exempt from disclosure firms must invoke the specific exemptions to disclosure provided by law in its statement by providing the specific statutory authority for the claimed exemption, identifying the data or other materials to be protected, and stating the reasons why such exclusion from public disclosure is necessary.

CONFLICT OF INTEREST DISCLOSURE:

The firm shall disclose with its qualification statement the name(s) of any officer, director, agent, employee or immediate family member (spouse, parent, sibling, and child) who is also an employee or officer of the Town. Furthermore, all firms shall disclose the name of any Town employee or officer who, either directly or indirectly, owns a material interest in the proposer’s company, firm or group or in that of any of its affiliates. If no such conflict of interests exists, this should be clearly stated.

FACTORS CONSIDERED:

In determining whether a firm is qualified, the Town shall consider a variety of factors, including, but not limited to overall experience, capability and adequacy of professional and support personnel; certification as a minority business enterprise; current and projected workloads; and past performance and experience.

CONE OF SILENCE:

This Request for Qualifications is subject to the Cone of Silence provisions of Section 2-355 of the Palm Beach County Code of Ordinances. Any contract resulting from this RFQ entered into in violation of the cone of silence provisions shall render the transaction voidable.

QUALIFICATION STATEMENTS:

All qualification statements submitted pursuant to the RFQ shall address, at a minimum, the following:

1. A description of the firm's personnel who will be assigned to handle the engineering needs of the Town, including each individual's professional qualifications (education, registrations and professional affiliations) and pertinent experience.
2. The ability to provide support in the following disciplines:
 - Civil Engineering
 - Structural Engineering
 - Transportation/Traffic Engineering
 - Electrical Engineering
 - Land Surveying
 - Coastal & Environmental Engineering
 - Architectural/Landscape Planning
3. The firm's past experience providing engineering services of the type required by the Town of Juno Beach to other public sector clients.
4. The firm's ability to adhere to time and budget requirements and its past record of meeting project deadlines.
5. The location of staffing and firm resources expected to be made available to serve the Town of Juno Beach.
6. A demonstrated understanding by the firm of the Town's geography and land use, and the unique cultural environment that makes Juno Beach what it is.
7. The firm's ability to research, apply for and obtain project funding (in the form of grants, loans and legislative appropriations) and its success rate in performing such activities for other clients.
8. The firm's ability to assist the Town with preparing and submitting project documentation (including reports and permits) required by local, state and federal regulatory agencies.
9. The basis on which compensation will be determined (but not dollar amounts) and the method by which payment for services rendered is to be made.
10. Whether the firm is a certified minority business as defined by the Florida Small and Minority Business Assistance Act of 1985.
11. Evidence of valid state, county and local licenses and business tax receipts proving authority to conduct business in the jurisdiction of the work.
12. An inclusive list of all current public agencies who are clients, as well as those who have been clients of the firm within the past three (3) years, together with contact information for

- each client (name and phone number of an individual familiar with the firm's work).
13. List of all sub-consultants, their qualifications, and their role in providing Town services.
 14. Proof and amount of general liability insurance and professional liability insurance.
 15. If a corporation, proof of current corporate status.
 16. List of all litigation cases during the past (3) years in which the firm has been named a party. Provide the case number, case venue, and brief description of the facts.

CALENDAR OF EVENTS:

Listed below are the important actions and dates/times by which the actions must be taken or completed. If the Town finds it necessary to change any of these dates/times, it will be accomplished by addendum. All listed times are Eastern Standard Time (EST) in Juno Beach, Florida.

<u>Date/Time</u>	<u>Action/Activity</u>
September 22, 2019	RFQ available on Town website and other links
October 25, 2019, 3:00pm	Questions Due from Qualified Firms
November 1, 2019, 11:00am	RFQ Due/Proposals Acknowledged Publicly
November 15, 2019, 10:00am	Public Meeting for Review Committee to Evaluate & Rank each Submittal
December 11, 2019	Town Council to award Continuing Contract

EVALUATION CRITERIA:

The evaluation criteria are as follows:

25	<i>Qualifications and Experience of Engineering Firm</i> <ul style="list-style-type: none">• Qualifications and experience• Availability of qualified personnel• Quality control systems and procedures• Past performance records• References
25	<i>Location considerations and how it impacts maintaining effective communication between the Town and Consultant</i> <ul style="list-style-type: none">• Location of the team and proximity of key personnel• Approach to maintaining good communication
20	<i>Qualifications and Experience of the Individuals assigned as Town's Main Representative (s)</i> <ul style="list-style-type: none">• Qualifications and experience• Demonstrated environment for good communication• Quality control procedures
20	<i>Knowledge and Understanding of Town</i> <ul style="list-style-type: none">• Understanding of Town's governmental process• Understanding of Town's engineering/technical capability• Understanding of Town's special needs/unique environment
10	<i>Scheduling</i> <ul style="list-style-type: none">• Willingness to meet time and budget requirements• Recent, current and projected workload of team

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON ENTITY CRIMES**

1. This sworn statement is submitted to the Town of Juno Beach, Florida

by _____
(print individual's name and title)

for _____
(print name of entity submitting sworn statement)

whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is: _____

(If the entity has no FEIN, include the Social Security Number of the Individual signing this sworn statement: _____)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:

- a. A predecessor or successor of a person convicted of a public entity crime; or
- b. An entity under the control any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), **Florida Statutes**, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into binding contract and which proposals or applies to proposal on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies

to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **(indicate which statement applies.)**

_____Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **(attach a copy of the final order)**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT HIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

The foregoing document was sworn and subscribed before me this _____ day of _____, 20__ by _____, who is personally known to me or produced _____ as identification.

Notary Public

My Commission Expires: