

**City of Treasure Island
Request for Qualifications
#1718-09**

**As-Needed
Civil Engineering Plan Review and
Inspection Services**

**Proposals due by Friday, June 29, 2018
2:00 PM at City Hall
120 108th Avenue
Treasure Island, Florida 33706**

**Request for Qualifications #1718-09
For
As-Needed Civil Engineering Plan Review and Inspection Services**

1. PURPOSE & INTRODUCTION

The purpose of this Request for Qualifications (RFQ) is for The City of Treasure Island to receive responses from qualified firms capable of providing Engineering Services on an as-needed basis, the Consultant will provide civil engineering review and inspection services, as required by the City for subdivision plats, site plans, site modifications, and permit submissions in conformance with the City of Treasure Island Land Development Regulations.

The city will be selecting **up to three (3) firms** to serve as Engineer of Record for a three (3) year term with two (2) one year options.

2. SCOPE OF SERVICES

The services that may be required of the Consultant include but are not limited to the following engineering disciplines:

- a. Site/Civil
- b. Waterfront Facilities
- c. Transportation
- d. Geotechnical
- e. Environmental
- f. Land Surveying and Mapping
- g. Hydrographic Surveying and Mapping

The Consultant shall perform all services in accordance with generally accepted professional standards. The Consultant shall perform all services as expeditiously as is consistent with professional skill and care and the orderly progress of the work. All work of any kind, shall conform to and be in compliance with, and the consultant shall be familiar with applicable codes, laws, ordinances, regulations and restrictions, guidelines, standards, procedures and directives.

The following generally describe the scope of services that will be the successful Proposer's responsibility. On an as-needed basis, the Consultant will provide civil engineering review and inspection services, as required by the City. The Consultant's services include, but are not be limited to:

- a. Review subdivision plats, site plans, site modifications, and permit submissions for conformance with the City of Treasure Island Land Development Regulations.
- b. Review all grading, drainage, and storm water management plans relative to proposed subdivision plats, site plan, site modifications, and/or permit submission for compliance with their Southwest Florida Water Management District permit and the City of Treasure Island Land Development Regulations.
- c. Review and inspect the existing storm-water facilities on a case by case basis to ensure existing facilities can accommodate the proposed new development or site alteration. As necessary, outline the improvements required of the private development to ensure adequate storm-water capacity and storm-water quality are maintained. Ensure that drainage does not flow to an adjacent property.
- d. Review proposed parking plans, driveway plans, traffic circulation plans and transportation plans for proposed subdivision plats, site plans, site modifications, and permit submissions. Review and inspect existing conditions on a case by case basis to ensure the existing facilities can accommodate the proposed new development or site alteration. Review the impact on pedestrian and bicycle travel. If existing facilities are insufficient to accommodate the site alteration or newly

proposed development; outline the improvements required of the private development to ensure adequate traffic circulation, traffic capacity, promotion of pedestrian/bicycle/motorist safety, improved intersection visibility, and access for emergency response vehicles. Ensure sufficient and orderly parking is provided.

- e. Review utility plans of proposed subdivision plats, site plans, site modifications, and permit submissions. Review and inspect existing conditions on-site on a case by case basis to ensure the existing facilities can accommodate the proposed new development or site alteration. If existing facilities are insufficient to accommodate the site alteration or newly proposed development; outline the improvements required of the private development.
- f. Perform engineering inspections for construction of subdivisions, drainage improvements, site modifications, roadway improvements, driveway connections, utility connections, seawall construction, etc. The inspections shall include, but are not limited to: conformance with approved plans both on private and public property related to the approved submittal. Ensure, grading, drainage, storm water improvements, road improvements, curb, sidewalk, and utility connections are in conformance with the approved plans. During each site visit; ensure that the erosion control measures are installed in accordance with NPDES. Ensure that upon completion of the site work and drainage improvements does storm water is not directed to flow to an adjacent property.
- g. Perform seawall permit reviews for any submittal which proposes to bring in additional fill and/or a higher seawall or retaining wall. Review the existing site conditions, paying particular attention to adjacent grades and height of adjacent seawalls of neighboring properties. Note the height of the storm drain in the street to the proposed height of the seawall and grades.
- h. Perform permit reviews and inspections of utility installations in the rights-of-way; including but not limited to small cell wireless installations. Ensure the installation results in the minimum disruption of the public right-of-way and provides for the restoration of the public rights-of-way to their original condition.
- i. Perform permit reviews and inspections of improvements required of a private developer in the public right-of-way. Ensure the improvement results in the minimum disruption of the public right-of-way through proper maintenance of traffic patterns and ensure the restoration of public rights-of-way meets or exceeds the minimum technical standards of Pinellas County.
- j. Provide licensed survey services, as requested by the City.
- k. Consulting firm may also be asked to provide engineers for emergency inspections following a natural disaster.
- l. Consultant firm may be asked to prepare land development regulation amendments.

2.1 PROJECT CONTROL

The Consultant shall:

- a. Develop and maintain a project reporting system tracking all critical events, both scheduled and actual, for the service. Said report shall be submitted to the Community Improvement Director, as requested.
- b. At a minimum, participate in meetings with the Community Improvement Director, as requested to identify the progress of review and inspection of submittals, noting exceptions and suggesting actions required to correct schedule exceptions.

2.2 QUALITY CONTROL

The Consultant shall:

- a. Assure quality and provide quality assurance and performance tracking.

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- b. Insure delivery schedules and the integrity of the products.
- c. Be responsible for errors and omissions to the plans and specifications.

2.3 PERSONNEL

The Consultant shall:

- a. Provide a full cadre of qualified personnel as necessary to effectively carry out its responsibilities under this Request for Proposal.
- b. Utilize only competent personnel, who are qualified by experience and education, and who are acceptable to the Community Improvement Director.
- c. Change the professional personnel working on activities pursuant to the Contract only as approved by the Community Improvement Director.
- d. Attend meetings, as requested by the Community Improvement Director.

Engineering Firms Team must have demonstrated competence in the following areas:

- Plan Review
- Structural Engineering
- Seawall Repairs and Reconstruction
- Stormwater Drainage and Inspection (with coastal communities)
- Roadway Design, Rehabilitation and Reconstruction
- NPDES Services (including field inspection services)
- Surveying
- Construction Engineering and Inspection (CEI)
- Geographic Information Systems Programming

General Engineering Services to include (but not limited to) consultation services for the following projects:

- Sidewalk and Curb Construction
- Parks and Parkway Improvements
- Sanitary Sewer Pipe Installations
- Stormwater Improvements
- Environmental Assessments
- Structural Analysis

Additional services may include preparation of land development code amendments.

Consultant Team Firms should also illustrate experience with some or all of the following projects:

- Multimodal design: public and private realm design graphics for pedestrian, bicycle, transit, and vehicular use; Street-level renderings and visuals; Land Development code amendments that support multimodal design;
- “SmartCode” or form-based code writing;
- Multimodal transportation districts (data and analysis, technical report, comprehensive plan amendment);
- Transportation modeling;
- Reviewing traffic studies submitted as part of site plan approval;
- Impact fee studies;
- Site design standards
- Development of land development regulations

The selected consulting firm(s) will be working on an as-needed basis, and this contract does not guarantee the selected consultant(s) a minimum number of projects. The City reserves the right to issue separate contracts for specific services at the city’s sole discretion. .

CALENDER OF EVENTS

May 25, 2018	Request for Qualifications (RFQ) release date
June 29, 2018	RFQ submittal date, no later than 2:00 PM
July 2018	Evaluation committee review (tentative)
July 2018	Evaluation committee recommendation
July 2018	Interviews (if necessary)
Aug. 21, 2018	Selection and recommendation to Commissioners for award

3. QUALIFICATIONS

Statements of Qualifications will be considered from firms normally engaged in implementing the service requested. The responding firm shall present their statement of qualifications as outlined in the submission of submittals section of this document. Respondents must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the City of Treasure Island. The City reserves the right, before recommending any award, to inspect the facilities and organization or to take any other action necessary to determine ability to perform in accordance with the specifications, terms and conditions of the Contract. The City of Treasure Island will determine whether the evidence of the ability to perform is satisfactory and reserves the right to reject all Statements of Qualifications where evidence submitted, or investigation and evaluation, indicates inability of a firm to perform.

4. SUBMISSION OF SUBMITTALS

The purpose of this section is to provide information related to the qualifications of interested firms to perform the service requested herein. Response to all subsets of this section is mandatory. Failure to provide the requested information may result in the Statement firm's submission being deemed non-responsive. A non-responsive submittal will not receive further consideration. Upon submission, all submittals become the property of the City of Treasure Island and are subject to public records laws. All expenses, including travel expenses for interviews, incurred in the preparation of the submittal shall be borne by the Respondent.

The following information shall be provided in the order detailed:

- a. **Title Page** - List the RFQ subject, the name of the firm, local address, telephone number, name of contact person and date, e-mail address of contact person.
- b. **Table of Contents** – Include a clear identification of the material included in the submittal by page number.
- c. **Letter of Interest** – Limit one (1) page. Make a positive commitment to perform the required work. Also provide the name(s) of the person(s) who will be authorized to make representation for your firm, their title, telephone number, and e-mail address.
- d. **Project Specific Statement of Qualifications and Profile of Firm** – Limit eight (8) pages. State the size of staff, number of registered professionals and overall experience of the assigned staff for this assignment. Include technical background, experience information, and other applicable data on proposed personnel and any proposed sub-consultants. Include an organizational chart of project team and describe communication processes to be used within the project team. Give the location of the office from which the work is to be done.
- e. **Services Approach** – Limit six (6) pages. Include a general synopsis of the firm's approach and understanding of the work required. Include the firm's Quality Assurance Control program or policy.
- f. **References** - Limit ten (10) pages. Provide information for those projects which have been successfully completed which are similar to those required under this assignment. Please include projects recently completed within the last five (5) years. Additionally document that the respondent has been awarded and provided services for five (5) contracts to other local governments similar to this contract within the last five (5) years.

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- References shall include:
 - Client name, address, phone number, e-mail address.
 - Description of the scope of the work.
 - Month and Year the project was started and completed.
 - Total cost and professional service fees paid.
 - Role of the firm and the responsibilities.
- g. **Insurance Requirements** – Provide proof of insurance in accordance with insurance requirements included in this RFQ’s Agreement for Professional Services. (See Exhibit A “Risk Management & Insurance Requirements”.)

Attachments (additional exhibits) to the proposal are acceptable; however, any attachments provided do not take the place of the written proposal requirements as listed above. Full resumes are to be attached as exhibits to the proposal.

5. CONTACT INFORMATION

Please direct all technical inquiries concerning this Request for Qualifications in writing to the following City representative. Questions must be submitted by (5) days prior to the proposal due date.

One signed Original (marked Original), Four (4) Copies (marked Copy) and a copy on a flash drive of your proposal shall be submitted in one sealed package, clearly marked on the outside "**Sealed Proposal #RFP 1718-09 – As-Needed Civil Engineering Plan Review and Inspection Services**" and addressed to:

**Hal Bruce, Purchasing Coordinator
City of Treasure Island
120 108th Avenue
Treasure Island, FL 33706**

6. SUBMITTAL PROCEDURES:

Firms shall submit one (1) original and 4 copies. Responses must be submitted by the date and time indicated below. Statements of Qualifications not submitted by that time will be refused. Statements of Qualifications shall not be valid unless sealed in a single envelope or box marked: **RFQ #1718-09 “As-Needed Civil Engineering Plan Review and Inspection Services”** and received by:

**Hal Bruce, Purchasing Coordinator
City of Treasure Island
120 108th Avenue
Treasure Island, FL 33706**

Request for Qualifications will be received until 2:00 PM on June 29, 2018 at City Hall address of 120 108th Ave, Treasure Island, Florida 33706.

7. EVALUATION AND SELECTION OF CONSULTANT

A City review team will evaluate each firm's submission based upon the criteria stated in this Request for Qualifications and the ability to execute the services. The top firms *may* be invited to make oral presentations of their proposals to the evaluation team. Following the evaluation process, the team will then select the firms that the City considers most qualified. The successful Firm(s) will be requested to enter into negotiations to produce a contract for this assignment. The City reserves the right to negotiate modifications to Statements of Qualifications that it deems acceptable. The City reserves the right to terminate negotiations in the event it deems the progress towards a contract to be insufficient.

Firms will be evaluated in accordance with the weighted criteria listed below. All criteria will be graded on a 1-5 scale, with 1 being the lowest score possible and 5 being the highest score. Criteria will also be weighted

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based upon each individual reviewer's determination of level of importance. Criteria will be weighted on a 1-10 scale, with 1 being not as important and 10 being the most important criteria.

Selection Criteria are as follows:

- Qualification of the Project Team
- Qualifications of the Sub-Consultants
- Firm's Experience reviewing development submittals, drainage calculations, drainage improvements, site modifications, roadway improvements, driveway connections, utility connections, seawall construction, etc. and conducting inspections for all of these construction improvements including NPDES.
- Quality Assurance Control Program/Policy
- Applicable Project References that reflect and demonstrate the Firm's competence in the engineering review and inspection services, as requested by the City.
- Applicable References that reflect and demonstrate the Firm's past performance on other local government contracts.
- Consultants demonstrated understanding of the City of Treasure Island's infrastructure
- Location of Firm

8. RESERVES THE RIGHT

The City reserves the right to reject any and all submittals, or any part of any submittal, to waive any irregularities or informalities in any submittal, and to accept that submittal which is deemed to be in the best interest of the City. The City of Treasure Island reserves the right to establish additional contracts that may be similar in nature to any contract resulting for this Request for Qualifications as best serves the needs of the City.

9. DESIGNATED CONTACT

The awarded firm shall appoint a person to act as a primary contact with the City. This person or back-up shall be readily available during normal working hours by phone or in person, and shall be knowledgeable of the terms of the Contract.

10. ASSURANCES

The responding firm shall provide a statement of assurance that the firm is not presently in violation of any statutes or regulatory rules that might have an impact on the firm's operations. All applicable laws and regulations of the State of Florida and ordinances and regulations of the City of Treasure Island will apply.

11. RISK MANAGEMENT AND INSURANCE REQUIREMENTS – SEE EXHIBIT A.

12. PROJECT RECORDS

The awarded firm shall maintain auditable records concerning the procurement to account for all receipts and expenditures, and to document compliance with the Contract. These records shall be kept in accordance with generally accepted accounting methods, and the City of Treasure Island reserves the right to determine the record-keeping method in the event of non-conformity. These records shall be maintained for three (3) years after final payment has been made and shall be readily available to City personnel with reasonable notice, and to other persons in accordance with the Florida Public Disclosure Statutes.

Upon completion of the project, all reports, studies, recommendations, forms, and other project specific information will need to be submitted in paper and in an electronic file format (.PDF, .JPEG) on CD or USB storage device.

13. DEVIATIONS FROM SPECIFICATIONS

Respondents shall clearly indicate, as applicable, all areas in which the items/services he/she proposes do not fully comply with the requirements of this submittal. The decision as to whether an item fully complies with the stated requirements rests solely with the City.

14. NO COLLUSION

By offering a submission to this Request for Qualifications, the responder certifies that no attempt has been made or will be made by the responder to induce any other person or firm to submit or not to submit a submission for the purpose of restricting competition. The only person(s) or principals(s) interested in this submission are named therein and that no person other than those therein mentioned has/have any interest in this submission or in agreement to be entered. Any prospective firm should make an affirmative statement in its proposals to the effect that, to its knowledge, its retention would not result in a conflict of interest with any party.

15. ANTILOBBYING.

Lobbying shall be prohibited in all City of Treasure Island competitive selection processes and contract awards including but not limited to, requests for qualifications, bids, or proposals or the aware of purchasing contracts of any type. The purpose of this prohibition is to protect the integrity of the procurement process by shielding it from undue influences prior to the contract award, a Bid/Proposal protest being resolved, or the competitive selection process being otherwise concluded. The prospective Bidder/Proposer may contact the City's main office as specified on page 1 of this Request for Proposal, to address situations such as clarifications relating to the procurement process or Bidder/Proposer protest.

Lobbying of evaluation committee members, city government employees, or elected officials regarding request for proposals, request for qualifications, bids, purchasing contracts, or bid protests, by the bidder/proposer/protestor any member of the bidder's/proposer's/protestor's staff, any agent or representative of the bidder/proposer/protestor, or any person employed by any legal entity affiliated with or representing a bidder/proposer/protestor, is strictly prohibited from the date of the advertisement, or on a date otherwise established by the City Commission, until either an award is final, any protest is finally resolved, or the competitive selection process is otherwise concluded. Any lobbying activities in violation of this section or on behalf of a bidder/proposer/protestor shall result in the disqualification or rejection of the proposal, quotation, statement of qualification, bid or contract, and may lead to debarment of the bidder or proposer/protestor.

For purposes of this provision, lobbying shall mean influencing or attempting to influence action or non-action, and/or attempting to obtain the goodwill of persons specified herein relating to the selection, ranking, or contract award in connection with any request for proposal, request for quotation, requests for qualification, bid or purchasing contract through direct or indirect oral or written communication. The final award of a purchasing contract shall be the effective date of the purchasing contract.

Any evaluation committee member, city government employee or elected official who has been lobbied shall immediately report the lobbying activity to the City Manager.

16. Public Entity Crimes.

By submitting a Bid/Proposal, each bidder is confirming that the company has not been placed in the convicted vendors list or the discriminatory vendor list as described in sections 287.133 and 287.134, Florida Statutes.

- a. A person or affiliate who has been placed on the discriminatory vendor list, may not submit a bid or proposal on a contract to provide goods or services to a public entity, may not submit a bid or proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids or proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of the threshold amount as provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the discriminatory vendor list.
- b. 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 or proposal on a contract to provide goods or services to a public entity, may not submit a bid or proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids or

proposals 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 a public entity, and may not transact business with any public entity in excess of the threshold amount as provided in Section 287.017, Florida Statutes, for a period of 36 months from the date of being placed on the convicted offender list.

17. TERMINATION

The resulting contract may be canceled by the City when:

- a. When sufficient funds are not available to continue its full and faithful performance of this contract.
- b. Sub-standard or non-performance of contract.
- c. The City wishes to terminate at any time and for any reason, upon giving thirty (30) days prior written notice to the other party.

The resulting contract may be canceled by either party in the event of substantial failure to perform in accordance with the terms by the other party through no fault of the terminating party.

18. SUBMITTAL WITHDRAWAL

After submittals are opened, corrections or modifications to submittals are not permitted, but a respondent may be permitted to withdraw an erroneous submittal prior to the award by the City Commission, if the following is established:

- a. That the respondent acted in good faith in submitting the submittal;
- b. That in preparing the submittal there was an error of such magnitude that enforcement of the submittal would work severe hardship upon the respondent;
- c. That the error was not the result of gross negligence or willful inattention on the part of the respondent;
- d. That the error was discovered and communicated to the City within twenty-four (24) hours of submittal opening, along with a request for permission to withdraw the submittal; or
- e. The respondent submits documentation and an explanation of how the error was made.

19. TAXES, FEES, CODES, AND LICENSING

The Consultant shall be responsible for payment of all required permits, licenses, taxes, or fees associated with the project. The Consultant shall also be responsible for compliance with all applicable codes, laws, and regulations.