

REQUEST FOR QUALIFICATIONS
FOR
CONTINUING PROFESSIONAL SERVICES
AMENDED



RFQ # 2022-003

Advertisement/ Invitation RFQ 2022-003



**TOWN OF HOWEY-IN-THE-HILLS
REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES,
TOWN OF HOWEY-IN-THE-HILLS**

Pursuant to Section 287.055, Florida Statutes, the Town of Howey-in-the-Hills (the "Town") invites qualified engineering firms to submit statements of their qualifications to provide architectural and/or engineering services to the Town in response to this Request for Qualifications (the "RFQ").

Sealed Bids are invited by the Town of Howey-in-the-Hills, to be received at the office of the Town Clerk, 101 N. Palm Ave., Howey-in-the-Hills, Florida 34737 so as to be received not later **than 2:00 PM on June 30th July 14th, 2022.** *Bids received after this specified time and date will not be considered.* **For documents to be submitted by the deadline, one hard copy will suffice, but bids may be submitted electronically by email to sokeefe@howey.org in place of any hard copies.**

Services are to be provided on various projects and assignments on an as-needed basis. The Town intends to retain one or more firms, pursuant to continuing contracts, to be available to perform services which may include: engineering, electrical engineering, right-of-way and traffic engineering, construction engineering, civil engineering, environmental permitting and engineering, preparation of plans and specifications, construction management and administration. The Town intends to retain up to (3) firms per discipline. Services may also include projects such as, but not limited to planning, design and/or construction supervision of water treatment plant expansion, wastewater treatment plant expansion, gravity collection system design and rehabilitation, wastewater transmission system, water distribution system, pump stations, and Reclaimed Water. Services will be required for assignments and projects including the acquisition, improvement or operation of Town lands, buildings, facilities, utilities, and roads.

Specific projects and assignments will be periodically issued to the retained Consultant by the Town on an as needed basis. The selected firm shall demonstrate specific experience and capabilities and must have personnel qualified through education and experience in the specified disciplines.

Copies of contract (bid) documents consisting of bidding requirements, contract forms, and conditions of the contract may be examined at Town Hall, 101 N. Palm Ave., Howey-in-the-Hills, Florida, telephone (352) 324-2290. Bidders with access to DemandStar.com can obtain the front end documents by calling 1- 800-711-1712, or on the web at <http://www.demandstar.com>.

**TOWN OF HOWEY-IN-THE-HILLS
REQUEST FOR QUALIFICATIONS
PROFESSIONAL LIBRARY FOR VARIOUS DISCIPLINES
INSTRUCTIONS TO RESPONDENTS**

1. DEFINED TERMS

Terms used in these Instructions to Respondents are defined and have the meaning assigned to them. The term “Respondent” means one that submits a submittal directly to TOWN as distinct from a Sub-Respondent, who submits a submittal to the Respondent. The term “Successful Respondent” means the qualified, responsible and responsive Respondent to whom TOWN (on the basis of TOWN’S evaluation as hereinafter provided) qualifies. The term “TOWN” refers to the Town of Howey-in-the-Hills, a municipal corporation of the State of Florida. The term “CONSULTANT” shall mean the individual(s) or firm(s) to whom the award is made and who executes the Contract Documents.

2. PURPOSE

2.1. Objective: It is the intent of the Town to pre-qualify Engineers and Consultants to be placed in the Town’s PROFESSIONAL LIBRARY FOR VARIOUS DISCIPLINES. Be advised, since the Town is pre-qualifying consultants for this library, it DOES NOT relieve the Town of complying with Florida State Statutes Consultant Competitive Negotiations Act (CCNA) procedures and guidelines. The following will be the procedures for the Town to pre-qualify Consultants/Engineers and selection of Consultant/Engineers for specific authorizations.

2.1.1. Respond to the Town’s Request for Qualifications for the PROFESSIONAL LIBRARY, in your submission state the categories your firm is requesting for the Town to consider and qualify. Up to 10 firms may be qualified. The Town will use selection criteria to pre-qualify firms in specific disciplines in the library. The Town reserves the right to pre-qualify firms for types and scope of work and place it in the specific library category relative to the type and scope of work.

2.1.2. The Town is desirous of pre-qualifying a maximum of three (3) consultants per discipline.

2.1.3. Upon completion of the qualification process, the Town will request from the consultants an hourly fee schedule by position title. The Town will then negotiate with each of the consultants. The resulting schedule shall be the schedule that will be used for all specific authorizations issued during the term of the Contract.

2.1.4. The Town will enter into a continuing service contract according to Florida Statutes 287.055(g) “ A "continuing contract" is a contract for professional services entered into in accordance with all the procedures of this act between an agency and a firm whereby the firm provides professional services to the agency for projects in which construction costs do not exceed ~~\$2-million~~ **\$4 million**, for study activity when the fee for such professional service does not exceed ~~\$200,000~~ **\$500,000**, or for work of a specified nature as outlined in the contract required by the agency, ~~with a time limitation of 3 years and a termination clause.~~ **with the contract being for a fixed term or with no time limitation except that the contract must provide a termination clause. Firms providing professional services under continuing contracts shall not be required to bid against one another.**”

2.2. Time and Date Due: The Town of Howey-in-the-Hills will accept qualifications from individuals, corporations, partnerships, and other legal entities authorized and licensed to perform services in the State of Florida until 2:00 p.m., June 30th 2022

3. CONTRACT UTILIZATION PROCEDURES

3.1. SPECIFIC AUTHORIZATIONS UNDER PROFESSIONAL CONSULTANT THRESHOLD

The Town will review the consultant's qualifications in the appropriate category and select the most qualified consultant for the current project. The Department will contact the Consultant and provide them with the Scope of Work and request a Fee Schedule by task and position to be submitted within a set timeframe. The final award of the specific authorization must be approved by the Town Administrator. A "continuing contract" is a contract for professional services entered into in accordance with all the procedures of Florida Statutes 287.055 between an agency and a firm whereby the firm provides professional services to the agency for projects in which construction costs do not exceed \$2 million, for study activity when the fee for such professional service does not exceed \$200,000, or for work of a specified nature as outlined in the contract required by the agency.

3.2 CONTRACT TERM

The term of this library will be for a three (3) year period and the negotiated rates shall remain fixed for the three (3) year period. At the end of the initial three (3) year term, the Town may extend the contract for two (2) additional one (1) year periods. Fee schedules can be renegotiated at the inception of each contract extension, at the request of the Consultant.

4. EVALUATION OF LIBRARY QUALIFICATION DISCIPLINES

4.1. A Selection and Negotiations Committee appointed by the Town Administrator will evaluate qualifications. The committee will grade, rank and qualify all firms who meet or exceed the criterion established herein and present a short list (Town reserves the right to shortlist as few or as many firms as it determines to be in its best interest) of those firms selected for inclusion into the PROFESSIONAL Library for Disciplines.

Evaluation Criteria	Maximum Points
1. Overall expertise of the firm to provide requested services	40
2. Past performance and experience of the team members	30
3. Current and projected workload of the firm	5
4. Previous experience and track record with the Town	15

5. Location of the office and proximity to the Town of Howey-in-the-Hills	10
	100

4.2 The Library will include several specific disciplines:

Library of Professional Services	
1	Utilities W/WW/Reclaim
2	Stormwater
3	Mechanical/Electrical
4	Civil Engineering
5	Environmental Services /Geotechnical (soil testing etc)
6	Transportation and Traffic Engineering
7	Landscape Architecture
8	Dock and Shoreline (Marine)
9	Architectural
10	Hydrological Engineering
11	Structural
12	Surveying
13	Aviation/airport planning, design, engineering

4.3. The Town does not grant exclusive rights for the above categories to the pre-qualified consultants. The Town reserves the right to formally solicit individual projects in the open market, should the Town deem it to be in its best interest.

4.4. The Respondent shall specifically indicate in their RFQ submittal the disciplines they request their firm to be considered for. This may include other disciplines which are not specifically listed above.

4.5. In order to qualify as responsible and responsive, an Respondent must meet the evaluation criteria as they relate to this RFQ.

4.6. The evaluation criteria will include, but shall not be limited to data in evaluation criteria listed on (Section 9). The evaluation shall also indicate the ranking percentages, which will be utilized by the Town in the evaluation of the Submittals.

4.7. Discussions may be conducted with these Respondents to further clarify the Town's requirements and the Respondents' Submittals. Therefore, the Respondent shall have officials of the appropriate management level present and representing the firm. Respondents may be required to make presentations. Also, the Town will reserve the right to begin negotiations with the top ranked firm without requiring presentations.

5. CONTACT

All questions concerning this solicitation must be directed to Sean O'Keefe, Town Administrator, Town of Howey-in-the-Hills, Telephone: (352) 324-2290; e-mail: sokeefe@howey.org.

6. INQUIRIES

6.1. Addenda: In case the Town finds it necessary to supplement, modify or interpret any portion of the RFQ documents during the solicitation period, such procedure will be accomplished by issuance of written addenda to RFQ document, which will be mailed or faxed to all prospective Respondents at the respective addresses furnished for such purposes. It shall be the responsibility of the Respondent, prior to submitting their submittal, to contact the Town of Howey-in-the-Hills to determine if addenda were issued acknowledging and incorporating them into their Submittal. Failure to do so could result in rejection of the Submittal as unresponsive. No addenda shall be issued less than seven (7) calendar days prior to the opening, unless otherwise specified by the Town of Howey-in-the-Hills.

6.2. Oral Inquiries: The Town will not respond to oral inquiries.

6.3. Questions or clarifications to the solicitation, if appropriate, must be submitted in writing to Sean O'Keefe, Town Administrator, 101 N. Palm Ave., Howey-in-the-Hills, Florida 34737, E-Mail: sokeefe@howey.org and will be responded to in writing through addenda to all respondents. Written addenda will be the Town's official method of response and will be sent via e-mail or fax and posted on the www.demandstar.com web site. All questions must be submitted in writing no later than seven days prior to receipt of RFQs.

7. RESERVED RIGHT

The Town reserves the right to accept or reject any and/or all submissions/submittals, to waive irregularities and technicalities, and to request resubmission. Any sole response received the first submission date may or may not be rejected by the Town depending on available competition and timely needs of the Town. The Town shall be the sole judge of the submission/submittal and the resulting negotiated agreement that is in its best interest and its decision shall be final. Also, the Town reserves the right to make such investigation as it deems necessary to determine the ability of any responder to perform the work or service requested. Information the Town deems necessary to make this determination shall be provided by the responder.

8. SUBMITTAL CONTENT

Consultants interested in performing these professional services must display considerable relevant experience with the specified type of work (as listed on Attachment A, page 19), and should emphasize both the experience and capability of particular personnel who will actually perform the work.

8.1. Submittals must include the following minimum information:

8.1.1 In order to insure a uniform review process and to obtain the maximum degree of comparability, it is required that the submittals be organized in the manner specified.

(i) Title Page:

Show the name of respondent's agency/firm, address, telephone number, name of contact person, date, and the subject: "RFQ #2022-003 - Continuing Professional Services".

(ii) Table of Contents:

Include a clear identification of the material by section and by page

(iii) Letter of Transmittal:

Limit to one or two pages.

1. Briefly state the proposer's description of the types of work they are qualified and willing to perform; pertaining to those checked on Attachment A.
2. Give the name of the person(s) who will be authorized to make representations for the respondent, their titles, addresses and telephone numbers.

8.2. Details:

8.2.1. Describe the Consultant, including key officers, years in business, etc.

8.2.2. Describe the specific key individuals proposed to be assign to the Town contract. Provide a resume for each named individual with title, project assignment, name of firm with which associated, years of experience, education and professional registration. Indicate the percentage of each of these individual's time that will be devoted to the contract.

8.2.4. Provide a list of all government entities where the firm has provided similar services during the past five years.

8.2.5. Provide a list of five references (with phone numbers) relating to recent relevant work.

8.2.6. Identify any sub-consultants and joint venturers who are to participate in providing services. This must include the respective tasks or disciplines they are to perform and evidence of their qualifications.

8.2.7. Give the location of the office from which the work is to be done and the number of professional staff employees at the office.

8.2.8 State that the business is licensed, permitted and/or certificated to do business in the State of Florida and attach copies of all such licenses issued to the business entity.

8.2.9. Any supplemental materials which might enhance the Town's understanding of the firm and its capabilities and experience.

8.2.10 Project Team Organizational Chart.

8.3. Respondent's Certification Form; other Town Forms, etc.:

Please Limit to 40 Pages:

The attached Town forms must be completed and provided with the submittal:

8.3.1. Respondent's Certification.

8.3.2. Business Entity Affidavit (vendor/bidder, etc., disclosure).

8.3.3. "Attachment A" (describing disciplines and specialties offered).

8.3.4. Sworn statement pursuant to Section 287.133(3)(a), Florida Statutes, on public entity crimes.

EVALUATIONS AND CRITERIA

9.1 A professional services selection committee will review the submittals received. The evaluation criteria listed below will be utilized to rank the firms and to short-list the consultants. Interviews with the firms short-listed may then be scheduled, if necessary, for final ranking and selection. The Town shall be the sole judge of its own best interests, the submittals and the resulting negotiated agreement. The Town's decisions will be final.

9.2 Consultants will be evaluated using a number of factors including but not limited to the

following:

- 9.2.1.** Experience and expertise of the firm, including sub consultants, and the key personnel on services similar to those in the RFQ.
- 9.2.2.** Approach to projects
- 9.2.3.** Ability to work with Town and regulatory agency staff
- 9.2.4.** Client reference list
- 9.2.5.** Ability to complete projects in a timely manner
- 9.2.6.** Quality of submittal (clarity, conciseness and compliance with the RFQ)
- 9.2.7.** Location of key personnel, main or branch office location
- 9.2.8.** Previous experience with the Town

ATTACHMENT A

Please indicate which services you wish to be considered for

	Library of Professional Services
	Utilities W/WW/Reclaim
	Stormwater
	Mechanical/Electrical
	Civil Engineering
	Environmental Services /Geotechnical (soil testing etc)
	Transportation and Traffic Engineering
	Landscape Architecture
	Dock and Shoreline (Marine)
	Architectural
	Hydrological Engineering
	Structural
	Surveying
	Aviation/airport planning, design, engineering

Respondent Name:

Respondent Mailing Address:

Town, State, Zip Code:

Telephone: ()

Fax: ()

Toll Free Number (if any):

Contact Person (Please print clearly):

TAXPAYER IDENTIFICATION

1. Definitions:

Parent Company means that corporate entity that owns or controls an affiliated group of corporations that files its Federal Income Tax returns on a consolidated basis, and of which the bidder is a member.

Corporate Status means a designation as to whether the vendor is a corporate entity, a sole proprietorship, a partnership, or a corporation providing medical and health care services.

Taxpayer Identification Number (TIN) means the number required by the Internal Revenue Service (IRS) to be used by the vendor in reporting income tax and other returns.

2. All vendors are required to submit the information required in paragraph (c) through (e) in order to comply with reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M and implementing regulations issued by the Internal Revenue Service (IRS).

3. Taxpayer Identification Number (TIN): _____

Check Line if Applicable:

- _____ TIN has been applied for
_____ TIN is not required because:
_____ Vendor is a nonresident alien, foreign corporation, or foreign partnership
that does not have income effectively connected with the conduct of a
trade or _____ business in the U.S. and does not have an office or place of
business or a fiscal _____ paying agent in the U.S.
_____ Vendor is an agency or instrumentality of a Federal, State or Local
Government.
_____ Vendor is an agency or instrumentality of a Foreign Government.
_____ Other (State Basis) _____

4. Corporate Status.

- _____ Corporation providing medical and health care services, or engaged in the billing
and collecting of payments for such services.
_____ Hospital or extended care facility described in 26 CFR 501(c) that is exempt
from taxation under 26 CFR 501 (a).
_____ Other Corporate Entity
_____ Not a Corporate Entity
_____ Sole Proprietorship

_____ Partnership

5. Parent Company

Vendor is _____ is not _____ owned or controlled by a common parent as defined in paragraph (a). If owned by a parent company, complete the following:

Name of Parent Company: _____

TIN of Parent Company: _____

6. Fictitious Name of Vendor (Doing Business As – D.B.A.)

7. LEGAL NAME AND ADDRESS OF COMPANY (VENDOR) – type or print

Company Name: _____

Mailing Address: _____

Telephone: (_____) _____ Fax: (_____) _____

Email Address: _____

8. CONTACT FOR CONTRACT MANAGEMENT – type or print

Name: _____

Mailing Address: _____

Telephone: (_____) _____ Fax: (_____) _____

Email Address: _____

9. CONTACT FOR INVOICE INQUIRIES – type or print

Name: _____

Mailing Address: _____

Telephone: (____) _____ Fax: (____) _____

Email Address: _____

10. PAYMENT REMITTANCE ADDRESS (if different from Company Address) – type or print

Name: _____

Mailing Address: _____

Telephone: (____) _____ Fax: (____) _____

Email Address: _____

BUSINESS ENTITY AFFIDAVIT
(VENDOR / BIDDER DISCLOSURE)

I, _____, being first duly sworn,
state:

The full legal name and business address of the person(s) or entity contracting or transacting business with the Town of Howey-in-the-Hills ("Town") are as follows:

Federal Employer Identification Number (If none, Social Security Number)

Name of Entity, Individual, Partners or Corporation

Doing Business As (If same as above, leave blank)

Street Address Suite Town State Zip Code
(Post Office addresses are not acceptable)

OWNERSHIP DISCLOSURE AFFIDAVIT

1. If the contact or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who holds directly or indirectly five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a trust, the full legal name and address shall be provided for each trustee and each beneficiary. All such names and addresses are (Post Office addresses are not acceptable), as follows:

<u>Full Legal Name</u>	<u>Address</u>	<u>Ownership</u>
------------------------	----------------	------------------

_____	_____	_____ %
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_____%
_____%

2. The full legal names and business address of any other individual (other than subcontractors, material men, suppliers, laborers, or lenders) who have, or will have, any interest (legal, equitable, beneficial or otherwise) in the contract or business transaction with the Town are (Post Office addresses are not acceptable), as follows:

Signature of Affiant *Date*

Print Name

Sworn to and subscribed before me this _____ day of _____, 20____

by _____

who is personally known or who has produced identification

Type of identification

Notary Public – State of _____

County of _____

Signature of Notary Public

My commission expires:

Printed, typed or stamped commissioned

RFQ #2022-003

RESPONDENT'S CERTIFICATION

I have carefully examined the Request for Qualification.

I hereby propose to furnish the services specified in the Request for Qualification. I agree that my submittal will remain firm for a period of at least 120 days in order to allow the Town adequate time to evaluate the submittals and determine a ranking of the most qualified firms.

I certify that all information contained in this submittal is truthful. I further certify that I am duly authorized to provide this submittal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this submittal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation tendering a submittal for the same service; that no officer, employee or agent of the Town of Howey-in-the-Hills or any other respondent is interested in said submittal; and that the undersigned executed this Respondent's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

NAME OF BUSINESS

SIGNATURE

NAME & TITLE, TYPED OR PRINTED

MAILING ADDRESS

TOWN, STATE, ZIP CODE
(____)_____
TELEPHONE NUMBER

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

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A
NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER
OATHS.**

1. This sworn statement is submitted to _____
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 bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of 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 a 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 of 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 a binding contract and which bids or applies to bid 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 this 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) (Date)
STATE OF _____ **COUNTY OF** _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority,
_____ who, after first being sworn by me,
(Name of individual signing)
affixed his/her signature in the space provided above on this _____ day of
_____, 2022.

Attest: _____

Notary Public

My commission expires: _____ (Notary Seal)