

Meeting Date: 05/24/16Agenda Item 3

REQUESTED COMMISSION ACTION:

x Consent Ordinance Resolution Consideration/Discussion Presentation

SHORT TITLE Approve ranking order for RFP E-18-16 Construction Engineering and Inspection Services
for the SW 36 Avenue Sidewalk Project – Local Agency Program (LAP), and
authorize staff to negotiate a contract with the highest-ranked firm, Calvin Giordano &
Associates Inc. (No cost at this time.).

Summary of Purpose and Why:

RFP E-18-16 was issued to select a single firm to provide Construction Engineering and Inspection (CEI) services to the City for the SW 36th Ave Sidewalk. The CEI services are required for contract inspection, administration, and materials sampling and testing for sidewalk and drainage construction, utility work, signage, and striping for the Sidewalk Project. This project will run along SW 36th Ave from W McNab Rd to W Palm Aire Dr. City Commission approval of the ranking order presented by the Selection/Evaluation Committee is requested, and authorization is requested for appropriate City staff to negotiate a contract with the highest-ranked firm, Calvin Giordano & Associates Inc. Further authorization is requested to continue negotiations with the succeeding ranked firm should an impasse occur in the negotiations with the recommended firm. The General Services Department performed outreach to local engineering companies to inform them about this project. A total of ten (10) local companies were notified.

- (1) Origin of request for this action: Staff
 (2) Primary staff contact: Horacio Danovich, CIP Manager/Anthony Alhashemi 954 786-7834/
Project Manager I 786-4029
 (3) Expiration of contract, if applicable: n/a
 (4) Fiscal impact and source of funding: No cost at this time
302-7503-589.65-03/14225/Capital Project Fund/Sidewalks SW 36 Ave

DEPARTMENTAL
COORDINATION

Engineering

General Services

Budget

Finance

DATE

5/13/165/13/165/16/165/13/16DEPARTMENTAL
RECOMMENDATIONAPPROVEAPPROVEAPPROVEapproval

DEPARTMENTAL HEAD SIGNATURE

[Signature][Signature][Signature][Signature][Signature]X City Manager

ACTION TAKEN BY COMMISSION:

Ordinance1st ReadingResolution1st ReadingConsideration

Results:

Workshop

Results:

2nd Reading

MEMORANDUM

Purchasing #16-075

May 13, 2016

To: Dennis W. Beach, City Manager

Through: Otis J. Thomas, General Services Director 

From: Jeffrey English, Purchasing Agent 

Subject: Award RFP E-18-16 Construction Engineering and Inspection Services for the SW 36 Avenue Sidewalk Project – Local Agency Program (LAP)

Contract Need/Background

RFP E-18-16 was issued to establish a contract to provide Construction Engineering and Inspection (CEI) services to the City for the SW 36th Ave Sidewalk. The CEI services are required for contract inspection, administration, and materials sampling and testing for sidewalk and drainage construction, utility work, signage, and striping for the Sidewalk Project. This project will run along SW 36th Ave from W McNab Rd to W Palm Aire Dr.

Mailing List

The mailing list for this project was created by using companies suggested by the requesting department, companies that have responded to prior solicitations, companies that have requested their names be placed on the mailing list, and companies from appropriate listings in other sources.

Number of received proposals6

Advertising

The RFP was advertised in the Sun Sentinel, and notices were sent to bid notice agencies throughout the nation. The RFP package was also posted on the City's web page for download by interested firms.

Selection/Evaluation Committee

Six responses were received to the solicitation. The Selection/Evaluation Committee met on May 10 (in a public meeting) to evaluate and rank the responses. Copies of the minutes and voting matrix from the meeting are attached.

Market Research

The General Services Department performed outreach to engineering companies to inform them about this project. A total of ten (10) local companies were notified.

Recommendation

The recommendation from the Selection/Evaluation Committee to the City Commission is to approve the ranking order, and authorize the City staff to negotiate a contract with the highest-ranked firm, Calvin Giordano & Associates Inc. Additional authorization is requested to continue negotiations with the succeeding ranked firm to complete a contract in case of an impasse in negotiations with the recommended firm. The recommended firm is a local Pompano Beach business.

attachments

cc: file

**MINUTES
SELECTION / EVALUATION COMMITTEE**

**RFP #E-18-16
CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE SW 36TH
AVENUE SIDEWALK PROJECT – LOCAL AGENCY PROGRAM (LAP)
Engineering Large Conference Room
1201 N.E. 5th Avenue, Pompano Beach, FL. 33060
2:34 p.m. 05/10/16**

The committee consisted of the following voting members:

Anthony Alhashemi, Project Manager I
Gary Eagle, Engineering Inspector II
Tammy Good, Engineering Projects Manager II
Brad Wolak, Engineering Project Manager III

Non-voting member:

Jeffrey English, Purchasing Agent

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish a contract to provide Construction Engineering and Inspection (CEI) services to the City for the SW 36th Ave Sidewalk. The CEI services are required for contract inspection, administration, and materials sampling and testing for sidewalk and drainage construction, utility work, signage, and striping for the Sidewalk Project. This project will run along SW 36th Ave from W McNab Rd to W Palm Aire Dr.

This meeting was posted as a "Public Meeting" at City Hall, the Purchasing Division office, and on the City's website. Six (6) firms submitted responsive proposals to the City's Request for Proposals.

Anthony Alhashemi led the technical discussion. The Purchasing Representative reviewed evaluation procedures and distributed Conflict of Interest Statements for completion by all voting members.

Each Committee member had reviewed all of the responses in advance of the meeting. The Committee discussed each of the proposals in alphabetical order, and scored the responses using voting forms containing the evaluation criteria published in the RFP, with the following results:

1)	Calvin Giordano & Associates Inc.	355
2)	Carnahan Proctor & Cross.	348
3)	CSA Central Inc.	219
4)	Hill International.	245
5)	Keith & Schnars.	235
6)	C Square Construction.	173

A copy of the voting matrix is attached. The Committee decided oral presentations would not be required as the scoring results showed sufficient distinction between the responding firms. An agenda item will be prepared to present the ranking to the City Commission for their approval to negotiate a contract with Calvin Giordano & Associates Inc.

The meeting adjourned at approximately 4:26 p.m.

Analysis Comparison, Ranking 05/10/16, E-18-16 CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE SW 36TH AVENUE SIDEWALK PROJECT – LOCAL AGENCY PROGRAM (LAP)

	Total Potential Points	C Square Construction	Calvin Giordano & Associates Inc.	Carnhan Proctor & Cross	CSA Central Inc.	Hill International	Keith & Schnars
Committee Member	Potential Points						
<u>Anthony Alhashemi</u>							
Prior Experience	0-55	25	50	50	53	40	25
Qualifications	0-15	7	15	15	10	8	10
Technical Approach	0-30	10	30	26	25	20	20
	Total =	42	95	91	88	68	55

Committee Member	Potential Points						
<u>Gary Eagle</u>							
Prior Experience	0-55	20	37	38	31	30	28
Qualifications	0-15	7	12	13	11	10	7
Technical Approach	0-30	19	27	28	22	20	21
	Total =	46	76	79	64	60	56

Committee Member	Potential Points						
<u>Tammy Good</u>							
Prior Experience	0-55	25	50	55	55	45	40
Qualifications	0-15	15	15	15	15	12	12
Technical Approach	0-30	20	30	30	25	25	25
	Total =	60	95	100	95	82	77

Committee Member	Potential Points						
<u>Brad Wolak</u>							
Prior Experience	0-55	10	50	40	40	20	25
Qualifications	0-15	5	14	13	10	5	7
Technical Approach	0-30	10	25	25	20	10	15
	Total =	25	89	78	70	35	47

Analysis Comparison, Ranking 05/10/16, E-18-16 CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE SW 36TH AVENUE SIDEWALK PROJECT – LOCAL AGENCY PROGRAM (LAP)

	Total Potential Points	C Square Construction	Calvin Giordano & Associates Inc.	Carnhan Proctor & Cross	CSA Central Inc.	Hill International	Keith & Schnars
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Committee Members (Average)							
Prior Experience	0-55	20	47	46	45	34	30
Qualifications	0-15	9	14	14	12	9	9
Technical Approach	0-30	15	28	27	23	19	20
	Average Score =	43	89	87	79	61	59

Committee Members (Total)							
Prior Experience	0-220	80	187	183	179	135	118
Qualifications	0-60	34	56	56	46	35	36
Technical Approach	0-120	59	112	109	92	75	81
	Grand Total=	173	355	348	317	245	235

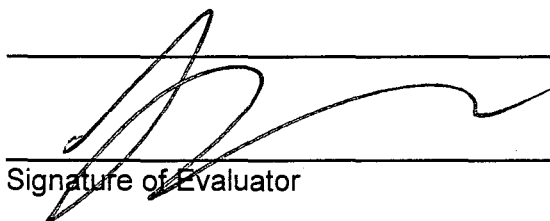
EVALUATION CRITERIA
RFP E-18-16 CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE SW 36TH
AVENUE SIDEWALK PROJECT – LOCAL AGENCY PROGRAM (LAP)

VENDOR NAME: C Square

<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1. Prior experience of the firm with project of similar size and complexity: a. Number of similar FDOT LAP-certified projects - 0 b. Complexity of similar projects 20 c. References from past projects performed by the firm 40 d. Previous project performed for the City - 0 e. Litigation within the past 5 years out of firm's performance - 35	0-55	<u>25</u>
2. Qualifications of personnel including sub-consultants: a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) Experience of staff on similar projects	0-15	<u>7</u>
3. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>10</u>
Total	0-100	<u>42</u>

List the reasons for this evaluation (justify the rating/scoring):

No LAP Experience. No similar projects in Scope



Signature of Evaluator

5/10/16

Date

Anthony Alvarado

Printed Name

EVALUATION CRITERIA
RFP E-18-16 CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE SW 36TH
AVENUE SIDEWALK PROJECT – LOCAL AGENCY PROGRAM (LAP)

VENDOR NAME: Colony, Giordano and Assoc.

<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1. Prior experience of the firm with project of similar size and complexity: a. Number of similar FDOT LAP-certified projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous project performed for the City e. Litigation within the past 5 years out of firm's performance	0-55	<u>50</u>
2. Qualifications of personnel including sub-consultants: a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) Experience of staff on similar projects	0-15	<u>15</u>
3. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>30</u>
Total	0-100	<u>95</u>

List the reasons for this evaluation (justify the rating/scoring):

Projects in similar Scope. Good understanding of the project
Good understanding of LAP / FDOT procedures


Signature of Evaluator

5/10/16
Date

Anthony Alhadad
Printed Name

EVALUATION CRITERIA
RFP E-18-16 CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE SW 36TH
AVENUE SIDEWALK PROJECT – LOCAL AGENCY PROGRAM (LAP)

VENDOR NAME: Carrahan Proctor and Coors

<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1. Prior experience of the firm with project of similar size and complexity: a. Number of similar FDOT LAP-certified projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous project performed for the City e. Litigation within the past 5 years out of firm's performance	0-55	<u>50</u>
2. Qualifications of personnel including sub-consultants: a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) Experience of staff on similar projects	0-15	<u>15</u>
3. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>26</u>

Total	0-100	<u>91</u>
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List the reasons for this evaluation (justify the rating/scoring):

Projects in similar scope. Good understanding of LAP/FDOT
Projects. Good experience with the community concerns
No litigation


Signature of Evaluator

5/10/16
Date

Anthony Althaus
Printed Name

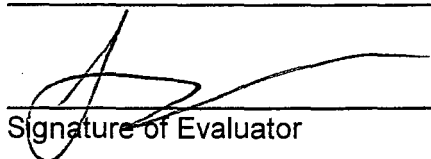
EVALUATION CRITERIA
RFP E-18-16 CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE SW 36TH
AVENUE SIDEWALK PROJECT – LOCAL AGENCY PROGRAM (LAP)

VENDOR NAME: CSA Group

<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1. Prior experience of the firm with project of similar size and complexity: a. Number of similar FDOT LAP-certified projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous project performed for the City e. Litigation within the past 5 years out of firm's performance	0-55	<u>58</u>
2. Qualifications of personnel including sub-consultants: a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) Experience of staff on similar projects	0-15	<u>10</u>
3. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>25</u>
Total	0-100	<u>88</u>

List the reasons for this evaluation (justify the rating/scoring):

Project expense is larger in scope. No litigation. Do not
see much understanding of the project.


Signature of Evaluator

5/10/16
Date

Anthony Allen
Printed Name

EVALUATION CRITERIA
RFP E-18-16 CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE SW 36TH
AVENUE SIDEWALK PROJECT – LOCAL AGENCY PROGRAM (LAP)

VENDOR NAME: Hill

<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1. Prior experience of the firm with project of similar size and complexity: a. Number of similar FDOT LAP-certified projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous project performed for the City e. Litigation within the past 5 years out of firm's performance	0-55	42 <u>40</u>
2. Qualifications of personnel including sub-consultants: a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) Experience of staff on similar projects	0-15	<u>8</u>
3. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>20</u>
Total	0-100	<u>68</u>

List the reasons for this evaluation (justify the rating/scoring):

Subconsultant used. No references to understanding the project
obstacles. Most similar projects are not located in South
Florida


Signature of Evaluator

5/10/16
Date

Anthony Allister
Printed Name

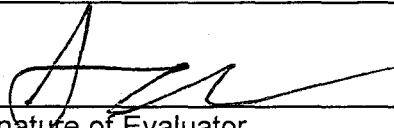
EVALUATION CRITERIA
RFP E-18-16 CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE SW 36TH
AVENUE SIDEWALK PROJECT – LOCAL AGENCY PROGRAM (LAP)

VENDOR NAME: Kerth and Schuans

<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1. Prior experience of the firm with project of similar size and complexity: a. Number of similar FDOT LAP-certified projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous project performed for the City e. Litigation within the past 5 years out of firm's performance	0-55	<u>25</u>
2. Qualifications of personnel including sub-consultants: a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) Experience of staff on similar projects	0-15	<u>10</u>
3. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>20</u>
Total	0-100	<u>55</u>

List the reasons for this evaluation (justify the rating/scoring):

Not much reference to projects similar in scope. Not
much reference to current obstacles that may be present.
Not much experience with LAP/FDOT


Signature of Evaluator

5/10/10
Date

Anthony Alhasani
Printed Name

EVALUATION CRITERIA
RFP E-18-16 CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE SW 36TH
AVENUE SIDEWALK PROJECT – LOCAL AGENCY PROGRAM (LAP)

VENDOR NAME: C Square

<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1. Prior experience of the firm with project of similar size and complexity: a. Number of similar FDOT LAP-certified projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous project performed for the City e. Litigation within the past 5 years out of firm's performance	0-55	<u>20</u>
2. Qualifications of personnel including sub-consultants: a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) Experience of staff on similar projects	0-15	<u>7</u>
3. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>19</u>
Total	0-100	<u>46</u>

List the reasons for this evaluation (justify the rating/scoring):

- Miami Firm
- Better for smaller projects
- No previous LAP jobs

Mary Egan
Signature of Evaluator

5/10/11
Date

Garry Egan
Printed Name

EVALUATION CRITERIA
RFP E-18-16 CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE SW 36TH
AVENUE SIDEWALK PROJECT – LOCAL AGENCY PROGRAM (LAP)

VENDOR NAME: Calvin Giordano & Assoc. Inc

<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1. Prior experience of the firm with project of similar size and complexity: a. Number of similar FDOT LAP-certified projects <u>20 last 5 yrs</u> b. Complexity of similar projects <u>* 5</u> c. References from past projects performed by the firm d. Previous project performed for the City <u>MLIC</u> e. Litigation within the past 5 years out of firm's performance <u>Several</u>	0-55	<u>37</u>
2. Qualifications of personnel including sub-consultants: a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) Experience of staff on similar projects	0-15	<u>12</u>
3. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>27</u>
Total	0-100	<u>76</u>

List the reasons for this evaluation (justify the rating/scoring):

- Very familiar w/ LAP Projects, Procedures required by FDOT
- Well thought out Tech Approach
- Staff is well qualified
- Understands FDOT Regulations Regarding MOT, AOA, Public & Private
- Engines involvement, Documenting Projects

Mary Eyle
Signature of Evaluator

5/10/16
Date

Mary Eyle
Printed Name

EVALUATION CRITERIA
RFP E-18-16 CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE SW 36TH
AVENUE SIDEWALK PROJECT – LOCAL AGENCY PROGRAM (LAP)

VENDOR NAME: CARWILLIAN PROCTOR & CROSS

<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1. Prior experience of the firm with project of similar size and complexity: a. Number of similar FDOT LAP-certified projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous project performed for the City e. Litigation within the past 5 years out of firm's performance	0-55	<u>38</u>
2. Qualifications of personnel including sub-consultants: a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) Experience of staff on similar projects	0-15	<u>13</u>
3. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>28</u>
Total	0-100	<u>79</u>

List the reasons for this evaluation (justify the rating/scoring):

- UNDERSTANDS SCOPE OF WORK
- WELL THOUGHTOUT UNDERSTANDING OF BUDGET / SCHEDULE / QUALITY CONTROL
PLAN REVIEW, MOT PLACEMENT, DRIVE BRACKS ETC.
- SOFTWARE FOR C&I SERVICES COMPATIBLE TO AGENCY REVIEW.

Mary E. L.
Signature of Evaluator

5/10/16
Date

Craig Hinkle
Printed Name

EVALUATION CRITERIA
RFP E-18-16 CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE SW 36TH
AVENUE SIDEWALK PROJECT – LOCAL AGENCY PROGRAM (LAP)

VENDOR NAME: CSA Central Inc

<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1. Prior experience of the firm with project of similar size and complexity: a. Number of similar FDOT LAP-certified projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous project performed for the City e. Litigation within the past 5 years out of firm's performance	0-55	<u>31</u>
2. Qualifications of personnel including sub-consultants: a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) Experience of staff on similar projects	0-15	<u>11</u>
3. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>22</u>
Total	0-100	<u>64</u>

List the reasons for this evaluation (justify the rating/scoring):

- Miami Based Firm
- Well versed in LAP projects including Plan Review, construction NOPEs, Value Engineering, Davis Brown Reporting
- Better situated than ^{Digital} ~~SAATCHI~~ TYPE PROJECT CLOSER TO HOME

Mary Eyle
Signature of Evaluator

5/10/16
Date

GARY EALKE
Printed Name

EVALUATION CRITERIA
RFP E-18-16 CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE SW 36TH
AVENUE SIDEWALK PROJECT – LOCAL AGENCY PROGRAM (LAP)

VENDOR NAME: Hill International, Inc

<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1. Prior experience of the firm with project of similar size and complexity: a. Number of similar FDOT LAP-certified projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous project performed for the City e. Litigation within the past 5 years out of firm's performance	0-55	<u>30</u>
2. Qualifications of personnel including sub-consultants: a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) Experience of staff on similar projects	0-15	<u>10</u>
3. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>20</u>
Total	0-100	<u>60</u>

List the reasons for this evaluation (justify the rating/scoring):

Miami Based Firm. Interest away from Project
Understands LAP Procedures and Protocol including MDPS, DARS
BACON, Constructability, Permits Review
WHO IS MTM - Sub CONSULTANT

Mary E. L.
Signature of Evaluator

5/10/16
Date

GARY EAGLE
Printed Name

EVALUATION CRITERIA
RFP E-18-16 CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE SW 36TH
AVENUE SIDEWALK PROJECT – LOCAL AGENCY PROGRAM (LAP)

VENDOR NAME: KATA & SCHWARTZ

<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1. Prior experience of the firm with project of similar size and complexity: a. Number of similar FDOT LAP-certified projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous project performed for the City e. Litigation within the past 5 years out of firm's performance	0-55	<u>28</u>
2. Qualifications of personnel including sub-consultants: a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) Experience of staff on similar projects	0-15	<u>7</u>
3. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>21</u>
Total	0-100	<u>56</u>

List the reasons for this evaluation (justify the rating/scoring):

- Large Local Company
- UNDER THEIR PROPOSAL NO LAP PROJECTS WERE IDENTIFIED, ALTHOUGH WITH VARIOUS IN FDOT C&I PROJECTS & PROJECTS
- LITIGATION ACTIONS WERE LOW CONSIDERABLE VOLUME OF WORK

Mary Engle
Signature of Evaluator

5/10/16
Date

Garry Earle
Printed Name

EVALUATION CRITERIA
RFP E-18-16 CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE SW 36TH
AVENUE SIDEWALK PROJECT – LOCAL AGENCY PROGRAM (LAP)

VENDOR NAME: C Square Construction

<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1. Prior experience of the firm with project of similar size and complexity: a. Number of similar FDOT LAP-certified projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous project performed for the City e. Litigation within the past 5 years out of firm's performance <i>NONE</i>	0-55	<u>25</u>
2. Qualifications of personnel including sub-consultants: a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) Experience of staff on similar projects	0-15	<u>15</u>
3. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>20</u>
Total	0-100	<u>60</u>

List the reasons for this evaluation (justify the rating/scoring):

-NO LAP EXP.

-NEED P.E. to meet min. LAP ~~exp~~ requirements.

-NO Proj. of similar complexities.

-Loc. Boyton Beach, excellent Contractor for smaller projects not req'd LAP_{exp}

Tammy Good
Signature of Evaluator

5-5-16
Date

Tammy Good
Printed Name

EVALUATION CRITERIA
RFP E-18-16 CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE SW 36TH
AVENUE SIDEWALK PROJECT - LOCAL AGENCY PROGRAM (LAP)

VENDOR NAME: Calvin Giordano + Associates, Inc.

<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1. Prior experience of the firm with project of similar size and complexity: a. Number of similar FDOT LAP-certified projects 20/5yrs b. Complexity of similar projects * x 5 c. References from past projects performed by the firm d. Previous project performed for the City MLK e. Litigation within the past 5 years out of firm's performance Several Litigations	0-55	<u>50</u>
2. Qualifications of personnel including sub-consultants: a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) Experience of staff on similar projects	0-15	<u>15</u>
3. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>30</u>
Total	0-100	<u>95</u>

List the reasons for this evaluation (justify the rating/scoring):

- Very familiar w/ LAP projects/procedural requirements per FDOT.
- As part of technical approach - understand importance of MOT, ADA, EPA, DOCUMENTATION, RESIDENTS, Emergency Services, etc.
- Qualified staff, close relationship w/ FDOT = beneficial?
- Thorough Tech. Approach - displays extensive experience.

Tammy Good
Signature of Evaluator

5-5-16
Date

TAMMY GOOD
Printed Name

EVALUATION CRITERIA
RFP E-18-16 CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE SW 36TH
AVENUE SIDEWALK PROJECT - LOCAL AGENCY PROGRAM (LAP)

VENDOR NAME: Carnahan Proctor & Cross

<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1. Prior experience of the firm with project of similar size and complexity: a. Number of similar FDOT LAP-certified projects - <u>Several</u> b. Complexity of similar projects - <u>4 x 5</u> c. References from past projects performed by the firm d. Previous project performed for the City e. Litigation within the past 5 years out of firm's performance - <u>3</u>	0-55	<u>55</u>
2. Qualifications of personnel including sub-consultants: a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) Experience of staff on similar projects	0-15	<u>15</u>
3. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>30</u>
Total	0-100	<u>100</u>

List the reasons for this evaluation (justify the rating/scoring):

- General layout of scope of services - displays thorough understanding.
- Schedule/Budget tasks inline w/ keeping proj. on time/budget - avoid delays.
↳ VE, QA/QC, CPM monitoring, etc., established CEI division
- online software for CEI services w/ City - dynamic/current info.
- Safety/MOT priority, EPA, CA services. - Davis Bacon - reporting exp.

Tammy Good
Signature of Evaluator

5-5-16
Date

Tammy Good
Printed Name

EVALUATION CRITERIA
RFP E-18-16 CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE SW 36TH
AVENUE SIDEWALK PROJECT - LOCAL AGENCY PROGRAM (LAP)

VENDOR NAME: CSA Central Inc.

<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1. Prior experience of the firm with project of similar size and complexity: a. Number of similar FDOT LAP-certified projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous project performed for the City e. Litigation within the past 5 years out of firm's performance	0-55	<u>55</u>
2. Qualifications of personnel including sub-consultants: a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) Experience of staff on similar projects	0-15	<u>15</u>
3. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>25</u>
Total	0-100	<u>95</u>

List the reasons for this evaluation (justify the rating/scoring):

- Priority Resident inconveniences, Erosion/Control, Utility (existing), MOT, QA/QC
↳ VE constructability review EXCELLENT TECH. APPROACH!
- exp. w/ LAP, Davis Bacon Wages, DEP, FHWA - inc. schedule
- List of compliances - LAP cert. * - displays thorough understanding/exp.
- Located in Doral

Tammy Good
Signature of Evaluator

5-5-16
Date

Tammy Good
Printed Name

EVALUATION CRITERIA
RFP E-18-16 CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE SW 36TH
AVENUE SIDEWALK PROJECT – LOCAL AGENCY PROGRAM (LAP)

VENDOR NAME: Hill International, Inc.

<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1. Prior experience of the firm with project of similar size and complexity: a. Number of similar FDOT LAP-certified projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous project performed for the City e. Litigation within the past 5 years out of firm's performance <u>YES - Several</u>	0-55	<u>45</u>
2. Qualifications of personnel including sub-consultants: a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) Experience of staff on similar projects	0-15	<u>12</u>
3. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>25</u>
Total	0-100	<u>82</u>

List the reasons for this evaluation (justify the rating/scoring):

- Priority - MoT, Erosion/Control, .
- MTN -> Subconsultant to lead for Hill ??
- listed Several LAP-but were they prime or did they hire a sub?
- Loc. Miami

Tammy Good
Signature of Evaluator

5-5-16
Date

Tammy Good
Printed Name

EVALUATION CRITERIA
RFP E-18-16 CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE SW 36TH
AVENUE SIDEWALK PROJECT – LOCAL AGENCY PROGRAM (LAP)

VENDOR NAME: Keith and Schnars

<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1. Prior experience of the firm with project of similar size and complexity: a. Number of similar FDOT LAP-certified projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous project performed for the City e. Litigation within the past 5 years out of firm's performance <i>yes</i>	0-55	<u>40</u>
2. Qualifications of personnel including sub-consultants: a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) Experience of staff on similar projects	0-15	<u>12</u>
3. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>25</u>
Total	0-100	<u>77</u>

List the reasons for this evaluation (justify the rating/scoring):

- Technical Approach, listed under Schedule. 2
↳ very vague
- No listing of LAP - no prior proj. listed.

Tammy Good
Signature of Evaluator

5-5-16
Date

Tammy Good
Printed Name

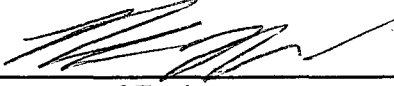
EVALUATION CRITERIA
RFP E-18-16 CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE SW 36TH
AVENUE SIDEWALK PROJECT – LOCAL AGENCY PROGRAM (LAP)

VENDOR NAME: C Square

<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1. Prior experience of the firm with project of similar size and complexity: a. Number of similar FDOT LAP-certified projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous project performed for the City e. Litigation within the past 5 years out of firm's performance	0-55	<u>10</u>
2. Qualifications of personnel including sub-consultants: a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) Experience of staff on similar projects	0-15	<u>5</u>
3. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>10</u>
Total	0-100	<u>25</u>

List the reasons for this evaluation (justify the rating/scoring):

- No projects of similar complexity^x
- No LAP experience^x
- No PE on staff^x
- No FDOT experience^x
- Light on work volume last 4 years (page 4)^x


Signature of Evaluator

5/16/16
Date

Brad Wolak
Printed Name

EVALUATION CRITERIA
RFP E-18-16 CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE SW 36TH
AVENUE SIDEWALK PROJECT – LOCAL AGENCY PROGRAM (LAP)

VENDOR NAME: Calvin, Giordano & Assoc.

Criteria	Point Range	Score
1. Prior experience of the firm with project of similar size and complexity: a. Number of similar FDOT LAP-certified projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous project performed for the City e. Litigation within the past 5 years out of firm's performance	0-55	<u>50</u>
2. Qualifications of personnel including sub-consultants: a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) Experience of staff on similar projects	0-15	<u>14</u>
3. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>25</u>
Total	0-100	<u>89</u>

List the reasons for this evaluation (justify the rating/scoring):

- Mr. Mabrouk PE, FDOT experience / Pompano experience ✓
 - ~~Knowledge~~ Demonstrated thorough knowledge of this project, experience w/ LAP ✓
 - Dedicated CEI Division since 2002 ✓
 - Deep experience w/ FDOT projects & processes ✓ Brown Co ✓
 - Focus on quality of approved FDOT construction methods ✓
 - Highlighted 25 specific challenges and proposed solutions for this project ✓
 - 20 LAP projects in last 5 years for FDOT District IV
- Signature of Evaluator [Signature] Date 5/16/16 Printed Name Brad Insalaco

EVALUATION CRITERIA
RFP E-18-16 CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE SW 36TH
AVENUE SIDEWALK PROJECT – LOCAL AGENCY PROGRAM (LAP)

VENDOR NAME: Carrahan Pactor & Cross

<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1. Prior experience of the firm with project of similar size and complexity: a. Number of similar FDOT LAP-certified projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous project performed for the City e. Litigation within the past 5 years out of firm's performance	0-55	<u>40</u>
2. Qualifications of personnel including sub-consultants: a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) Experience of staff on similar projects	0-15	<u>13</u>
3. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>25</u>
Total	0-100	<u>78</u>

List the reasons for this evaluation (justify the rating/scoring):

- Des. field base, good location for size of project ✓
- Solid NPDES experience ✓
- have software for managing/coordinating projects
- LAP / FDOT experienced ✓
- Not a tonne of City experience, none of evaluators have ever worked with them X

[Signature]
Signature of Evaluator

5/10/16
Date

Brad Wolak
Printed Name

EVALUATION CRITERIA
RFP E-18-16 CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE SW 36TH
AVENUE SIDEWALK PROJECT - LOCAL AGENCY PROGRAM (LAP)

VENDOR NAME: CSA Group

<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1. Prior experience of the firm with project of similar size and complexity: a. Number of similar FDOT LAP-certified projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous project performed for the City e. Litigation within the past 5 years out of firm's performance	0-55	<u>40</u>
2. Qualifications of personnel including sub-consultants: a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) Experience of staff on similar projects	0-15	<u>10</u>
3. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>20</u>
Total	0-100	<u>70</u>

List the reasons for this evaluation (justify the rating/scoring):

- Very knowledge w/ deep experience ✓
 - FDOT experience ✓
 - LAP experience ✓
 - * Rural commuting for a relatively small project could cause attendance / tardiness issues
 - * relatively small project for understated competencies may result in lower priority, revolving door CEI or deployment of lower qualified individuals.
 Signature of Evaluator [Signature] Date 5/10/16 Printed Name Brandon

EVALUATION CRITERIA
RFP E-18-16 CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE SW 36TH
AVENUE SIDEWALK PROJECT – LOCAL AGENCY PROGRAM (LAP)

VENDOR NAME: Hill

<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1. Prior experience of the firm with project of similar size and complexity: a. Number of similar FDOT LAP-certified projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous project performed for the City e. Litigation within the past 5 years out of firm's performance	0-55	<u>20</u>
2. Qualifications of personnel including sub-consultants: a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) Experience of staff on similar projects	0-15	<u>5</u>
3. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>10</u>
Total	0-100	<u>35</u>

List the reasons for this evaluation (justify the rating/scoring):

- Proposing w/ themselves as Subconsultant^x
- Not clear if experience was their own or as a sub^x
- Commute from Miami for proportionately smaller & project
could cause attendance and/or tardiness issues^x


Signature of Evaluator

5/10/16
Date

Brad Wolak
Printed Name

EVALUATION CRITERIA
RFP E-18-16 CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE SW 36TH
AVENUE SIDEWALK PROJECT – LOCAL AGENCY PROGRAM (LAP)

VENDOR NAME: Keith & Schnars

<u>Criteria</u>	<u>Point Range</u>	<u>Score</u>
1. Prior experience of the firm with project of similar size and complexity: a. Number of similar FDOT LAP-certified projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous project performed for the City e. Litigation within the past 5 years out of firm's performance	0-55	<u>25</u>
2. Qualifications of personnel including sub-consultants: a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) Experience of staff on similar projects	0-15	<u>7</u>
3. Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30	<u>15</u>
Total	0-100	<u>47</u>

List the reasons for this evaluation (justify the rating/scoring):

- CE since 1972 - Brinard Co.
- Mark Mashier, PE, 38 years, former District Construction Eng w/ FDOT ✓
- Understand LAP compliance but
- Listing of 3 challenges & solutions ✓
- Proposal light on details x No listing of LAP experience x
- Taming had to terminate on another project x
Signature of Evaluator [Signature] Date 5/16/16 Printed Name Brad Walcott

CITY OF POMPANO BEACH

RFP-Response to Request for Proposal

E-18-16

Construction Engineering Inspection Services For the SW 36th Avenue Sidewalk Project

Local Agency Program (LAP)

4/20/2016

<u>Company Responding:</u>	<u>Address</u>	<u>City, State, Zip</u>
C Square Construction	8477 Breezy Hill Drive	Boynton Beach, FL 33473
Calvin, Giordano & Associates Inc	1800 Eller Drive - Suite 600	Ft. Lauderdale, FL 33316
Carnahan Proctor & Cross	814 S. Military Trail	Deerfield Beach, FL 33442
CSA Central Inc	8200 NW 41 Street - Suite 305	Doral, FL 33166
Hill International Inc	601 Brickell Key Drive - Suite 600	Miami, FL 33131
Keith & Schnars	6500 North Andrews Avenue	Ft. Lauderdale, FL 33309



Florida's Warmest Welcome

**CITY OF POMPANO BEACH
REQUEST FOR PROPOSALS
E-18-16**

**CONSTRUCTION ENGINEERING AND INSPECTION
SERVICES FOR THE SW 36TH AVENUE SIDEWALK
PROJECT - LOCAL AGENCY PROGRAM (LAP)**

**RFP OPENING: April 20, 2016, 2016 2:00 P.M.
PURCHASING OFFICE
1190 N.E. 3RD AVENUE, BUILDING C (Front)
POMPANO BEACH, FLORIDA 33060**

March 18, 2016

CITY OF POMPANO BEACH, FLORIDA

REQUEST FOR PROPOSALS (RFP)

E-18-16

CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE SW 36TH
AVENUE SIDEWALK PROJECT – LOCAL AGENCY PROGRAM (LAP)

Pursuant to Florida Statutes Chapter 287.055 “Consultants’ Competitive Negotiation Act” the City of Pompano Beach invites professional engineering firms to submit Proposals, qualifications and experience for consideration to provide Construction Engineering and Inspection (CEI) services to the City for the SW 36th Ave Sidewalk, which runs on SW 36th Ave from W McNab Rd to W Palm Aire Dr.

The City will receive sealed proposals until **2:00 p.m. (local), April 20, 2016** in the City’s Purchasing Office, 1190 N.E. 3rd Avenue, Building C, Pompano Beach, Florida, 33060. E-mailed or faxed proposals will not be acceptable.

Introduction

The project scope includes the installation of a sidewalk along the west side of SW 36th Avenue commencing on the south end of Canal “A” north to Palm Aire Drive, a pedestrian flashing beacon crosswalk at the intersection of SW 36th Avenue and Gateway Drive, storm drainage construction, demolition, utility work, and permanent signage & striping.

A post-construction consultant evaluation will be performed by City of Pompano Beach. Proposers must be FDOT Pre-qualified in Work Type 10.1 – Roadway Construction Engineering Inspection. City of Pompano Beach will maintain records of negotiations with the most qualified firm.

Consultant shall utilize the U.S. Department of Homeland Security’s E-Verify system to verify the employment eligibility of all new employees hired by the Consultant during the term of the Agreement; and shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland’s Security’s E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

A. Scope Of Services

This scope of services describes and defines the Construction Engineering and Inspection (CEI) services, which are required for contract administration, inspection, and materials sampling and testing for the construction projects listed below. Service provider to be FDOT certified to conduct CEI services.

The scope of services may include, but is not limited, to the following:

1. Construction Services

- a. Attend one (1) pre-construction meeting at Municipality location; record / prepare / distribute meeting minutes. Pre-con meeting to be conducted by others (City / Engineer of Record).
- b. Schedule, attend and conduct bi-weekly construction progress meetings at Municipality location for the duration of the construction project (assumed effort at 15 meetings @ 2 hours per meeting); prepare and distribute meeting minutes.
- c. Coordinate and conduct a pre-construction meeting with FDOT, City, Contractor and Local Agency Program (LAP) Oversight representative(s); record / prepare / distribute meeting minutes.
- d. Request / obtain access to FDOT LAP reporting documentation systems: Local Area Program Information Tool (LAPIT) and Equal Opportunity Compliance (EOC).
- e. Conduct and submit labor interviews for conformance with wage rates and DBE monitoring reports.
- f. Prepare and submit monthly LAP progress report(s), upload contract documents, payment applications, change orders, and related documents.
- g. Prepare, coordinate and submit (for FDOT approval) construction changes orders.
- h. Schedule and conduct a final inspection with FDOT LAP representatives.
- i. Assist the City with preparation and submittal of FDOT LAP close-out package ('Blue Folder').
- j. Coordinate and assist the City with reimbursement package submittal.
- k. Construction quality control inspections.
- l. Review and monitor compliance with drawings and technical specifications (e.g., bid schedule, project manual);
- m. Receive, and coordinate interpretations and clarifications of the Contract Documents (RFI responses, plan revisions, and Work Change Directives). In connection therewith, assist in the review and processing of any work change directives or change orders requested by the City.
- n. Receive and coordinate the review and processing of shop drawings, samples and other data, which the Contractor is required to submit.
- o. Make periodic / daily observations (estimated at four (4) hours per day) of Field / Resident Project Representative services for compliance with plans and specifications; provide copies of observation reports to the City on a weekly basis. Make interim inspections for substantial and final completion(s) to determine, in general, if the work has been completed in conformance with the intent of the Contract Documents.
- p. Attend close-out inspections with City, Contractor and permitting agencies; prepare and distribute punch-list(s).
- q. Perform initial reviews of as-builts supplied by the Contractor; coordinate final reviews with City and other governing agencies.
- r. Assist in obtaining information from the Contractor to process close-out packages. Prepare and submit permit close-out documents and certification(s).
- s. Review, coordinate required revisions, and approve and payment application requests; processing of applications by City.
- t. Attend and participate in meetings with the City, Contractor, and appropriate regulatory agencies when requested by the City and necessary for consultation and conferences in regard to construction of the project.

- u. Receive, review and process Contractor's construction schedule (s), and schedule of values.

2. LAP Coordination

- a. Re-review of rejected shop drawings.
- b. Review and approval of Contractor pay requests.
- c. Review of shop drawings for contractor or Client selected alternatives, materials, products, etc.
- d. Special shop drawing annotation and modification to expedite shop drawing approval process.
- e. Review and approve updated boundary survey, site evaluation or closing assistance work, if necessary.

Service provider to be FDOT certified to conduct CEI services.

B. Tasks/Deliverables

In general, the engineering firms will provide CEI services as described above. Task/Deliverables shall be in accordance with LAP certification requirements established by FDOT.

C. Term of Contract

City of Pompano Beach is anticipating a 6-month contract term.

D. Small Business Enterprise Program

The Pompano Beach City Commission has established a voluntary Small Business Enterprise (SBE) Program to encourage and foster the participation of Small Business Enterprises in the central procurement activities of the City. The City of Pompano Beach is strongly committed to ensuring the participation of Small Business Enterprises (SBE's) as contractors and subcontractors for the procurement of goods and services. The definition of a SBE, for the purpose of the City's voluntary program, is taken from the State of Florida Statute 288.703(1).

As of the date of publication of this solicitation, a small business means an independently owned and operated business concern that employs 200 or fewer permanent full-time employees and that, together with its affiliates, has a net worth of not more than \$5 million or any firm based in Florida that has a Small Business Administration 8(a) certification. As applicable to sole proprietorships, the \$5 million net worth requirement shall include both personal and business investments.

The City encourages all firms to undertake good faith efforts to identify appropriate Small Business Enterprise partners. Sources of information on certified Small Business Enterprises include the Broward County Small Business Development Division, the State of Florida Office of Supplier Diversity, South Florida Water Management District, and other agencies throughout the State. The City includes links to these organizations from the City's website www.pompanobeachfl.gov. Please indicate in your response if your firm is a certified Small Business Enterprise.

Please note that, while no voluntary goals have been established for this

solicitation, the City encourages small business participation in *all* of its procurements.

E. Local Business Program

On March 23, 2010, the City Commission approved a Resolution establishing a Local Business Program, a policy to increase the participation of City of Pompano Beach businesses in the City's procurement process.

You can view the list of City businesses that have a current Business Tax Receipt on the City's website, and locate local firms that are available to perform the work required by the bid specifications. The business information, sorted by business use classification, is posted on the webpage for the Business Tax Receipt Division: http://pompanobeachfl.gov/pages/departments_directory/development_services/business_tax_receipt_division/business_tax_receipt_division.html.php

Please note that, while no voluntary goals have been established for this solicitation, the City encourages Local Business participation in *all* of its procurements.

F. Required Proposal Submittal Format Requirements

Submit one (1) original unbound and five (5) bound copies of the proposal. All copies will be on 8 ½" x 11" plain white paper, typed, and signed by an authorized representative who is able to contractually bind the Proposer. In addition, Proposers must submit one (1) original copy of the Proposal on electronic media in printable Adobe or Microsoft Word format (or other format approved by the City). Failure to adhere to the submittal quantity criteria may result in the Proposal being considered non-responsive. **Information to be included in the proposal:** In order to maintain comparability and expedite the review process, it is required that proposals be organized in the manner specified below, with tabs or dividers between the sections:

Title page:

Show the project name and number, the name of the Proposer's firm, address, telephone number, name of contact person and the date.

Table of Contents:

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

Letter of Transmittal:

Briefly state the Proposer's understanding of the project and express a positive commitment to provide the services described herein. State the name(s) of the person(s) who will be authorized to make representations for the Proposer, their title(s), office and E-mail addresses and telephone numbers. Please limit this section to two pages.

Fees & Costs:

Include a concise narrative with sufficient detail indicating the proposed approach to providing the required services, including a description of the types and qualities of service that would be provided. Provide a cost for each of the major services provided along with the estimated number of expected work hours for each qualified staff.

Proposer shall itemize all costs to complete all and necessary tasks as described under Scope of Services. Costs associated with travel as well as miscellaneous expenses should be adequately described.

Schedule:

Proposer shall provide a timeline that highlights proposed tasks that will meet all applicable deadlines.

References:

Submit a client reference list, including name of contact, firm and/or governmental entity, address, telephone number and type of service provided to each reference.

Litigation:

Disclose any litigation within the past five (5) years arising out your firm's performance.

City & FDOT Forms:

The RFP Proposal Signature Page must be completed, signed and returned. Proposer should return all RFP and FDOT pages, initialed where indicated.

G. Insurance

The insurance described herein reflects the insurance requirements deemed necessary for this contract by the City. It is not necessary to have this level of insurance in effect at the time of submittal, but certificates indicating that the insurance is currently carried or a letter from the Carrier indicating upgrade ability will speed the review process to determine the most qualified Proposer.

The Successful Proposer(s) shall not commence operations until certification or proof of insurance, detailing terms and provisions of coverage, has been received and approved by the City of Pompano Beach Risk Manager.

The following insurance coverage shall be required.

1. Worker's Compensation Insurance covering all employees and providing benefits as required by Florida Statute, Chapter 440, regardless of the size of the company (number of employees) or the state in which the work is to be performed or of the state in which Successful Proposer is obligated to pay compensation to employees engaged in the performance of the work. Successful Proposer further agrees to be responsible for employment, control and conduct of its employees and for any injury sustained by such employees in the course of their employment.
2. Liability Insurance
 - a. Naming the City of Pompano Beach as an additional insured as City's interests may appear, on General Liability Insurance only, relative to claims, which arise from Successful Proposer's negligent acts or omissions in connection with Successful Proposer's performance under this contract.
 - b. Such Liability insurance shall include the following checked types of insurance and indicated minimum policy limits:

LIMITS OF LIABILITY

Type of Insurance	each occurrence	aggregate
GENERAL LIABILITY: MINIMUM \$1,000,000 per OCCURRENCE/\$2,000,000 AGGREGATE		
* Policy to be written on a claims incurred basis		
XX comprehensive form		
XX premises - operations	bodily injury	
— explosion & collapse		
— hazard	property damage	
— underground hazard		
— products/completed		
— operations hazard	bodily injury and	
XX contractual insurance	property damage	
XX broad form property	combined	
— damage		
XX independent contractors		
XX personal injury	personal injury	
AUTOMOBILE LIABILITY: MINIMUM \$1,000,000 per OCCURRENCE/\$2,000,000 AGGREGATE		
	bodily injury	
	(each person)	
	bodily injury	
XX comprehensive form	(each accident)	
XX owned	property damage	
XX hired	bodily injury and	
XX non-owned	property damage	
	combined	
REAL & PERSONAL PROPERTY		
— comprehensive form	Consultant must show proof they have this coverage.	
EXCESS LIABILITY		
— umbrella form	bodily injury and	
— other than umbrella	property damage	
	combined	
	\$2,000,000.	\$2,000,000.
— PROFESSIONAL LIABILITY	\$1,000,000.	\$1,000,000.
* Policy to be written on a claims made basis		

- c. If Professional Liability insurance is required, the successful proposer agrees the indemnification and hold harmless provisions of Section 12 of the Agreement shall survive the termination or expiration of the Agreement for a period of three (3) years unless terminated sooner by the applicable statute of limitations.
3. Employer's Liability. SUCCESSFUL PROPOSER and all subcontractors shall, for the benefit of their employees, provide, carry, maintain and pay for Employer's Liability Insurance in the minimum amount of One Hundred Thousand Dollars (\$100,000.00) per employee, Five Hundred Thousand Dollars (\$500,000) per aggregate.
4. Policies: Whenever, under the provisions of this Agreement, insurance is required of the SUCCESSFUL PROPOSER, the SUCCESSFUL PROPOSER shall promptly provide the following:
 - a. Certificates of Insurance evidencing the required coverage;
 - b. Names and addresses of companies providing coverage;
 - c. Effective and expiration dates of policies; and
 - d. A provision in all policies affording CITY thirty (30) days written notice by a carrier of any cancellation or material change in any policy.
5. Insurance Cancellation or Modification. Should any of the required insurance policies be canceled before the expiration date, or modified or substantially modified, the issuing company shall provide thirty (30) days written notice to the CITY.
6. Waiver of Subrogation. SUCCESSFUL PROPOSER hereby waives any and all right of subrogation against the CITY, its officers, employees and agents for each required policy. When required by the insurer, or should a policy condition not permit an insured to enter into a pre-loss agreement to waive subrogation without an endorsement, then SUCCESSFUL PROPOSER shall notify the insurer and request the policy be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This Waiver of Subrogation requirement shall not apply to any policy, which includes a condition to the policy not specifically prohibiting such an endorsement, or voids coverage should SUCCESSFUL PROPOSER enter into such an agreement on a pre-loss basis.

The certification or proof of insurance must contain a provision for notification to the City thirty (30) days in advance of any material change in coverage or cancellation.

The successful Proposer shall furnish to the City the certification or proof of insurance required by the provisions set forth above, within ten (10) days after notification of award of contract.

Selection/Evaluation Process

A Selection/Evaluation Committee will be appointed to select the most qualified firm(s). The Selection/Evaluation Committee will present their findings to the City Commission.

Proposals will be evaluated using the following criteria.

<u>Criteria</u>		<u>Point Range</u>
1.	Prior experience of the firm with project of similar size and complexity: a. Number of similar FDOT LAP-certified projects b. Complexity of similar projects c. References from past projects performed by the firm d. Previous project performed for the City e. Litigation within the past 5 years out of firm's performance	0-50
2.	Qualifications of personnel including sub-consultants: a. Organizational chart for project b. Number of technical staff c. Qualifications of technical staff: (1) Number of licensed staff (2) Education of staff (3) Experience of staff on similar projects	0-15
3.	Technical approach to perform the tasks described in the Scope of Services: a. Level of effort b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control c. Adequacy of amount of quality resources assigned to the project. Overall approach to project. Financial resources.	0-30
4.	Cost Including the overall project-task budget and itemized cost breakdowns.	0-5
Total		0-100

Value of Work Previously Awarded to Firm (Tie-Breaker) – In the event of a tie, the firm with the lowest value of work as a prime contractor on City of Pompano Beach projects within the last five years will receive the higher ranking, the firm with the next lowest value of work shall receive the next highest ranking, and so on. The analysis of past work will be based on the City's Purchase Order and payment records.

The Committee has the option to use the above criteria for the initial ranking to short-list Proposers and to use an ordinal ranking system to score short-listed Proposers following presentations (if deemed necessary) with a score of "1" assigned to the short-listed Proposer deemed most qualified by the Committee.

Each firm should submit documentation that evidences the firm's capability to provide the services required for the Committee's review for short listing purposes. After an initial review of the Proposals, the City may invite Proposers for an interview to discuss the proposal and meet firm representatives, particularly key personnel who would be assigned to the project. Should interviews be deemed necessary, it is understood that the City shall incur no costs as a result of this interview, nor bear any obligation in further consideration of the submittal.

When more than three responses are received, the committee shall furnish the City Commission (for their approval) a listing, in ranked order, of no fewer than three firms deemed to be the most highly qualified to perform the service. If three or less firms respond to the RFP, the list will contain the ranking of all responses.

The CEI services will be re-advertised if a minimum of three firms cannot be shortlisted.

The City Commission has the authority to (including, but not limited to); approve the recommendation; reject the recommendation and direct staff to re-advertise the solicitation; or, review the responses themselves and/or request oral presentation and to award to other than the first ranked firm.

H. Hold Harmless and Indemnification

Proposer covenants and agrees that it will indemnify and hold harmless the City and all of its officers, agents, and employees from any claim, loss, damage, cost, charge or expense arising out of any act, action, neglect or omission by the Proposer, whether direct or indirect, or whether to any person or property to which the City or said parties may be subject, except that neither the Proposer nor any of its subcontractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused by or resulting from the sole negligence of the City or any of its officers, agents or employees.

I. Retention of Records and Right to Access

The selected firm shall maintain during the term of the contract all books of account, receipt invoices, reports and records in accordance with generally accepted accounting practices and standards. The form of all records and reports shall be subject to the approval of the City's Internal Auditor. The selected firm must comply with the Internal Auditor's recommendation for changes, additions, or deletions. The City's Internal Auditor must be permitted during normal business hours to audit and examine the books of account, reports, and records relating to this contract. The selected firm shall maintain and make available such records and files for the duration of the contract and retain them until the expiration of three years after final payment under the contract.

J. Communications

No negotiations, decisions, or actions shall be initiated or executed by the firm as a result of any discussions with any City employee. Only those communications, which are in writing from the City, may be considered as a duly authorized expression on behalf of the City. In addition, only communications from firms that are signed and in writing will be recognized by the City as duly authorized expressions on behalf of firms.

K. No Discrimination

There shall be no discrimination as to race, sex, color, age, religion, or national origin in the operations conducted under any contract with the City.

L. Independent Contractor

The selected firm will conduct business as an independent contractor under the terms of this contract. Personnel services provided by the firm shall be by employees of the firm and subject to supervision by the firm, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security and health insurance, employee benefits, purchasing policies and other similar administrative procedures applicable to services rendered under this agreement shall be those of the firm.

M. Staff Assignment

The City of Pompano Beach reserves the right to approve or reject, for any reasons, Proposer's staff assigned to this project at any time. Background checks may be required.

N. Contract Terms

The contract resulting from this RFP shall include, but not be limited to the following terms:

The contract shall include as a minimum, the entirety of this RFP document, together with the successful Proposer's proposal. Contract shall be prepared by the City of Pompano Beach City Attorney.

If the City of Pompano Beach defends any claim, demand, cause of action, or lawsuit arising out of any act, action, negligent acts or negligent omissions, or willful misconduct of the contractor, its employees, agents or servants during the performance of the contract, whether directly or indirectly, contractor agrees to reimburse the City of Pompano Beach for all expenses, attorney's fees, and court costs incurred in defending such claim, cause of action or lawsuit.

O. Waiver

It is agreed that no waiver or modification of the contract resulting from this RFP, or of any covenant, condition or limitation contained in it shall be valid unless it is in writing and duly executed by the party to be charged with it, and that no evidence of any waiver or modification shall be offered or received in evidence in any proceeding, arbitration, or litigation between the parties arising out of or affecting this contract, or the right or obligations of any party under it, unless such waiver or modification is in writing, duly executed as above. The parties agree that the provisions of this paragraph may not be waived except by a duly executed writing.

P. Survivorship Rights

This contract resulting from this RFP shall be binding on and inure to the benefit of the respective parties and their executors, administrators, heirs, personal representative, successors and assigns.

Q. Termination

The contract resulting from this RFP may be terminated by the City of Pompano Beach without cause upon providing contractor with a least sixty (60) days prior written notice.

Should either party fail to perform any of its obligations under the contract resulting from this RFP for a period of thirty (30) days after receipt of written notice of such failure, the non-defaulting part will have the right to terminate the contract immediately upon delivery of written notice to the defaulting part of its election to do so. The foregoing rights of termination are in addition to any other rights and remedies that such party may have.

R. Manner of Performance

Proposer agrees to perform its duties and obligations under the contract resulting from this RFP in a professional manner and in accordance with all applicable local, federal and state laws, rules and regulations.

Proposer agrees that the services provided under the contract resulting from this RFP shall be provided by employees that are educated, trained and experienced, certified and licensed in all areas encompassed within their designated duties. Proposer agrees to furnish the City of Pompano Beach with all documentation, certification, authorization, license, permit, or registration currently required by applicable laws or rules and regulations. Proposer further certifies that it and its employees are now in and will maintain good standing with such governmental agencies and that it and its employees will keep all license, permits, registration, authorization or certification required by applicable laws or regulations in full force and effect during the term of this contract. Failure of Proposer to comply with this paragraph shall constitute a material breach of contract.

S. Acceptance Period

Proposals submitted in response to this RFP must be valid for a period no less than ninety (90) days from the closing date of this solicitation.

T. RFP Conditions and Provisions

The completed and signed proposal (together with all required attachments) must be returned to City on or before the time and date stated herein. All Proposers, by submission of a proposal, shall agree to comply with all of the conditions, requirements and instructions of this RFP as stated or implied herein. All proposals and supporting materials submitted will become the property of the City.

Any alteration, erasure, or interlineations by the Proposer in this RFP shall constitute cause for rejection. Exceptions or deviations to this proposal may not be added after the submittal date.

All Proposers are required to provide all information requested in this RFP. Failure to do so may result in disqualification of the proposal.

The City reserves the right to postpone or cancel this RFP, or reject all proposals, if in its sole discretion it deems it to be in the best interest of the City to do so.

The City reserves the right to waive any technical or formal errors or omissions and to reject all proposals, or to award contract for the items herein, in part or whole, if it is determined to be in the best interests of the City to do so.

The City shall not be liable for any costs incurred by the Proposer in the preparation of proposals or for any work performed in connection therein.

U. Standard Provisions

1. Governing Law

Any agreement resulting from this RFP shall be governed by the laws of the State of Florida, and the venue for any legal action relating to such agreement will be in Broward County, Florida.

2. Licenses

In order to perform public work, the successful Proposer shall:

Be licensed to do business in Florida, if an entity, and hold or obtain such Contractor' and Business Licenses if required by State Statutes or local ordinances.

3. Conflict Of Interest

For purposes of determining any possible conflict of interest, each Proposer must disclose if any Elected Official, Appointed Official, or City Employee is also an owner, corporate officer, or an employee of the firm. If any Elected Official, Appointed Official, or City Employee is an owner, corporate officer, or an employee, the Proposer must file a statement with the Broward County Supervisor of Elections pursuant to §112.313, Florida Statutes.

4. Drug Free Workplace

The selected firm(s) will be required to verify they will operate a "Drug Free Workplace" as set forth in Florida Statute, 287.087.

5. Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to 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 Florida Statute, Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

6. Patent Fees, Royalties, And Licenses

If the selected Proposer requires or desires to use any design, trademark, device, material or process covered by letters of patent or copyright, the selected Proposer and his surety shall indemnify and hold harmless the City from any and all claims for infringement by reason of the use of any such patented design,

device, trademark, copyright, material or process in connection with the work agreed to be performed and shall indemnify the City from any cost, expense, royalty or damage which the City may be obligated to pay by reason of any infringement at any time during or after completion of the work.

7. Permits

The selected Proposer shall be responsible for obtaining all permits, licenses, certifications, etc., required by federal, state, county, and municipal laws, regulations, codes, and ordinances for the performance of the work required in these specifications and to conform to the requirements of said legislation.

8. Familiarity With Laws

It is assumed the selected firm(s) will be familiar with all federal, state and local laws, ordinances, rules and regulations that may affect its services pursuant to this RFP. Ignorance on the part of the firm will in no way relieve the firm from responsibility.

9. Withdrawal Of Proposals

A firm may withdraw its proposal without prejudice no later than the advertised deadline for submission of proposals by written communication to the General Services Department, 1190 N.E. 3rd Avenue, Building C, Pompano Beach, Florida 33060.

10. Composition Of Project Team

Firms are required to commit that the principals and personnel named in the proposal will perform the services throughout the contractual term unless otherwise provided for by way of a negotiated contract or written amendment to same executed by both parties. No diversion or substitution of principals or personnel will be allowed unless a written request that sets forth the qualifications and experience of the proposed replacement(s) is submitted to and approved by the City in writing.

11. Invoicing/Payment

All invoices should be sent to City of Pompano Beach, Accounts Payable, P.O. Drawer 1300, Pompano Beach, Florida, 33061. In accordance with Florida Statutes, Chapter 218, payment will be made within 45 days after receipt of a proper invoice.

12. Public Records

a. The City of Pompano Beach is a public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's Public Records Law. Specifically, the Contractor shall:

- i. Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service;

- ii. Provide the public with access to such public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed that provided in chapter 119, Fla. Stat., or as otherwise provided by law;
 - iii. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and
 - iv. Meet all requirements for retaining public records and transfer to the City, at no cost, 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. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the agency.
- b. The failure of Contractor to comply with the provisions set forth in this Article shall constitute a Default and Breach of this Agreement and the City shall enforce the Default in accordance with the provisions set forth herein.

V. Questions and Communication

All questions regarding the RFP are to be submitted in writing to the Purchasing Office, 1190 N.E. 3rd Avenue, Building C (Front), Pompano Beach, Florida 33060, fax (954) 786-4168, or email purchasing@copbfl.com. All questions must include the inquiring firm's name, address, telephone number and RFP name and number. Questions must be received at least seven (7) calendar days before the scheduled solicitation opening. Oral and other interpretations or clarifications will be without legal effect. Any addendum necessary to answer questions will be posted to the City's website, and it is the Proposer's responsibility to obtain all addenda before submitting a response to the solicitation.

W. Addenda

The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to this solicitation the City will attempt to notify all known prospective Proposers, however, it shall be the responsibility of each Proposer, prior to submitting their response, to contact the City Purchasing Office at (954) 786-4098 to determine if addenda were issued and to make such addenda a part of their proposal.

PROJECT TEAM

RFP NUMBER _____

Federal I.D.# _____

PRIME

Role	Name of Individual Assigned to Project	Number of Years Experience	Education, Degrees
Principal-In-Charge	_____	_____	_____
Project Manager	_____	_____	_____
Asst. Project Manager	_____	_____	_____
Other Key Member	_____	_____	_____
Other Key Member	_____	_____	_____

SUB-CONSULTANT

Role	Company Name and Address of Office Handling This Project	Name of Individual Assigned to the Project
Surveying	_____	_____
	_____	_____
Landscaping	_____	_____
	_____	_____
Engineering	_____	_____
	_____	_____
Other Key Member	_____	_____
	_____	_____
Other Key Member	_____	_____
	_____	_____
Other Key Member	_____	_____
	_____	_____
Other Key Member	_____	_____
	_____	_____

(use attachments if necessary)

EXHIBIT "A"
CITY OF POMPANO BEACH, FLORIDA
SMALL BUSINESS ENTERPRISE
PARTICIPATION FORM

RFP Number & Title: _____ Contractor's Name: _____

<u>Name of Firm</u>	<u>Contact Person, Telephone Number</u>	<u>Type of Work to be Performed</u>	<u>Contract Percentage of Work</u>

(INCLUDE CERTIFICATES FOR ANY FIRMS LISTED ON THIS PAGE)

FOR CITY USE ONLY

Total SBE Contract Participation _____

Are documents requested submitted accordingly ☐ YES ☐ NO

EXHIBIT "B"
SMALL BUSINESS ENTERPRISE
LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR

RFP Number _____

TO: _____
(Name of Prime or General Contractor)

The undersigned intends to perform subcontracting work in connection with the above contract as (check below)

_____ an individual

_____ a corporation

_____ a partnership

_____ a joint venture

The undersigned is prepared to perform the following work in connection with the above Contract, as hereafter described in detail:

(Date)

(Name of SBE Contractor)

BY: _____

EXHIBIT "C"
SMALL BUSINESS ENTERPRISE
UNAVAILABILITY FORM

RFP # _____

I, _____
(Name and Title)

of _____, certify that on the _____ day of _____, _____, I invited the following SBE CONTRACTOR(s) to bid work items to be performed in the City of Pompano Beach:

SBE Contractor Address	Work Items Sought	Form of Bid Sought (i.e., Unit Price, Materials/Labor, Labor Only, etc.)

Said SBE CONTRACTOR(s):

_____ Did not bid in response to the invitation

_____ Submitted a bid that was not the low responsible bid

_____ Other: _____

Signature: _____ Date: _____

Note: Attach additional documents as available.

EXHIBIT "D"
SMALL BUSINESS ENTERPRISE
GOOD FAITH EFFORT REPORT

RFP # _____

1. What portions of the contract have you identified as SBE opportunities?

2. Did you provide adequate information to identified SBE? Please comment on how you provided this information.

3. Did you send written notices to SBEs?

_____ Yes _____ No
If yes, please include copy of the notice and the list of individuals who were forwarded copies of the notices.
4. Did you advertise in local publications?

_____ Yes _____ No
If yes, please attach copies of the ads, including name and dates of publication.
5. Did you contact any organizations with large constituents of SBE members for possible sub-contractors? Please attach list of resource organizations used.
6. What type of efforts did you make to assist SBEs in contracting with you?

7. List the SBEs you will utilize and subcontract percentage of work.

8. Other comments: _____

Note: Please attach the unavailability letters with this report.

EXHIBIT E
CITY OF POMPANO BEACH, FLORIDA
LOCAL BUSINESS PARTICIPATION FORM

RFP Number & Title: _____

Prime Contractor's Name: _____

<u>Name of Firm, Address</u>	<u>Contact Person, Telephone Number</u>	<u>Type of Work to be Performed</u>	<u>Contract Percentage</u>

EXHIBIT F
LOCAL BUSINESS
LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR

RLI Number _____

TO: _____
(Name of Prime or General Bidder)

The undersigned City of Pompano Beach business intends to perform subcontracting work in connection with the above contract as (check below)

_____ an individual	_____ a corporation
_____ a partnership	_____ a joint venture

The undersigned is prepared to perform the following work in connection with the above Contract, as hereafter described in detail:

_____	_____
(Date)	(Name of Local Business Contractor)
	BY: _____

EXHIBIT G
LOCAL BUSINESS
UNAVAILABILITY FORM

RFP # _____

I, _____
(Name and Title)

of _____, certify that on the _____ day of _____, _____, I invited the following LOCAL BUSINESSES to bid work items to be performed in the City of Pompano Beach:

Business Name, Address	Work Items Sought	Form of Bid Sought (i.e., Unit Price, Materials/Labor, Labor Only, etc.)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Said Local Businesses:

- _____ Did not bid in response to the invitation
- _____ Submitted a bid which was not the low responsible bid
- _____ Other: _____

Signature: _____

Date: _____

Note: Attach additional documents as available.

EXHIBIT H
GOOD FAITH EFFORT REPORT
LOCAL BUSINESS PARTICIPATION

RFP # _____

1. What portions of the contract have you identified as Local Business opportunities?

2. Did you provide adequate information to identified Local Businesses? Please comment on how you provided this information.

3. Did you send written notices to Local Businesses?

____ Yes ____ No

If yes, please include copy of the notice and the list of individuals who were forwarded copies of the notices.

4. Did you advertise in local publications?

____ Yes ____ No

If yes, please attach copies of the ads, including name and dates of publication.

5. What type of efforts did you make to assist Local Businesses in contracting with you ?

7. List the Local Businesses you will utilize and percentage of work.

_____	_____
_____	_____
_____	_____

8. Other comments: _____

EXHIBIT I

MINORITY BUSINESS ENTERPRISE PARTICIPATION

RFP E-18-16

List all members of your team that are a certified Minority Business Enterprise (as defined by the State of Florida.) You must include copies of the MBE certificates for each firm listed.

Name of Firm	Certificate Included?

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
TRUTH IN NEGOTIATION CERTIFICATION

375-030-30
PROCUREMENT
05/14

Pursuant to Section 287.055(5)(a), Florida Statutes, for any lump-sum or cost-plus-a-fixed fee professional services contract over the threshold amount provided in Section 287.017, Florida Statutes for CATEGORY FOUR, the Department of Transportation (Department) requires the Consultant to execute this certificate and include it with the submittal of the Technical Proposal, or as prescribed in the contract advertisement.

The Consultant hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for this project's agreement are accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the Department determines the agreement price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such agreement adjustments shall be made within (1) year following the end of the contract. For purposes of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the Department, whichever is later.

Name of Consultant

By: _____

Date

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**CONFLICT OF INTEREST CERTIFICATION
FOR CONSULTANT/CONTRACTOR**

375-030-60
PROCUREMENT
01/12

I certify that I have no present conflict of interest, that I have no knowledge of any conflict of interest that my firm may have, and that I will recuse myself from any capacity of decision making, approval, disapproval, or recommendation on any contract if I have a conflict of interest or a potential conflict of interest.

Consultants/Contractors are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the Department, and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision. Consultants performing work for the Department should avoid any conduct (whether in the context of business, financial, or social relationships) which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety.

I realize that violation of the above mentioned standards could result in the termination of my work for the Department.

Contract No./Project Description(s): _____

Financial Project Number(s): _____

Each undersigned individual hereby attests that he/she has no conflicts of interest related to the contract(s) identified above.

Printed Names

Signatures

Date

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION FOR FEDERAL
AID CONTRACTS**

(Compliance with 49CFR, Section 29.510)
(Appendix B Certification]

375-030-32
PROCUREMENT
10/01

It is certified that neither the below identified firm nor its principals are presently suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Name of Consultant:

By _____ Date: _____
Authorized Signature

Title: _____

Instructions for Certification

1. By signing and submitting this certification with the proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted. If at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms 'covered transaction', 'debarred', 'suspended', 'ineligible', 'lower tier covered transaction', 'participant', 'person', 'primary covered transaction', 'principal', 'proposal', and 'voluntarily excluded', as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Appendix B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department may pursue available remedies, including suspension and/or debarment.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
CERTIFICATION FOR DISCLOSURE OF LOBBYING ACTIVITIES
ON FEDERAL-AID CONTRACTS
(Compliance with 49CFR, Section 20.100 (b))

375-030-33
PROCUREMENT
10/01

The prospective participant certifies, by signing this certification, that to the best of his or her knowledge and belief:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions. (Standard Form-LLL can be obtained from the Florida Department of Transportation's Professional Services Administrator or Procurement Office.)

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

Name of Consultant: _____

By: _____ Date: _____

Authorized Signature: _____

Title: _____

LOCAL AGENCY PROGRAM FEDERAL-AID TERMS
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TERMS FOR FEDERAL AID CONTRACTS (APPENDIX I):

The following terms apply to all contracts in which it is indicated that the services involve the expenditure of federal funds:

- A. It is understood and agreed that all rights of the Local Agency relating to inspection, review, approval, patents, copyrights, and audit of the work, tracing, plans, specifications, maps, data, and cost records relating to this Agreement shall also be reserved and held by authorized representatives of the United States of America.
- B. It is understood and agreed that, in order to permit federal participation, no supplemental agreement of any nature may be entered into by the parties hereto with regard to the work to be performed hereunder without the approval of the U.S. Department of Transportation, anything to the contrary in this Agreement notwithstanding.
- C. Compliance with Regulations: The Consultant shall comply with the Regulations: relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.
- D. Nondiscrimination: The Consultant, with regard to the work performed during the contract, shall not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subcontractors, including procurements of material and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- E. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations made by the Consultant, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials and leases of equipment, each potential subcontractor or supplier shall be notified by the Consultant of the Consultant's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.
- F. Information and Reports: The Consultant will provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or Federal Motor Carrier Safety Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall so certify to the Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
- G. Sanctions for Noncompliance: In the event of the Consultant's noncompliance with the nondiscrimination provisions of this contract, the Local Agency shall impose such contract sanctions as it or the Florida Department of Transportation, Federal Transit Administration, Federal Aviation Administration, and/or Federal Motor Carrier Safety Administration may determine to be appropriate, including, but not limited to,
 - 1. withholding of payments to the Consultant under the contract until the Consultant complies and/or
 - 2. cancellation, termination or suspension of the contract, in whole or in part.
- H. Incorporation or Provisions: The Consultant will include the provisions of Paragraph C through I in every subcontract, including procurements of materials and leases of equipment unless exempt by the Regulations, order, or instructions issued pursuant thereto. The Consultant shall take such action with respect to any subcontract or procurement as the Local Agency, Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions, including sanctions for noncompliance. In the event a Consultant becomes involved in, or is threatened with, litigation with a subconsultant or supplier as a result of such direction, the Consultant may request the Local Agency to enter into such litigation to protect the interests of the Local Agency, and, in addition, the Consultant may request the United States to enter into such litigation to protect the interests of the United States.
- I. Compliance with Nondiscrimination Statutes and Authorities: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment

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of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq.).

- J. Interest of Members of Congress: No member of or delegate to the Congress of the United States will be admitted to any share or part of this contract or to any benefit arising therefrom.
- K. Interest of Public Officials: No member, officer, or employee of the public body or of a local public body during his tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof. For purposes of this provision, public body shall include municipalities and other political subdivisions of States; and public corporations, boards, and commissions established under the laws of any State.
- L. Participation by Disadvantaged Business Enterprises: The Consultant shall agree to abide by the following statement from 49 CFR 26.13(b). This statements shall be included in all subsequent agreements between the Consultant and any subconsultant or contractor.

The Consultant, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of this contract, which may result in termination of this contract or other such remedy as the recipient deems appropriate.
- M. It is mutually understood and agreed that the willful falsification, distortion or misrepresentation with respect to any facts related to the project(s) described in this Agreement is a violation of the Federal Law. Accordingly, United States Code, Title 18, Section 1020, is hereby incorporated by reference and made a part of this Agreement.
- N. It is understood and agreed that if the Consultant at any time learns that the certification it provided the Local Agency in compliance with 49 CFR, Section 26.51, was erroneous when submitted or has become erroneous by reason of changed circumstances, the Consultant shall provide immediate written notice to the Local Agency. It is further agreed that the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction" as set forth in 49 CFR, Section 29.510, shall be included by the Consultant in all lower tier covered transactions and in all aforementioned federal regulation.
- O. The Local Agency hereby certifies that neither the consultant nor the consultant's representative has been required by the Local Agency, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this contract, to
 - 1. employ or retain, or agree to employ or retain, any firm or person, or
 - 2. pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind;

The Local Agency further acknowledges that this agreement will be furnished to a federal agency, in connection with this contract involving participation of Federal-Aid funds, and is subject to applicable State and Federal Laws,

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both criminal and civil.

P. The Consultant hereby certifies that it has not:

1. employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for the above contractor) to solicit or secure this contract;
2. agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out this contract; or
3. paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for the above contractor) any fee contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the contract.

The consultant further acknowledges that this agreement will be furnished to the Local Agency, the State of Florida Department of Transportation and a federal agency in connection with this contract involving participation of Federal-Aid funds, and is subject to applicable State and Federal Laws, both criminal and civil.

STATEMENT OF NO RESPONSE

E-18-16

CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE SW 36TH AVENUE SIDEWALK PROJECT – LOCAL AGENCY PROGRAM (LAP)

If you do not intend to submit on this requirement, please complete and return this form by the submittal deadline to the City of Pompano Beach Purchasing Division, Building C, 1190 N.E. 3rd Avenue, Pompano Beach, Florida 33060; this form may be faxed to (954) 786-4168. Failure to respond, either by submitting a proposal, or by submitting a "Statement of No Response" form, may result in your firm's name being removed from our mailing list.

WE, the undersigned, have declined to submit on this solicitation for the following reason(s):

- _____ We do not offer this product or an equivalent
- _____ Our workload would not permit us to perform
- _____ Insufficient time to respond to the Request for Letters of Interest
- _____ Unable to meet specifications (explain below)
- _____ Other (specify below)

Remarks _____

COMPANY NAME _____

ADDRESS _____

TELEPHONE _____

SIGNATURE/TITLE _____

DATE _____