



Seminole Improvement District

REQUEST FOR QUALIFICATIONS

FOR

PROFESSIONAL CONSULTING SERVICES ON CONTINUING CONTRACT BASIS

Project No. RFQ # 2019-01

November 2018

REQUEST FOR QUALIFICATIONS

The Seminole Improvement District is accepting sealed proposals for the following:

PROFESSIONAL CONSULTING SERVICES ON CONTINUING CONTRACT BASIS

All Requests for Qualifications (RFQ) must be received, one (1) original and five (5) complete copies, at the address below in the District Manager's office, no later than **January 3, 2019 at 2:00 PM**, at which time all RFQ's will be publicly opened and read. Receipt of a response by anyone other than the District Manager's office does not constitute "receipt" as required by this solicitation. The District Manager's time stamp shall be conclusive as to the timeliness of receipt.

RFQ documents may be obtained on **November 20, 2018** on SeminoleImprovementDistrict.com or at the address below or by calling Sandra Demarco at 954.753.5841, ext. 40532. RFQ documents will not be issued unless the request is received at least 24 hours prior to the opening of the RFQ's.

Evaluation review will occur between January 3, 2019 and January 8, 2019. Oral presentations will be heard on **January 8, 2019 at 2:00 pm at the District's facilities, 4005 Seminole Pratt Whitney Road, Westlake, FL.** Consultant's selection will be announced on **January 14, 2019 at the Board of Supervisors' meeting.**

All RFQ documents should be sealed when submitted and be delivered or mailed to:

**Seminole Improvement District
C/O Inframark, LLC
4001 Seminole Pratt Whitney Road
Westlake, FL 33470**

ENVELOPE / PACKAGE MUST BE IDENTIFIED AS SEALED RFQ # 2019-01

The District reserves the right to accept or reject any or all RFQ submittals (in whole or in part) with or without cause, to waive technicalities, irregularities or informalities, or to accept an RFQ which, in its judgment, best serves the District. Criteria utilized by the District for determining the most responsible qualifier includes, but is not limited to, whether the qualifier meets the District's published specifications; the qualifier's experience, skill, ability, financial capacity; and any other factors which could reasonably be asserted as being relevant to successful performance. The qualifier should anticipate the District may negotiate some or all of the components of a proposal with one or more of the qualifiers in order to obtain the value of services offered.

GENERAL REQUIREMENTS

The objective of this solicitation is to obtain an engineering consultant with the capability to provide a variety of professional services.

The selected firm(s) will be responsible for reviewing existing Palm Beach County Codes, Resolutions and Ordinances and State of Florida Building Codes and for incorporating the above data into complete construction documents including final construction plans (working drawings), technical specifications, construction estimates, and related bid documents necessary for the bidding and construction of the projects.

MINIMUM QUALIFICATIONS

- The selected firms shall be registered in the State of Florida to perform the professional services requested in this RFQ. The firm shall have State of Florida registered professionals for specified fields. (i.e. Professional Engineer [PE] etc.);
- The selected firms shall have been in business and have a minimum of five (5) years experience in providing architectural, engineering, planning, including transportation consulting, and or landscape architectural professional services;
- The selected firms must be able to provide proof of financial stability during the past three (3) years;
- Team Project Manager must be licensed in the State of Florida as a Professional Engineer or Professional Architect or AICP and have a minimum of seven (7) years experience in architectural, engineering, planning or landscape architectural services, and have served as project manager/construction manager on similar projects on a minimum of three (3) previous occasions;
- Team Members and sub-consultants must be licensed in the State of Florida and have a minimum of three (3) years of experience in providing architectural, engineering, planning or landscape architectural services and be a Leadership in Energy and Environmental Design (LEED) accredited professional and where necessary, a Florida Green Building Coalition (FGBC) certifying agent.

All work will normally be performed by the Consultant at an off-site location (not in the District offices). The Consultant will be required to provide its own equipment.

The District and firm will negotiate project terms per Statute 287.055. A work authorization or similar document will be issued for each project. Any professional services not listed below will be for projects that do not exceed \$2,000,000 in basic construction costs or \$200,000 for professional services pursuant to Statute 287.055.

**PROFESSIONAL CONSULTING SERVICES
ON CONTINUING CONTRACT BASIS**

A. PURPOSE / INTENT:

The Seminole Improvement District, an independent improvement district pursuant to the "Consultants' Competitive Negotiation Act" (CCNA), Section 287.055, Florida Statutes, which governs the acquisition of professional architectural, engineering, landscape architectural, and surveying and mapping services, and as may be amended, hereby requests Qualification and Performance Data from Professional Consultants practicing in the following categories:

- 1. Civil Engineering (Stormwater, Water and Wastewater, Roads, Etc.)**
- 2. Structural Systems Engineering (Bridges, Etc.)**
- 3. Construction Engineering Inspection (CEI)**
- 4. Electrical Systems Engineering (Street Lighting, Electrical Distributive Systems)**
- 5. Transportation/Traffic Engineering**
- 6. Surveying/Mapping Services**
- 7. Architectural Design**
- 8. Landscape Architect (Includes Land Planning)**
- 9. Environmental Assessments**
- 10. Geo-Technical Services**

1. INSTRUCTIONS:

Qualifiers shall submit qualifications for the areas listed above.

Firms and individuals (hereinafter "Professional Consultant") shall be duly licensed and registered to practice in the State of Florida, and desire to render such services to the District.

This work may include construction plan review for residential and non-residential development, design services, permitting, bidding services, construction administration, environmental studies, and all related miscellaneous services as related to the District's Capital program as amended from time to time.

Florida law requires the District to make a determination of a consultant's qualification to perform architecture, professional engineering, landscape architecture, or registered surveying and mapping consultant work prior to its engagement. The information in the RFQ (qualification package) will be used by the District to make this determination. Additionally, evaluation points will be assigned to information contained in the package to aid in reducing the total number of submittals to no less than three firms (short list).

2. INTERPRETATIONS:

Unless otherwise stated in the RFQ, any questions concerning this RFQ should be submitted in writing to: Ken Cassel, District Manager, 210 N. University Drive, Suite 702, Coral Springs FL 33071 or e-mail Ken.Cassel@STServices.com

3. CLARIFICATION AND ADDENDA TO RFQ SPECIFICATIONS:

If any Professional Consultant contemplating submitting a response under this Request for Qualifications **RFQ # 2016-01** is in doubt as to the true meaning of the specifications or other documents or any part thereof, the Professional Consultant must submit to the District Manager, at least seven (7) calendar days prior to the scheduled RFQ opening, a request for clarification. All such

requests for clarification must be made in writing, and the person submitting the request will be responsible for its timely delivery.

Any interpretation of the RFQ, if made, will be made only by an Addendum duly issued by the District. The District shall issue an Informational Addendum if clarification or minimal changes are required. The District shall issue a Formal Addendum if substantial changes which impact the technical submission of the RFQ are required. A copy of such Addendum will be sent to each Professional Consultant receiving the RFQ. In the event of conflict with the original RFQ Documents, the Addendum shall govern all other RFQ and Contract Documents to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.

4. AWARDS:

The District reserves the right to reject any or all responses, or any portion thereof, deemed necessary for the best interest of the District. All awards made as a result of this RFQ shall conform to applicable Florida Statutes. The District is not responsible for any expenses incurred by a Professional Consultant in preparing and submitting an RFQ or related documents.

5. RFQ OPENING:

Responses to this RFQ shall be opened and publicly read in the **District Manager's office, 4001 Seminole Pratt Whitney Road, on January 3, 2019 at 2:00 PM.** All responses received after that time shall be returned, unopened.

6. LEGAL REQUIREMENTS:

Federal, State, County, local and District rules, regulations, guidelines, and directives that in any manner affect the items covered herein apply. Lack of knowledge by the qualifier/consultant will in no way be a cause for relief from responsibility.

7. INDEMNIFICATION:

The parties agree that 1% of the total compensation paid to the Professional Consultant for services contracted to perform under respective agreements shall represent the specific consideration for the contractor's indemnification of the District as set forth in this Section and in the Terms and Conditions.

The Professional Consultant agrees to indemnify and hold harmless the Seminole Improvement District and any of its officers and employees from liability, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Professional Consultant and other persons employed or utilized by the Professional Consultant in performance of the contract.

It is the specific intent of the parties hereto that the foregoing indemnification complies with Section 725.08, Florida Statutes. It is further the specific intent and agreement of the parties that all of the Contract Documents on this project are hereby amended to include the foregoing indemnification and the "Specific Consideration" therefore.

The official title of the District is the "Seminole Improvement District". This official title shall be used in all insurance or other legal documentation. The Seminole Improvement District, an independent district is to be included as an "Additional Insured" with respect to liability arising out of operations performed for the District by or on behalf of the Professional Consultant or acts or omissions of the Professional Consultant in connection with such operation.

8. PATENTS & ROYALTIES:

The Professional Consultant, without exception, shall indemnify and save harmless the District and its employees from liability of any nature or kind, including cost and expenses for, or on account of, any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the District. If the Professional Consultant uses any

design, device, or materials covered by letters, patent, or copyright, it is mutually understood and agreed, without exception, that the bid/proposal prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work. All documentation produced for the Seminole Improvement District will be owned by the District.

9. OSHA:

The Professional Consultant warrants that the services provided to the Seminole Improvement District shall conform in all respects to the standards set forth in the Occupational Safety and Health Act of 1970, as amended, and the failure to comply with this condition will be considered as a breach of contract. Any fines levied because of inadequacies to comply with these requirements shall be borne solely by the Professional Consultant responsible for same.

10. LIABILITY, INSURANCE, LICENSES, AND PERMITS:

Where the Professional Consultant is required to enter or go onto District property to deliver goods, materials, or perform work or services as a result of an RFQ award, the successful Professional Consultant will assume the full duty, obligation, and expense of obtaining all necessary licenses, permits, and insurance and assure all work complies with all Federal, State, Local, Palm Beach County ordinances, orders, codes, laws, rules, regulations, directives, and guidelines. The Professional Consultant shall be liable for any damages or loss to the District occasioned by negligence of the Professional Consultant (or agent) or any person the Professional Consultant has designated in the completion of the contract as a result of the proposal of this RFQ.

11. DEFAULT/FAILURE TO PERFORM:

The District shall be the sole judge of nonperformance, which shall include any failure on the part of the successful Professional Consultant to accept the award, to furnish required documents, and/or to fulfill any portion of this contract within the time stipulated.

Upon default by the successful Consultant to meet any terms of this Request for Qualifications submittal, related agreement, and work authorization(s), the District will notify the Consultant three (3) days (weekends and holidays excluded) to remedy the default. Failure on the Consultant's part to correct the default within the required three (3) days shall result in the contract being terminated and the District notifying in writing the Professional Consultant of the effective date of the termination. The following shall constitute default:

- Failure to perform the work required under the contract and/or within the time required or failing to use the subcontractors, entities, and personnel as identified and set forth, and to the degree specified in the contract.
- Failure to begin the work under this contract within the time specified.
- Failure to perform the work with sufficient workers and equipment, or with sufficient materials to ensure timely completion.
- Neglecting or refusing to remove materials or perform new work where prior work has been rejected as nonconforming with the terms of the contract.
- Becoming insolvent, being declared bankrupt, committing an act of bankruptcy or insolvency, or making an assignment renders the successful Professional Consultant incapable of performing the work in accordance with and as required by the contract.
- Failure to comply with any of the terms of the contract in any material respect.
- Failure to pay subcontractors or others pursuant to work done under this contract.

In the event of default of a contract, the successful Professional Consultant shall pay the entire District's attorney's fees and court costs incurred in collecting any damages. The successful Professional Consultant shall pay the District for any and all costs incurred in ensuring the completion of the project, subject however to the terms and conditions herein. To the extent of a conflict with this provision, and the contract the Consultant enters into, the terms and conditions of the contract shall control.

12. CANCELLATION:

The District reserves the right to cancel this contract by written notice to the Professional Consultant effective the date specified in the notice, and the following will apply:

- The Professional Consultant is determined by the District to be in breach of any of the terms and conditions of the contract and/or to have failed to perform his/her services in a manner satisfactory to the District. In the event the Professional Consultant is found to be in default, the Professional Consultant will be paid for all labor and materials provided to the satisfaction of the District as of the termination date. No consideration will be given for anticipated loss of revenue or the canceled portions of the contract. The Professional Consultant waives any claims to the same.
- The District has determined that such cancellation will be in the best interest of the District to cancel the contract for its own convenience.
- Funds are not available to cover the cost of the services. The District's obligation is contingent upon the availability of appropriate funds.
- To the extent of a conflict with this provision, and the contract the Consultant enters into, the terms and conditions of the contract shall control.

13. BILLING INSTRUCTIONS - AWARDED PROFESSIONAL CONSULTANTS:

Invoices must contain Work Authorization Numbers and shall be submitted to Seminole Improvement District C/O Inframark, LLC 210 N. University Drive, Suite 702, Coral Springs FL 33071. Payment shall be made in accordance with the Florida Prompt Payment Act, as amended from time to time.

14. APPLICABLE LAW AND VENUE:

The law of the State of Florida shall govern the contract between the District and the successful Professional Consultant, and any action shall be brought in Palm Beach County, Florida. In the event of litigation to settle issues arising hereunder, the prevailing party in such litigation shall be entitled to recover against the other party its costs and expenses, including reasonable attorneys' fees, which shall include any fees and costs attributable to appellate proceedings arising on and of such litigation.

15. PUBLIC ENTITY CRIMES:

As provided in Section 287.133(2) (a), Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid/proposal on a contract to provide any goods or services to a public entity; may not submit a bid/proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids/proposal on leases of real property to a public entity, and may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity. Each person or firm who elects to submit a Request for Qualification package shall notify the Purchasing Agent within thirty (30) days after a conviction of a contract crime applicable to it/him/her or to any officers, directors, executives, shareholders active in management, employees, or agent of their affiliates.

16. CONFLICT OF INTEREST AND CODE OF ETHICS:

The award is subject to provisions of State Statutes. All Professional Consultants must disclose with their RFQ submittal the name of any officer, director, or agent who is also an employee of the District. Further, all Professional Consultants must disclose the name of any District employee who owns, directly or indirectly, an interest of 5% or more in the Professional Consultant's firm or any of its branches.

If any Professional Consultant violates or is a party to a violation of the code of ethics of the State of Florida with respect to this RFQ, such Professional Consultant may be disqualified from performing the work described in this RFQ or from furnishing the services for which the RFQ is submitted and shall be

further disqualified from proposing/bidding on any future RFP/Bid/RFP for work or for goods or services for the District. A copy of the State Ethics Codes is available on line at <http://www.flsenate.gov>.

17. NON-COLLUSION:

The Professional Consultant certifies that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same professional consulting services and is in all respects fair and without collusion or fraud.

No premiums, rebates, or gratuities are permitted, either with, prior to, or after any delivery of material or provision of services. Any violation of this provision may result in the contract cancellation, return of materials or discontinuation of services, and the possible removal from the vendor/contractor/bid/RFP list(s).

18. FLORIDA PUBLIC RECORDS ACT:

All material submitted regarding this RFQ becomes the property of the District. RFQ documents may be reviewed by any person ten (10) days after the public opening. The Professional Consultant should take special note of this as it relates to any proprietary information that might be included in its offer.

Any resulting contract may be reviewed by any person after the contract has been executed by the District. The District has the right to use any or all information/material submitted in response to this RFQ and/or any resulting contract from same. Disqualification of a Professional Consultant does not eliminate this right. This section is further subject to F.S. 119.01 et. seq.

19. TIED BIDS/DRUG-FREE WORK PLACE/LOCAL PREFERENCE

In the event of an identical tied RFQ, preference will be given to those firms that have implemented a Drug-Free Work Place (DFW) program. If there is a tie as to this process the parties shall draw straws as determined by the District.

B. SPECIAL CONDITIONS:

1. PURPOSE:

The purpose of this Request for Qualifications (RFQ) is to establish a multi-year contract for the provision of PROFESSIONAL CONSULTING SERVICES and related service categories, as and when needed, and in accordance with Section 287.055, Florida Statutes. The successful Professional Consultant shall be responsible for providing PROFESSIONAL CONSULTING SERVICES at locations and times specified by the District; shall be completely responsible for the supervision of such personnel in accordance with contract specifications, terms, and conditions, and shall exercise exclusive control over persons employed to fulfill these contract requirements, in accordance with the RFQ specifications and related contract.

TERM OF CONTRACT:

The selected consultant will be expected to execute the District's standard contract for professional services. The initial contract term shall be for three (3) years from the effective date of the contract.

The District reserves the right to extend the contract for additional one (1) year terms, providing both parties agree to the extension; all terms, conditions, and specifications remain the same, and such extension is approved by the District.

In the case where a specific project has begun, and the contract period has expired, the contracted firm will continue with the project until its completion. The District will extend the contract period to cover the additional time required to complete the project.

2. CONTACT PERSON:

For any additional information regarding the specifications and requirements of this RFQ contact Ken Cassel, District Manager, 210 N. University Drive, Suite 702, Coral Springs FL 33071, phone 954.753.5841, Ext. 40515, fax 954.345.1292, e-mail Ken.Cassel@STServices.com

3. RFQ CLARIFICATION:

Any questions or clarifications concerning this RFQ shall be submitted in writing by mail or facsimile or email to Ken Cassel, District Manager 210 N. University Drive, Suite 702, Coral Springs FL 33071, phone 954.753.5841, Ext. 40515, fax 954.345.1292, e-mail Ken.Cassel@STServices.com

The RFQ title/number shall be referenced on all correspondence. All questions must be received no later than seven (7) calendar days prior to the scheduled opening date. All responses to questions/clarifications will be sent to all prospective Professional Consultants in writing.

4. RFQ SUBMITTAL:

All RFQs submitted shall include the completed RFQ forms and information. RFQs will be considered “Non-Responsive” if the required information is not submitted by the date and time specified.

Before submitting the RFQ response, each Professional Consultant shall make all investigations and examinations necessary to ascertain if any addenda were issued.

5. INSURANCE:

The Professional Consultant shall provide insurance coverage as follows:

- *Workers Compensation Insurance* to apply for all employees in compliance with the “Workers Compensation Law” of the State of Florida and all applicable Federal laws. In addition, the policy(ies) must include Employers’ Liability with limits of one hundred thousand dollars (\$100,000.00) each accident, five hundred thousand dollars (\$500,000.00) each disease and one hundred thousand dollars (\$100,000.00) aggregate by disease. If the Professional Consultant is not an incorporated entity (i.e., sole proprietorship/partnership), or leases employees under the alternate employee laws of the State of Florida, the District shall require a minimum premium policy meeting the aforementioned requirements even though not required by the Workers compensation laws of the State of Florida. Filed certificates of exemption forms will not meet these requirements.
- Comprehensive General Liability with minimum limits of (\$500,000.00) five hundred thousand dollars. Such certificate shall list the District as additional insured.
NOTE: If Comprehensive General Liability limits are less than (\$500,000.00) five hundred thousand dollars, the sum of Comprehensive General Liability limits and Excess Liability limits must equal no less than \$500,000.00.
- Automobile Liability with minimum limits of (\$1,000,000.00) one million dollars each occurrence.
- Blanket Professional Liability Insurance with minimum limits of (\$1,000,000.00) one million dollars.

The required insurance coverage is to be issued by an insurance company authorized and licensed to do business in the State of Florida, with the minimum rating of B+ or better, in accordance with the latest edition of A.M. Best’s Insurance Guide. This insurance shall be documented in certificates of insurance which provides that the District shall be notified at least thirty (30) days in advance of cancellation, non-renewal, or adverse change. The receipt of Certificates or other documentation of insurance or policies or copies of policies by the District or by any of its representatives, which indicate less coverage than is required, does not constitute a waiver of Professional Consultant’s obligation to fulfill the insurance

requirements herein. Deductibles must be acceptable to the District. The deductibles for coverage herein shall not exceed 5%.

The Professional Consultant must submit a copy of its current Certificate of Insurance. The awarded Professional Consultant, on contract issuance, will name the Seminole Improvement District as an additional insured and listed as such on the insurance certificate. New certificates of insurance are to be provided to the District at least fifteen (15) days prior to coverage renewals. Regardless of the forgoing the District may require additional coverage or coverage as stipulated in the draft contract herein. The District reserves the right to make such elections.

6. RECORDS AND AUDITS:

The Professional Consultant 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 (GAAP). The Professional Consultant shall maintain and make available such records and files for the duration of the contract and retain them beyond the last day of the contract term for the period of three (3) years. In addition, the Professional Consultant shall comply with public records laws as specifically outlined in **F.S. 119.0701** et. seq.

7. DUTY TO UPDATE RECORDS:

It shall be the responsibility of any individual or firm contracted by Seminole Improvement District for any Type(s) of Work to notify the District promptly of any substantive amendment to the information provided in this Request for Qualifications package submittal, as well as to update that information on an annual basis.

C. TYPES OF WORK/CODE NUMBERS 1-10:

Activities shall include but are not limited to:

1. Civil Engineering

- Roadway, Drainage, Water Distribution, Wastewater Collection, and Reuse Water Design: Detailed engineering for the construction of roadways within State, County or Local rights-of-way and similar facilities. These services may include any aspect of the following:
 - Expertise in reviewing residential and non-residential construction plans, and planning, designing, permitting, bidding, and construction administration services in connection with Civil Engineering.
 - Require knowledge of current rules and regulations of local, state, and federal agencies regulating the industry, including the Department of Environmental Protection, the South Florida Water Management District, the United States Environmental Protection Agency, the United States Corps of Engineers, and any other governmental authorities having jurisdiction over the same.
 - Must employ at least one professional engineer, registered with the Florida State Board of Professional Engineers, having training and experience in this general area.
 - Project programming and preparation of conceptual designs.
 - Preparation of construction contract drawings and specifications.
 - Compliance with the requirements of the authorities having jurisdiction.
 - Development of schedules for design and construction.
 - Preparation of estimated quantities, costs and bid forms.
 - Construction support services.
 - Project Management.
 - Evaluation of bids as compared to project budget.
 - Respond to RFIs.
- Attend meetings with District staff and presentations to District Board of Supervisors.

- Provide plans developed on AutoCAD’s latest version, and copies of a reproducible hard copy and diskette of plans in the requested format shall be provided to the District.
- 2. Structural Systems Engineering:**
- Provide consulting services, including structural assessments, reports, plans and specifications, cost estimating and “threshold” or special inspections for District properties.
 - Attend meetings with District staff and presentations to Board of Supervisors.
 - Provide plans developed on AutoCAD’s latest version, and copies of a reproducible hard copy and diskette of plans in the requested format shall be provided to the District.
 - Provide engineering expertise in planning, designing, permitting, bidding and construction administration services in connection with structural design and building as well as knowledge of current rules and regulations of local, state and federal agencies regulating the industry.
 - Employ at least one professional engineer, registered with the Florida State Board of Professional Engineers, having training and experience in the area of Structural Systems and Structural Engineering.
- 3. Construction Engineering Inspection (CEI):**
- Requires knowledge of current Florida Department of Transportation laws, rules, regulations codes, and all information required to meet America Recovery & Reinvestment Act (ARRA) guidelines.
 - Requires engineering expertise in inspecting, planning, permitting, bidding, special inspector services, threshold inspector services, and construction administration services in connection with structural design.
 - Require knowledge of the Florida Building Code and the related current rules and regulations of local, state, and federal agencies and jurisdictions regulating the industry.
 - Must employ at least one professional engineer, registered with the Florida State Board of Professional Engineers, having training and experience in the area of Construction Engineering Inspection (CEI).
- 4. Electrical Engineering:**
- Requires engineering expertise in planning, designing, permitting, bidding, and construction administration services in connection with electrical systems.
 - Requires knowledge of current rules and regulations of local, state, and federal agencies regulating the industry.
 - Provide electrical consulting services including reports, plans and specifications for improvements to District facilities and public right-of-way.
 - Expertise and experience in all electrical disciplines.
 - Attend meetings with District staff and presentations to Board of Supervisors.
 - Provide plans developed on AutoCAD’s latest version, and copies of a reproducible hard copy and diskette of plans in the requested format shall be provided to the District.
 - Must employ at least one professional engineer, registered with the Florida Board of Professional Engineers, having training and experience in the area of Electrical Systems and Electrical Engineering.
- 5. Transportation/Traffic Engineering:**
- Requires engineering expertise in planning, designing, permitting, bidding, and construction administration phases of services in connection with transportation infrastructures, traffic studies, warrant studies, and signals.
 - Consulting services, including reports, traffic studies, coordination with community organizations, construction plans and specifications, estimating and project management.
 - Expertise and experience in traffic engineering, transportation planning, street and highway design, traffic calming design, transit planning, traffic studies, general engineering, coordination with Metropolitan Planning Organization (MPO), the County, and planning capabilities.
 - Attend meetings with District staff and presentations to Board of Supervisors

- Provide plans developed on AutoCAD's latest version, and copies of a reproducible hard copy and diskette of plans in the requested format shall be provided to the District.
- Must employ at least one professional engineer, registered with the Florida State Board of Professional Engineers, having training and experience in the area of Transportation Engineering.

6. Surveying/Mapping Services:

- Requires surveying experience in the preparation of Boundary, Site, Topographic and Right-of-Way Surveys, and Sketch and Legal Descriptions in conformance with the Florida Minimum Technical Standards.
- Must employ at least one land surveyor, registered with the Florida State Board of Land Surveyors, having at least one year of land surveying experience acting as responsible in charge.
- The Consultant must employ and enlist sufficient staff to undertake the requirements normally associated with this type of work and must document the availability of proper equipment to perform this work.

7. Architectural Design:

- Requires architectural expertise in planning, designing, permitting, bidding, and construction administration phases of service in Architectural Design.
- Must employ at least one architect, registered with the Florida State Board of Architecture and Interior Design.
- Must have knowledge of current rules and regulations of local, state, and federal agencies regulating the environment and all land use and building code provisions, including the Department of Environmental Protection, the South Florida Water Management District, the United States Environmental Protection Agency, the South Florida Building Code, and the United States Corps of Engineers.

8. Landscape Architect:

- Requires expertise in land planning, designing, permitting, bidding, and construction administration phases of service for Landscape Architecture.
- Must employ at least one landscape architect, registered with the Florida State Board of Landscape Architecture. Additionally, the firm must employ sufficient personnel to provide services normally associated with this type of land planning services.

9. Environmental Assessments:

- Requires engineering expertise in planning, designing, permitting, bidding, and construction administration phases of service for Environmental Assessments.
- Requires knowledge of current rules and regulations of local, state, and federal agencies regulating the environment and all land use and building code provisions, including the Department of Environmental Protection, the South Florida Water Management District, the United State Environmental Protection Agency, the South Florida Building Code, and the United States Corps of Engineers.
- Apply process and obtain permits from various environmental regulatory agencies, i.e. DERM, DEP and COE for District projects.
- Provide designs and construction documents for environmental projects.
- Attend meetings with District staff and presentations to Board of Supervisors.
- Provide plans developed on AutoCAD's latest version, and copies of a reproducible hard copy and diskette of plans in the requested format shall be provided to the District.
- Must employ at least one professional engineer, registered with the Florida State Board of Professional Engineers, having training and experience in the area of Environmental Assessments.

10. Geo-Technical Analysis:

- Requires engineering expertise in connection with Geo-Technical Analysis.

- Must employ at least one professional engineer, registered with the Florida State Board of Professional Engineers having demonstrated experience in the activities normally associated with this work.
- Must employ and enlist sufficient staff to undertake the requirements normally associated with this type of work and must document the availability of proper equipment to perform this work.

All professional consultants required herein must be properly licensed in the State of Florida.

D. INSTRUCTIONS FOR SUBMITTING:

The one (1) original and five (5) copies of RFQ submittal(s) for each professional consultant, including all work-type categories (Tab #10 thru #20), shall be secured in a tabbed binder with a table of contents. Tab #1 shall contain an overall approach and methodology for professional services (maximum 3 pages) along with the Acknowledgement Form. Tabs for specific disciplines proposed, shall contain the following: approach and methodology (maximum 2 pages) and name of personnel assigned to category. Each firm shall submit one three ring binder with a check sheet to include all disciplines the firm will be proposing on. Any three ring binders larger than 3” shall be split into two or more binders clearly noted 1 of 2, 2 of 2, etc. Each binder will have the firm’s name clearly displayed on the cover of each binder. Each firm shall also provide the District an entire copy of the proposal in a PDF electronic format. The District will not accept separate binders for each discipline vendor will be proposing. Firms not proposing on a particular discipline should include a “No Proposal” sheet under the specific tab.

Tab #1: Acknowledgement Form; Approach and Methodology

Tab #2: Evidence of current license of the firm to perform the specified services in the State of Florida

Tab #3: Evidence of insurance certification: Reference “B - Special Conditions, Subsection 7”

Tab #4: Past three years’ balance sheet and income statement

Tab #5: Check sheet of disciplines covered by this RFQ by the firm.

Tab #6: Form SF 330

Tab #7: Client References including names, titles, addresses, e-mail address and Telephone number.

Tab #8: Demonstration/summary of cost control performances on previous projects

Tab #9: Demonstration/summary of experience with regulatory and permitting agencies in South Florida.

Tab #10: Drug-free Workplace form

Tab #11: Civil Engineering proposal

Tab #12: Structural Systems Engineering proposal

Tab #13: Construction Engineering Inspection proposal

Tab #14: Electrical Engineering proposal

Tab #15: Transportation/Traffic engineering proposal

Tab #16: Surveying / Mapping Services proposal

Tab #17: Architectural Design proposal

Tab #18: Landscape Architect proposal

Tab #19: Environmental Assessments proposal

Tab #20: Geo-Technical Analysis proposal

Each RFQ package submitted shall be signed by the individual Professional Consultant or his/her authorized principals of the Professional Consultant's firm if other than an individual. The RFQ submittal shall be signed by a representative who is authorized to contractually bind the qualifier.

All attachments to the Request for Qualifications and Performance Data requiring execution by the Consultant must be executed and returned with the submittal.

All RFQ submittals must be delivered as specified. Any attachments must be clearly identified as per "Tab Format" requirements. To be considered, the Professional Consultant must respond to all parts of the RFQ. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the RFQ submittal. If publications are supplied by the Professional Consultant to respond to a requirement, the response should include reference to the document number and page number. This will provide quick reference for the evaluation committee. RFQ submittals not providing this reference will be considered to have no reference material included in the additional documents.

QUALIFIERS MUST SUBMIT ONE (1) IDENTIFIED ORIGINAL RFQ SUBMITTAL, INCLUDING ANY ATTACHMENTS, PLUS FIVE (5) COPIES OF THE SAME.

E. EVALUATION CRITERIA POINTS ASSIGNED:

Selection Criteria:

Following the opening of the proposal packages, the proposals will be evaluated by an Evaluation/Selection Committee comprised of appropriate personnel. Scoring proposals is based on a point total and not a percentage.

Awards shall be made to the responsible consultant whose qualifications are determined to be the most advantageous to the District.

Technical Evaluation Criteria:

The Evaluation/Selection Committee will first evaluate and rank responsive proposals on the criteria listed below. The criteria are itemized with their respective weights for a maximum total of 100 points. A list of a minimum of 3 firms will be developed and advanced to the Board of Supervisors. A proposer may receive the maximum points or a portion of this score depending on the merit of its proposal, as judged by the Evaluation/Selection Committee in accordance with the following criteria:

Scoring Criteria	Max
Qualifications <ul style="list-style-type: none">• Firm• Individuals and sub-consultants assigned to project• Project Manager• Financial	35
Experience: <ul style="list-style-type: none">• Recent experience in similar work• Verification and reference responses	25

*Technical: <ul style="list-style-type: none"> • Proposed approach and methodology • Understanding of the scope of work • Management Capabilities 	30
Location Considerations: <ul style="list-style-type: none"> • Proximity to the Seminole Improvement District 	10
Grand Total:	100

*Each discipline will be scored separately.

Each Selection Committee member will convert the Maximum Available Point score (cardinal number) for each proposer into an ordinal number designating the ranking (as first, second, or third of each proposer. For example:

Cardinal Number	Ordinal Number
100	1
95	2
92	3
91	4
86	5
75	6

The ordinal scores from each Selection Committee member for each proposer, for each discipline, will be added together to calculate a total ordinal score. The proposer with the lowest total ordinal score will be ranked highest for award preference. The proposer with the second lowest total ordinal score will be ranked second highest for award preference, and so on, until all proposers are ranked.

Upon completion of the technical criteria evaluation, rating and ranking, the committee may choose to conduct oral presentation(s) with the Proposer(s) which the Committee deems to warrant further consideration based on the best rated proposal. Upon completion of the oral presentation(s), the Committee will re-evaluate, re-rate and re-rank the proposals remaining in consideration based upon the presentation criteria listed below:

Presentation Criteria

Qualification: <ul style="list-style-type: none"> • Firm • Sub consultants • Project Management 	20
Experience: <ul style="list-style-type: none"> • Firm Recent relevant experience • Team recent relevant experience 	30
Technical: <ul style="list-style-type: none"> • Approach and methodology • Understanding of the scope of work • Management capabilities • Team interaction 	30
Presentation: <ul style="list-style-type: none"> • Quality • Clarity • Response to questions 	20
GRAND TOTAL	100

Each Selection Committee member will convert the Maximum Available Point score (cardinal number) for each proposer into an ordinal number designating the ranking (as first, second, or third) of each proposer. For example:

Cardinal Number	Ordinal Number
100	1
95	2
92	3
91	4
86	5
75	6

The ordinal scores from each Selection Committee member for each proposer, for each discipline will be added together to calculate a total ordinal score. The proposer with the lowest total ordinal score will be ranked highest for award preference. The proposer with the second lowest total ordinal score will be ranked second highest for award preference, and so on, until all proposers are ranked.

The District reserves the right to be the sole determination of responsiveness and responsibility of any RFQ submittals received. Professional Consultant must demonstrate that it has sufficient training and / or experience to fulfill the future contract requirements of professional consulting services for the District as specified per individual work authorizations.

The Award will be based on a review of all the information submitted, plus a review of references. The District reserves the right to visit and inspect Qualifier/Consultant facilities and locations where Professional Consultant is currently providing professional consulting services in determining its capacity to perform the services contained in the RFQ.

**RFQ # 2019-01
Acknowledgment (Tab #1)**

**To: Seminole Improvement District
C/O Inframark, LLC
4001 Seminole Pratt Whitney Road
Westlake, FL 33470**

(Professional Consultant)

Agrees to provide PROFESSIONAL CONSULTING SERVICES as defined in this Request for Qualifications document and in accordance with the requirements of the specifications and related work authorizations/contract documents.

The undersigned Qualifier/Consultant has carefully examined the RFQ requirements and related contract documents and is familiar with the nature and extent of the work and any local conditions that may in any manner affect the work to be done.

The undersigned agrees to provide the PROFESSIONAL CONSULTING SERVICES called for by the RFQ documents, in the manner prescribed therein and to the standards of quality and performance established by the District for the quality of service quoted.

The undersigned agrees to the right of the District to hold the Request for Qualifications submittals and guarantees the future related proposals for a period not to exceed one hundred and twenty (120) days from the effective date of the contract term.

The undersigned accepts the invoicing and payment policies specified in the RFQ.

Upon award of this RFQ, the District and Qualifier/Consultant each binds himself, itself, or herself, its partners, successors, assigns, and legal representatives to the other party hereto in respect to all covenants, agreements, and obligations contained in the RFQ Documents.

The RFQ Document constitutes the entire agreement between District and Qualifier/Consultant and may only be altered, amended, or repealed by a Change Order or a written amendment.

The Qualifier/Consultant, by signing these RFQ Submittal pages, acknowledges and agrees to abide by all the terms, conditions, and specifications contained in this RFQ Document.

Qualifier/Consultant shall guarantee PROFESSIONAL CONSULTING SERVICES within _____ calendar days from receipt of Purchase Order or Work Authorization/Notice to Proceed.

Dated this _____ day of _____, _____,
(Month)**(Year)**

INDIVIDUAL, FIRM, CORPORATION, LIMITED LIABILITY, PARTNERSHIP, OR OTHER FORM OF ENTITY

By: _____ / _____
(Signature) (Print name)

Address: _____

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

Social Security Number (OR) Taxpayer Identification Number (TIN): _____

CORPORATION

By: _____ / _____
(Signature) (Print name)

Address: _____

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

Taxpayer Identification Number (TIN/EIN): _____

State Under Which Corporation Was Chartered: _____

Corporate President: _____
(Print Name)

Corporate Secretary: _____
(Print Name)

Corporate Treasurer: _____
(Print Name)

CORPORATE SEAL

Attest By: _____
Secretary

Signature: _____ **Date:** _____

Disciplines Checklist (Tab# 5)

Please check Disciplines your firm will be bidding:

- 1. Civil Engineering bid proposal _____
- 2. Structural Systems Engineering bid proposal _____
- 3. Construction Engineering Inspection bid proposal _____
- 4. Electrical Engineering bid proposal _____
- 5. Transportation/Traffic Engineering bid proposal _____
- 6. Surveying / Mapping Services bid proposal _____
- 7. Architectural Design bid proposal _____
- 8. Landscape Architect bid proposal _____
- 9. Environmental Assessments bid proposal _____
- 10. Geo-Technical Analysis bid proposal _____

DRUG-FREE WORKPLACE (Tab #10)

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more qualifications which are equal with respect to price, quality, and service are received by the District for the procurement of PROFESSIONAL CONSULTING SERVICES, a qualification received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie qualifications will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing these PROFESSIONAL CONSULTING SERVICES that are part of this RFQ a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the PROFESSIONAL CONSULTING SERVICES that are under the RFQ submittal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
6. Make a good-faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Company Name: _____

Signature: _____

Print Name: _____

E-mail Address: _____

Phone / Fax #: _____