



**REQUEST FOR
QUALIFICATIONS
PB-CRA-01-11**

**CONTRACT FOR PROFESSIONAL
DESIGN SERVICES
FOR DOWNTOWN POMPANO
CONNECTIVITY PLAN**

**ISSUED DECEMBER 20, 2010
BY THE CITY OF POMPANO BEACH
COMMUNITY REDEVELOPMENT AGENCY**

**RESPONSES DUE: JANUARY 31, 2011.
AT THE OFFICE OF THE
COMMUNITY REDEVELOPMENT AGENCY
100 W. ATLANTIC BLVD. ROOM 276
POMPANO BEACH, FLORIDA 33060**



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Sealed written responses shall be received by the Pompano Beach Community Redevelopment Agency no later than the date, time and at the location indicated below for receipt. Submittal of Response by fax is not acceptable. Proposals shall be submitted as ONE (1) original and FIVE (5) copies.

SECTION I - RFQ SCHEDULE

Release RFQ	12/20/2010
Last day for questions	01/24/2011
<u>PROPOSAL DUE (Prior to 2:00 PM)</u>	<u>01/31/2011</u>
Evaluation Committee Review to Shortlist (estimated)	02/11/2011
Selection of First Ranked Proposer (estimated)	02/18/2011
Community Redevelopment Agency Board Approval to Negotiate With First Ranked Proposer (estimated)	03/15/2011

The CRA reserves the right to make multiple awards for this service. Upon approval from the CRA Board to negotiate, negotiations will begin with the first ranked consultant. Should the CRA be unable to negotiate a satisfactory contract with the first ranked consultant, at a price the CRA determines to be fair, competitive and reasonable, the negotiations with that firm will be formally terminated. The CRA shall then undertake negotiations with the second ranked firm. If those negotiations fail, the CRA will undertake negotiations with the third ranked.

SECTION II INTRODUCTION

1. GENERAL

The Pompano Beach Community Redevelopment Agency (CRA) has identified major redevelopment projects and programs within the CRA boundaries with the goal to attract private sector investment and promote economic growth and activity.

To implement these projects and programs, the CRA intends to contract with a firm to provide professional services to the CRA for the Downtown Pompano Beach Connectivity Plan project. The intent of this Request for Qualifications (RFQ) is, through a competitive process pursuant to Florida Statutes, Chapter 287.055(2)(g) (Consultants Competitive Negotiations Act), to select one firm with whom to negotiate an Agreement to provide a contract for professional services for the aforementioned community redevelopment area project.

2. ELIGIBILITY

Due to the requirement that the Contractor be readily available for meetings, discussions and tours within the Community Redevelopment Agency's areas of responsibility, it will be necessary for any Proposer to have an office physically located within the tri-county areas of Miami-Dade, Broward or Palm Beach County. This office must be an active facility from which consultant services are routinely provided and not merely a post office box or other type of mail drop, nor can it be the office of simply a representative agent. The CRA reserves the right to inspect any facility designated by the Proposer to insure that it complies with this section.

3. SMALL BUSINESS ENTERPRISE PROGRAM

The City has set a 5% voluntary Small Business Enterprise Goal for this project. SBE Forms are included in this solicitation package and all firms responding must return a response of participation or non-participation in order to be considered for evaluation purposes. Appropriate responses are the SBE Participation Form (Attachment "A") and the Letter of Intent Form (Attachment "B"). Responding firms should utilize SBEs certified by the State of Florida, Broward County and/or other local government jurisdictions with similar certification criteria. Firms who are unable to meet the recommended voluntary goals should instead provide the SBE Unavailability Form and Good Faith Effort Report (Attachments "C" and "D").

The Pompano Beach City Commission has established a voluntary Small Business Enterprise (SBE) Program to encourage and foster the participation of small businesses 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, and the State of Florida Office of Supplier Diversity. The City includes links to these organizations from the City's website www.mypompanobeach.org.

4. CONTRACT AWARD

The CRA intends to bring forward a recommendation for authorization to negotiate with the highest ranked proposer at the March 15th CRA Board meeting. Upon successful negotiations, approval of the subsequent contract will be recommended to the CRA Board at the April 15th meeting.

The initial contract term is expected to begin on or about May 1, 2011, and the work is estimated to be completed within 270 calendar days. The CRA reserves the right to extend the contract in 90 calendar day increments, providing both parties agree to the extension; all the terms, conditions and specifications remain the same; and such extension is approved by the CRA.

5. INSURANCE

The insurance described herein reflects the insurance requirements deemed necessary for this project by the CRA. 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 shall not commence operations, construction and/or installation of improvements 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). The Contractor 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 and the Pompano Beach Community Redevelopment Agency as an additional insured**

b) The types of insurance and minimum policy limits that are required are indicated by "XXXX" below. Additional coverage, depending on the scope of work or nature of contract may be required.

3. Real & Personal Property Insurance

The Contractor is responsible for any loss or damage to tools, equipment and supplies at the job site and is also responsible for any loss or damage to buildings being constructed until that building is completed and a certificate of occupancy is issued.

Insurance

The vendor shall not commence this project until certification or proof of insurance, detailing terms and provisions of coverage, has been received and approved by the City of Pompano Beach Risk Management Division.

The following insurance coverage shall be required.

LIMITS OF LIABILITY

Type of Insurance		Each occurrence aggregate	
PUBLIC LIABILITY			
XXXX	comprehensive form		
XXXX	premises - operations	bodily injury	\$1,000,000. \$1,000,000.
_____	explosion & collapse hazard	property damage.....	\$1,000,000. \$1,000,000.
_____	underground hazard	-- or --	
XXXX	products (if items are sold)	bodily injury and	
XXXX	contractual insurance	property damage	
_____	liquor legal (if items are sold)	combined.....	\$1,000,000. \$1,000,000..
XXXX	independent contractors		
_____	personal injury	personal injury.....	\$1,000,000. \$1,000,000..

AUTOMOBILE LIABILITY

		bodily injury	
		(each person).....	\$1,000,000.
XXXX	comprehensive form	bodily injury	
_____	owned	(each accident).....	\$1,000,000. \$1,000,000.

and/or disqualification of the proposal. The City Manager and CRA Executive Directors shall be excluded from this condition.

9. DRUG FREE WORKPLACE

The selected Proposer with whom an agreement will be negotiated will be required to verify they will operate a “Drug Free Workplace” as outlined in Florida Statute, Section 287.087.

10. 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.

11. CONTACT INFORMATION

For additional information regarding this solicitation, please contact Community Redevelopment Agency Engineer Horacio Danovich at 954-786-7834 or email horacio.danovich@copbfl.com. Alternatively, contact may be made with Procurement Specialist David Nash at 954-829-0421 or email armynash@bellsouth.net.

SECTION III- SCOPE OF WORK

1. GENERAL SERVICES

Work to be accomplished under this contract will include, but not be limited to, landscape architectural and engineering services in which construction costs may exceed \$2,000,000; and architectural and engineering study activity when the fee for such professional service may exceed \$200,000.

- A. Civil Engineering
- B. Landscape Architecture
- C. Geotechnical Engineering
- D. Traffic Engineering
- E. Site Planning
- F. Structural Engineering
- G. Irrigation
- H. Electrical Engineering

2. **SPECIFIC SERVICES**

- A. Pedestrian and public improvements along the North and South sides of Martin Luther King, Jr. Boulevard (Hammondville Road) and along the North and South Sides of NE 3rd Street, NE 2nd Street, and NE 1st Street and along the East and West sides of Flagler Avenue and NE 1st Avenue and along adjacent intersections on Dixie Highway and Atlantic Boulevard, within the ROW and City or CRA owned property.
- B. Exercise trail, passive park areas and possible playground upgrades
- C. Landscape Beautification
- D. Pedestrian Lighting and Site furnishings
- E. On-Street Parking along the North and South sides of Martin Luther King, Jr. Boulevard (Hammondville Road) and along the North and South Sides of NE 3rd Street, NE 2nd Street, and NE 1st Street and along the East and West sides of Flagler Avenue and NE 1st Avenue.
- F. Preparation of base maps
- G. Utility Base Map
- H. Update Survey
- I. Base information review/identification of site design issues/opportunities
- J. Up to six (6) supporting sections, sketches and or image boards
- K. Up to four (4) meetings (CRA NW Advisory Committee and CRA Board)
- L. Refinements of Conceptual Design package into a Schematic Design Package
- M. Refinements to up to six (6) supporting sections, sketches and or image boards
- N. Cost estimating and value engineering
- O. Paving and Hardscape materials
- P. Lighting (Fixture selection, photometrics and location)
- Q. Site Furnishings and Special Features
- R. Landscape
- S. Roadway alignment plan coordination
- T. Lighting-Electrical Engineering
- U. Outline Specifications
- V. Layout Plans that shall reflect the location and dimensioning of the following elements:
 - 1. X Plazas, walkways/sidewalks, and specialty features
 - 2. Steps, ramps and retaining walls
 - 3. Site furnishings
 - 4. Exterior lighting
 - 5. Hardscape/Paving Plans
 - 6. Special pavement materials and patterns (Type and location)
 - 7. Pedestrian surfaces/Plazas
 - 8. Curbs and paving borders
 - 9. Planting Plans – details & specifications; qty, size, & description of the following:
 - a. Trees (including relocation of any existing trees)
 - b. Shrubs and groundcovers
 - c. Soil mixes

- W. Irrigation Plans (City to supply source information for irrigation source, i.e., well or City water source).
 - 1. Piping and hydraulics design
 - 2. Pump and/or well design
 - 3. Specifications
- X. Construction Details
 - 1. Decorative walls (structural sub-consultant)
 - 2. Special pavements
 - 3. Various lighting treatments
 - 4. Landscaped edges and buffers
 - 5. Stairs, ramps, walls and walkways (structural sub-consultant)
 - 6. Curbs and hardscape edges
 - 7. Site furniture
 - 8. Construction Details
 - 9. Construction Specifications
 - 10. Technical Specifications

3. PROJECT LIST

Work to be accomplished under this contract is related to the following landscape architectural and engineering project in which construction costs may exceed \$2,000,000 as follows:

- 1. Martin Luther King, Jr. Boulevard (Hammondville Road) between Dixie Highway and I-95, and NE 3rd Street, NE 2nd Street, NE 1st Street, Flagler Avenue and NE 1st Avenue including adjacent intersections on Dixie Highway and Atlantic Boulevard.

3. COMPOSITION OF PROJECT TEAM

Proposer will be required to commit that the personnel and/or principals named in the proposal shall remain assigned to the "project" throughout the period of the contract unless provided for otherwise in a negotiated contract. No diversion or substitution of personnel or principals will be allowed without submission of a written request with the qualifications and experience of the proposed replacement. The approval of the CRA will be required for any such diversion or substitution.

4. LICENSE

Firms must have previous municipal experience and must be licensed to practice Professional Engineering and Architecture in the State of Florida, Florida State Statute 481, by the Board of Professional Regulation.

SECTION IV - SELECTION/EVALUATION PROCESS

A Selection/Evaluation Committee will be responsible for selecting the most qualified firms. The Selection/Evaluation Committee will then present their findings to the CRA Board and upon their approval negotiate a contract with the most qualified firm(s).

The Committee will rank responses based upon the following criteria:

- | | | |
|----|---|------------------|
| A. | Prior experience with projects of similar size and complexity in an urban environment with an emphasis on community redevelopment areas and projects in commercial retail/mixed-use areas:
a. Number of similar projects
b. Complexity of similar projects
c. References from past projects | 0-30 points |
| B. | Qualifications of personnel including sub consultants:
a. Number of technical staff dedicated to the project
b. Qualifications of technical staff:
(1) Number of licensed staff dedicated to the project
(2) Education of staff
(3) Experience of staff | 0-20 points |
| C. | Availability of personnel:
a. Current work load/staff participation
b. Organization of the team | 0-10 points |
| D. | Proximity of the nearest office to the project location:
a. Location
b. Number of staff at the nearest office | 0-15 points |
| E. | Is the firm a certified minority or women-owned business enterprise as defined by the City of Pompano Beach or the Florida Small and Minority Business Assistance Act of 1985? Or, is a certified minority or women- owned business enterprise part of the team and assigned to participate in no less than 5% of the work? | 0-5 points |
| F. | Experience with government agencies, review boards and Community Redevelopment Agencies, especially regarding sidewalk widening projects, large promenades, sophisticated landscape themes, in conjunction with modifications to State Roadways under the jurisdiction of the Florida Department of Transportation within the last five (5) years | 0-20 points |
| | | Total 100 points |

The Committee will have the option to use the above criteria for the initial ranking to short-list proposers and to use an ordinal ranking system to then finalize the short-listed proposers with a score of “1” assigned to the short-listed proposer deemed most qualified by the Committee.

Each firm should submit documents that provide evidence of capability to provide the services required for the committee's review for shortlisting purposes. The shortlisted firms may be contacted to provide public presentations regarding their qualifications and ability to furnish the required services. When more than three responses are received, the committee shall furnish the CRA Board (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 RLI, the list will contain the ranking of all responses.

The CRA Board 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 presentations and determine a ranking order that may be the same or different from what was originally presented to the board.

SECTION V - SUBMITTAL FORMAT

Submittals should be limited to the following and tabbed with the corresponding letter:

- A. Letter of Interest. In your letter, include the complete corporate name of the primary firm responding, address, telephone, fax number, and name of the person in your firm who the CRA should contact regarding your response.
- B. Statement of Skills and Experience of Project Team. Describe the experience of the firm or project team as it relates to the types of projects listed in the scope of services section. Describe any experience in redevelopment districts in an urban environment. Include the experience of the prime consultants as well as other members of the project team; i.e., additional personnel, sub-consultants, branch office, team members, and other resources anticipated to be utilized for this project. Name specific projects (successfully completed within the past five years) where the team members have performed similar projects previously.
- C. Location of office(s) of the prime and/or sub consultants that may be utilized to support any or all of the professional services listed above and the number of professional and administrative staff at the prime office location. Provide an organizational structure of the team assigned to this project and availability of team members. If firms are situated outside the local area, (Broward, Palm Beach, and Miami-Dade counties) include a brief statement as to whether or not the firm will arrange for a local office during the term of the contract, if necessary.
- D. Completed SBE program forms, Exhibits A-D. On Attachment A, list all participating SBE or M/W/DBE firms, including the prime consultant if applicable. Include copies of all SBE and/or M/W/DBE certifications for the prime and sub consultants. State the percentage of work to be performed by each firm listed on Attachment A. It is the intent of the City of Pompano Beach to encourage minority and women owned firms to participate in the process. The methods by which this is accomplished should be developed and presented by the respondents in their submissions.

- E. Resumes of key personnel. **Include the name and license of the Professional Engineer(s) and Architect(s).**
- F. References for completed municipal projects in the South Florida area emphasizing those in redevelopment districts or tied to redevelopment plans. Identify the contact person that was actively involved in the project oversight from the public sector.
- G. Completed “Project Team” form.

Interested firms should submit one (1) original and five (5) copies of all materials, which indicate interest and qualifications. Please identify the original as “original”. Submittal packages should be marked on the exterior RFQ CRA-08-10 Contract For Professional Design Services For Downtown Pompano Connectivity Plan, and addressed to City of Pompano Beach CRA 100 W. Atlantic Blvd., Room 276, Pompano Beach, Florida 33060.

SUBMITTALS MUST BE RECEIVED NO LATER THAN THE DATE SPECIFIED IN THE RFQ SCHEDULE IN SECTION I ABOVE.

PROJECT TEAM FORM

RFQ NUMBER _____

Federal I.D.# _____

Is the Prime Consultant a
Certified MBE/WBE firm?
YES__ NO__

PRIME

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

SUB-CONSULTANT

(if any)

Role	Company Name and Address of Office Handling This Project	Name of Individual Assigned to the Project
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

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

RFQ 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 Amount/Percentage</u>

FOR CITY USE ONLY

Total SBE Contract Participation _____

Are documents requested submitted accordingly ___ YES ___ NO

ATTACHMENT "B"
LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR

RFQ # _____

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: _____

ATTACHMENT "C"
SMALL BUSINESS ENTERPRISE (SBE)
UNAVAILABILITY FORM

RFQ # _____

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.

ATTACHMENT "D"
GOOD FAITH EFFORT REPORT

RFQ # _____

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 amount/percentage.

8. Other comments: _____

Note: Please attach the unavailability letters with this report.