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**CITY OF NEW PORT RICHEY
REQUEST FOR QUALIFICATIONS
PROFESSIONAL SERVICES FOR
US19/MARINE PARKWAY BICYCLE/PEDESTRIAN BRIDGE FEASIBILITY STUDY
FOR THE CITY OF NEW PORT RICHEY AND
THE CITY OF NEW PORT RICHEY COMMUNITY REDEVELOPMENT AGENCY**

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RFQ 21-011

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Part I: GENERAL INSTRUCTIONS

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1. PURPOSE

A. Intent of RFQ: It is the intent of the City of New Port Richey, Florida, and its CRA Board (Also referenced herein as “The Board”) to select a professional company, consultant teams and/or an individual contractor **to conduct a study to determine the feasibility of a pedestrian/bicycle bridge over US Hwy 19 adjacent to the intersection with Marine Parkway.**

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B. Time and Due Date: The City of New Port Richey’s CRA Board will accept submissions that must include statements of qualifications from firms/individuals, corporations, partnerships, and other legal entities authorized to conduct business in the State of Florida by **July 1, 2021, no later than 4:00 pm.**

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C. Background:

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Overview

The idea of a bicycle/pedestrian bridge over US Hwy 19 has been discussed for many years. In 2016, a Pedestrian Bridge Feasibility Study was conducted and the conclusion of the study was that a prefabricated steel truss bridge was recommended with a probable cost of \$3 Million. This cost estimate included construction, right-of-way acquisition, utility relocation and construction of a 10' sidewalk. The location studied was the north side of the intersection of US Hwy 19 and Marine Parkway.

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The project described above is currently ranked number 9 on the “Pasco County MPO Transportation Improvement Program 2020 List of Priority Projects.” An updated estimate of probably construction costs conducted in June of 2020 established the project cost at \$5.2 Million. The estimate though does not include the costs associated with design, engineering, utility relocation or property acquisition.

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At a work session on January 19, 2021, the City Council expressed their continued interest in the bridge project and indicated that the structure would be for bicycle and pedestrian use only. Staff recommended the consideration of a location of the bridge to the south of the intersection of Marine Parkway and US 19 as this would allow for connecting the trail segment to the south on US 19 and on Marine Parkway without crossing Marine Parkway. This recommendation took into consideration the newly constructed automobile lube shop on the NE corner of the intersection. The next step was determined to be to design the bridge to establish the actual amount and location of land needed, cost of construction, etc.

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In seeking data for a grant application related to this project, staff compared our project to the Harn Overpass in Clearwater, which is a similar project crossing US19. The original estimate for that project was \$5.3M but the lowest bid came in at \$7.9M. This led staff to believe that our project will likely cost between \$9M and \$10M. The only way to determine the actual cost though is to conduct another feasibility study at which time we will be in a much better position to gauge the potential cost of the project.

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The preliminary focus of this RFQ is to select a firm to conduct a study to determine the feasibility of a pedestrian/bicycle bridge over US Hwy 19 adjacent to the intersection with Marine Parkway.

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2. CONTRACT AWARDS/TERM OF CONTRACT

Following the selection of a qualified firm/individual the CRA Board anticipates entering into one (1) contract with the firm/individual whose qualifications and experience are judged to be most

57 advantageous to the CRA Board and the City. The project compensation schedule will be negotiated to
58 provide the flexibility to the Consultant to prioritize his/her staff as efficient as possible. The Proposer
59 understands that any response to this RFQ as submitted will not constitute an agreement or a contract
60 with the Proposer. A proposal is not binding until proposals are reviewed and accepted by the New Port
61 Richey City Council and the CRA Board and both parties execute a contract.

62 63 **3. DEVELOPMENT COSTS**

64 The CRA Board shall not be liable for any expense incurred in connection with preparation of a
65 response to this Request for Qualifications. Proposers should prepare a straightforward and concise
66 description of the Proposer's ability to meet the requirements of the RFQ.

67 68 **4. INQUIRIES**

69 The CRA Board/Staff will not respond to oral inquiries. Proposers may submit written, e-mailed
70 or faxed, inquiries regarding this RFQ to the CRA Offices fax number at (727) 853-1023 or the
71 Economic Development Director's e-mail address at ruddc@cityofnewportrichey.org. The City will
72 respond to written, e-mailed or faxed inquiries received at least five (5) working days prior to the RFQ
73 due date. The City will record its responses to inquiries and any supplemental instructions in the form of
74 written addenda. All written addenda will be issued through the Economic Development Director's email
75 and posted on the City website. It shall be the responsibility of the Proposer, prior to submitting their
76 proposal, to contact the CRA's Office to determine if addenda were issued; acknowledging and
77 incorporating them into their proposal.

78 79 **5. PROPOSAL SUBMISSION AND WITHDRAWAL**

80 The CRA Staff will receive Proposals at the following address and clearly marked on the outside:
81 **RFQ 21-011: PROFESSIONAL SERVICES FOR BICYCLE/PEDESTRIAN BRIDGE FEASIBILITY**
82 **STUDY:**

83 City of New Port Richey
84 Economic Development Director
85 5919 Main Street
86 New Port Richey, FL 34652

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88 Statements received after the established deadline will not be opened. Proposers may withdraw their
89 submittal by notifying the CRA Board in writing at any time prior to the due date. Upon opening, the
90 submitted Proposal it will become a "public record" and shall be subject to public disclosure in
91 accordance with Chapter 119, Florida Statutes.

92 93 **6. STATEMENT RESTRICTIONS**

94 In order to control the cost of proposal preparation, submittals will be restricted to the requirements as
95 described in Part II – Instructions for Preparing the Proposal contained within this RFQ.

96 97 **7. DRUG FREE WORKPLACE**

98 The City of New Port Richey is a Drug Free Workplace. It is strongly suggested that the attached Drug
99 Free Workplace Form be signed and returned to this office with the proposal.

100 101 **8. PUBLIC ENTITY CRIMES STATEMENT**

102 In accordance with Florida Statutes Sec. 287.133(2) (a), "A person or affiliate who has been placed on
103 the convicted vendor list following a conviction for a public entity crime may not submit a bid on a
104 contract to provide any goods/services to a public entity, may not submit a bid on a contract with a
105 public entity for construction or repair of a public building or public work, may not submit bids on leases
106 of real property to a public entity, may not be awarded or perform work as a contractor, supplier,
107 subcontractor, or consultant under a contract with any public entity, and may not transact business with
108 any public entity in excess of the threshold amount provided in Section 287.017, for Category Two, for a
109 period of 36 months from the date of being placed on the convicted vendor list."

110 111 **9. MINORITY BUSINESS ENTERPRISE (MBE)**

112 M/WBEs are encouraged to participate in the proposal process. All MBEs shall be certified as a Minority
113 Business Enterprise by the State of Florida, Department of Management Services, Office of Supplier
114 Diversity pursuant to Section 287.0943, Florida Statutes, or by statewide and interlocal agreement
115 certification, as provided for by Section 287.09431, Florida Statutes. A State of Florida MBE Certificate

116 or interlocal agreement from an agency having an interlocal agreement with the State of Florida must
117 accompany the RFQ submission.

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119 **10. CANCELLATION**

120 The CRA Board shall have the right to unilaterally cancel, terminate or suspend any contract, in whole
121 or in part, resulting from this RFQ by providing the selected firm thirty (30) days written notice by
122 certified mail.

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124 **11. FISCAL NON-FUNDING CLAUSE**

125 In the event sufficient funds are not budgeted for a new fiscal period, the Board shall notify the
126 successful Proposer of such occurrence and the contract shall terminate on the last day of the current
127 fiscal year without penalty or expense to the Board.

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129 **12. RESERVED RIGHTS**

130 The CRA Board reserves the right to accept or reject any/or all submissions, to accept all or any part of
131 the submission, to waive irregularities and technicalities, and to request resubmission, if it is deemed in
132 the best interest of the Board. The Board, in its sole discretion, may expand the scope of work to include
133 additional requirements. The Board reserves the right to investigate, as it deems necessary, to
134 determine the ability of any firm to perform the work or services requested. The firms upon request shall
135 provide information the Board deems necessary in order to make a determination.

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137 **13. EQUAL EMPLOYMENT OPPORTUNITY CLAUSE**

138 City of New Port Richey, Florida, in accordance with the provisions of Title VII of the Civil Rights Act of
139 1964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued
140 pursuant to such Act, hereby notifies all Proposers that it will ensure that in any contract entered into
141 pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit
142 proposals in response to this advertisement and will not be discriminated against on the ground of race,
143 color or national origin in consideration for an award.

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145 **14. REUSE AND OWNERSHIP OF DOCUMENTS**

146 All data, inputs, analytical reports, contract documents, deliverables, and other work products that result
147 from the professional services being offered through any response to this RFQ and any contract
148 resulting therefrom shall become the property of the CITY and shall be delivered to the CITY as
149 requested. Any and all information/ materials covered under this paragraph and RFQ may not be
150 copyrighted by the contractor. The CITY may use all data and products for purposes deemed
151 appropriate by CITY for the business of the CITY.

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153 **15. PRE-SUBMISSION CONFERENCE**

154 There will no pre-submission conference.

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156 **16. SCOPE OF WORK**

157 The City/CRA is seeking qualified firms to conduct a study to determine the feasibility of a
158 pedestrian/bicycle bridge over US Hwy 19 adjacent to the intersection with Marine Parkway.

159 The resulting study will include:

- 160 • Inventory and evaluation of adjacent bicycle and pedestrian trails, multiuse trails, bicycle
161 lanes and sidewalks.
- 162 • Review of ROW, utility covenants, or other easements
- 163 • Regional Bicycle and Pedestrian Network connections
- 164 • Economic Impact Analysis
- 165 • Implementation Strategy with approximate costs
 - 166 ○ Estimated design cost
 - 167 ○ Estimated ROW needed and estimated cost
 - 168 ○ Estimated construction costs
- 169 • Analysis of probably funding sources and funding ratio (% local funds, % state funds, etc.)
- 170 • Draft and Final Feasibility Study
- 171 • Presentations to City Council/CRA Board.

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173 **D. Deliverables:**

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- a. Minimum monthly reports outlining significant meetings, discussions, actions and results;
- b. Consultant shall present the study to the CRA Board at a public meeting.
- c. 9 copies of the final Feasibility Study with all maps, renderings, findings, etc. and 1 copy in electronic format (pin drive);
- d. Electronic version of final documents must be provided in a compressed or web view as well as a printer-ready version;

17. ESTIMATED TIME SCHEDULE

The basic contract period shall be negotiated for completion of deliverables identified in this RFQ and included in the execution of any resulting contract with the most qualified firm and/or individual as determined by the City Council and the CRA Board.

18. CONTENTS OF THE STATEMENT OF QUALIFICATIONS

As part of the Responder's Submittal each firm/individual shall submit documentation of their qualifications for consideration and will include the following information. All responses shall at minimum contain the following:

- A. **Scope of Services and Statement of Qualifications.** Describe in detail an understanding of the services requested. Respondents shall also submit a statement of qualifications that addresses the proposed scope of services; provide a company/individual profile, and a description of major accomplishments.
- B. **Description.** Description of overall knowledge of the City of New Port Richey and the CRA's redevelopment goals and objectives.
- C. **Business Organization.** State the full name of the organization and indicate whether the company operates as a partnership, corporation, or sole proprietorship. State the number of years the organization/individual has been in business and include the name and business address of company owners. Identify the individual by name and title authorized to negotiate contract terms and enter into legally binding commitments. Identify by name and position the staff persons assigned to the project and who will actually perform the services requested in this proposal.
- D. **Project Management.** Provide a narrative explanation that specifies project management and reporting responsibilities for managing a project similar to the one described in this request. The narrative should also detail the approach, methodology, deliverables, and client meetings.
- A. **Samples of Previous Work.** Provide samples of previous Feasibility Studies for municipal and/or non-municipal entities.
- E. **References and Client List.** List three former clients for whom similar or comparable services have been performed. Provide a current list of your company's clients and identify any potential conflicts.

Any response not containing full and complete responses to the above minimum elements may be deemed unresponsive to this RFQ.

19. INSURANCE REQUIREMENTS

- A. Worker's Compensation – in compliance with State and Federal laws.
- B. Comprehensive General Liability – Minimum limits of \$500,000 per occurrence and \$1,000,000 aggregate for Bodily Injury Liability and Property Damage Liability.
- C. Comprehensive Automobile Liability.
- D. Professional Liability Insurance – minimum limits of \$1,000,000.
- E. Any and all deductibles to the above referenced policies are to be the responsibility of the successful firm.
- F. *Hold Harmless:* The City and the CRA Board shall be held harmless against all claims for bodily injury, sickness, disease, death or personal injury or damage to property, or loss of use resulting from or arising out of performance of this agreement or

233 contract, unless such claims are a result of the City's or the Board's sole negligence. The
234 City and the CRA Board shall also be held harmless against all claims for financial loss with
235 respect to the provision of or failure to provide professional or other services resulting in
236 professional, malpractice, or errors or omissions liability arising out of performance of this
237 agreement or contract, unless such claims are a result of the City's and/or the CRA Board's
238 sole negligence.

240 **PART II: INSTRUCTIONS FOR PREPARING PROPOSALS**

241 **1. RULES FOR SUBMITTING THE STATEMENT OF QUALIFICATIONS**

242 **A.** The Statement must name all persons or entities interested in the proposals as principals of the
243 Project Team. The Statement must declare that it is made without collusion with any other person or
244 entity submitting a proposal pursuant to this RFQ.

245 **B.** Any questions regarding a project or submittal shall be directed to the CRA Office. There shall not be
246 any contact between a Proposer and any member of the City Council/ CRA Board regarding the project
247 or any proposal submitted by any Proposer. Any Proposer contacting any member of the City Council/
248 CRA Board regarding a submitted proposal is subject to sanctions up to and including having the Board
249 disqualify that firm's submittal.

250 **2. STATEMENT FORMAT**

251 Responses to the RFQ must include one (1) original (unbound) and six (6) copies of the response which
252 addresses the requirements below, along with an electronic version (PDF) of the full response.
253 In determining the responsibility of any offeror, the CRA staff will examine the factors as listed below.
254 Offerors shall address each factor specifically in their Statement.

255 **A. Section 1 – Qualifications**

256 Provide a statement of your qualifications. Identify your firm's capability and experience on similar
257 assignments, particularly for municipalities. Include a description of the firm, its organizational structure,
258 the location of the principal offices and the location of the office that would manage this project.

259 **B. Section 2 – References**

260 List three recent clients for whom similar or comparable services have been performed. Include the
261 name, mailing address and telephone number of their principle representative. Describe, in detail, each
262 projects' outcomes and the process your company took to achieve those outcomes.

263 **C. Section 3 – Project Team**

264 List the key personnel and their individual responsibilities on this assignment. Include the extent of
265 each person's participation and their related experience (Resumes should be included in an appendix).
266 Indicate the approximate percentage of the total work to be accomplished by each individual.

267 **D. Appendices**

268 **1) Appendix #1 – Resumes**

269 Resumes of all key personnel within the project team shall be provided. Each resume shall not exceed
270 two (2) pages in length.

271 **Part III: SELECTION PROCESS**

272 *The respondent's proposal will be evaluated by City/CRA staff and the staff will recommend the top*
273 *proposal to the CRA Board (CRA) and the City Council for their consideration.*

274 **EVALUATION METHOD AND CRITERIA**

275 **A. General**

276 The CRA shall be the sole judge as to the merits of the Proposal, and any resulting agreement. The
277 Board's decision will be final. The evaluation criteria will include, but shall not be limited to,
278 considerations listed under Part I, #16 – Scope of Work. Proposals will be reviewed by the City/CRA
279 Staff and evaluated based on the format and content outlined in this proposal as follows:

280 **QUALIFICATIONS**

- 292 A. Shows a strong knowledge of conducting Feasibility Studies for public agencies/clients;
293 B. Proves a successful work history for previous Feasibility Studies for public agencies/clients;
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295 *TEAM PROPOSED FOR THIS PROJECT*

- 296 A. Incorporates a strong team structure able to handle the task;
297 B. Team members have resumes that reflect experience in Feasibility Studies;
298 C. Company has completed work for other City and/or County Governments.
299

300 *PROVIDED SERVICES*

- 301 A. Shows a thorough understanding of the project
302 B. Able, at a minimum, to meet all of the principle areas defined in the RFQ's Scope of Work
303

304 *REFERENCES*

- 305 A. Lists strong references reflecting examples of successful outcomes for similar projects.
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307 B. **Selection**

308 The City/CRA's staff shall evaluate and rank the proposals submitted by all respondents. The top
309 respondent(s) may be invited to present their specific proposal(s) to the City/CRA Staff for
310 consideration. The staff will then forward the top submission to CRA Board for consideration. *The*
311 *CRA Board, at their sole discretion, will select the top firm/individual to move forward to contract*
312 *negotiation, or it may reject the proposal and direct the staff to reissue the RFQ.*
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314 C. **Schedule**

315 The anticipated schedule for this project is as follows:

- 316 • Publish RFQ: June 7, 2021
317 • Response to RFQ: Submission of Qualifications- 4 pm, July 1, 2021
318 • Interview top three respondents, Week of July 26, 2021
319 • Presentations of top proposal- to the Council/CRA Board – August 17, 2021
320 • Execute Contract – Week of August 30, 2021
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322 *Note: Dates are subject to change as determined by the City/CRA Board.*
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