

**REQUEST FOR QUALIFICATIONS
TO PROVIDE PROFESSIONAL ENGINEERING SERVICES
CITY OF DADE CITY, FLORIDA**

CLOSING DATE: February 23, 2023 – 2:00 p.m.

INVITATION

In accordance with F.S. 287.055 "Consultants Competitive Negotiation Act" (CCNA) and the City's standard selection procedures, the City of Dade City is soliciting for professional consultants to provide continuing engineering services for the City's wastewater, reclaimed and potable water systems.

CCNA contracts are limited to projects which construction costs do not exceed \$4 million and when the fee for professional services for each individual study does not exceed \$500,000, per Florida Statue 287.055 (2)(g). Any resulting contracts(s) will be for three years with renewal for an additional two years upon mutual consent of the parties. The City may elect to award continuing services contracts to multiple firms. The continuing services contract does not guarantee any work. The responder understands that this RFQ does not constitute an offer or agreement with the responder. An offer or agreement shall not be deemed to exist and is not binding until an agreement is approved by the appropriate level of authority within the City, and executed by all parties.

Firm qualifications presented in accordance with the requested format will be accepted by the City of Dade City, 38020 Meridian Ave, Dade City, Florida 33525 until **2:00 pm on February 23, 2023.**

Qualified parties interested in responding to this Request for Qualifications may review or download a general information package containing a prescribed general format and details relevant to this RFQ from the Dade City web site at <https://www.dadecityfl.com>, DemandStar web site at <https://network.demandstar.com>, or email request to tmauriello@dadecityfl.com.

Attention is directed to F.S. Section 287.133 (2) {A} "Public Entity Crime" which prohibits certain persons or affiliates who have been convicted of a public entity crime from responding to this invitation. A form is included in the information package for execution and submission with a response to this RFQ. A Drug Free Workplace Form is also included in the information package for execution and submission with a response to this RFQ. Failure to execute and submit the requisite forms with a response to this RFQ will subject the response to disqualification.

Consultants interested in submitting a response to this RFQ agree to not contact or "lobby" City Council Members or any employee or agent of the City at any time during the solicitation period and selection process with the exception of directing questions/ requests for clarification through the City Engineer. Any other contact with the City in this matter will be considered inappropriate and subject a response to rejection / disqualification.

The City reserves the right to reject any or all responses, waive any informality or irregularity on any response if considered non-substantial by the City, and/or to cancel this invitation at will. Responses received after the date and time stipulated herein will be considered late and therefore disqualified.

SCOPE OF WORK

The respondents to this RFQ shall have Senior Professional Staff with demonstrated experience in the planning, design, permitting, construction management, administration, oversight and operational start-up of municipal wastewater/reclaimed water and potable water facilities. Additionally, the respondent shall have demonstrated experience on multi-disciplinary facility construction projects. Services during this contract are expected to consist of planning, design, permitting, construction engineering, and funding services on the City Wastewater, Reclaimed and Potable Water Systems, the City's Capital Improvement Program (CIP), and implementation of the City's Water Facilities Plan.

Preference will be given to firms that can demonstrate staff experience in the implementation of projects funded through the State Revolving Fund (SRF) loan program, including knowledge of submittal requirements for Florida Department of Environmental Protection (FDEP) review. As several projects will be funded through, including but not limited to, the SRF loan process, the selected firm will be expected to assist the City as loan disbursements are requested, and compliant with current rules of FDEP SRF (Davis-Bacon, etc.). In addition, the selected firm will be required to have knowledge and experience in federal and state funding programs (i.e. USDA, CDBG, and SWFWMD).

The primary service being required is professional engineering; therefore, the firm must have an Engineering Certificate of Authorization in the State of Florida.

INSTRUCTIONS TO PROPOSERS

Submit sealed responses, one (1) original, three (3) copies, and one (1) single PDF file on a flash drive, addressed to City of Dade City, 38020 Meridian Ave, Dade City, Florida 33525, Attn: Tina Mauriello.

1. Proposals received after the specified time and date shall be returned unopened.
2. Consultants must submit ONLY the attached forms in the same order as presented herein. The forms attached are as follows: A, B, C, D, E, F, G, H1, H2, I, J1, J2 and J3. Forms must be completed in their entirety.
3. Consultants are permitted to reproduce or recreate the forms in the exact format as shown. Completed qualification packages must be submitted on white 8½" x 11" paper using black ink only. Font size must be no less than 10 point on any form or page.
4. Consultants are instructed NOT to submit Standard Forms 254 and 255.
5. Consultants are instructed NOT to include cover letters, pictures, drawings, covers, binders, dividers, or table of contents.
6. Consultants are instructed NOT to fax their proposal.
7. Consultants must indicate on their proposal envelope the following:

“STATEMENT OF QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES”
DATE OF OPENING
NAME OF CONSULTANT
RETURN ADDRESS OF THE CONSULTANT

8. Consultants are hereby notified that the use, display, or reproduction of the official seal of the City of Dade City on any submittals, letters, presentation documents, or similar information is prohibited in this RFQ process and will be cause for disqualification.

INSURANCE REQUIREMENTS

A minimum coverage of Professional Liability Insurance, Workers’ Compensation Insurance.

- Workers’ Compensation, and related coverages:
 - State: Statutory
 - Applicable Federal (e.g., Longshoremen’s): Statutory
 - Employer’s Liability: *{ \$ 500,000 }*
- Contractor’s General Liability shall include completed operations and product liability
- coverages and eliminate the exclusion with respect to property under the care, custody,
- and control of the Contractor:
 - General Aggregate *{ \$ 2,000,000 }*
 - Products – Completed Operations Aggregate *{ \$ 1,000,000 }*
 - Personal and Advertising Injury *{ \$ 1,000,000 }*
 - Each Occurrence (Bodily Injury and Property Damage) *{ \$ 1,000,000 }*
 - Property Damage liability insurance will provide
- Explosion, Collapse, and Underground coverages
- where applicable.
 - Excess or Umbrella Liability
- General Aggregate *{ \$ 5,000,000 }*
- ii. Each Occurrence *{ \$ 5,000,000 }*
- Automobile Liability:
 - Bodily Injury:
- Each Person *{ \$ 1,000,000 }*
- ii. Each Accident *{ \$ 1,000,000 }*
 - Property Damage:
- Each Accident *{ \$ 1,000,000 }*
 - Combined Single Limit of *{ \$ 1,000,000 }*
- The Contractual Liability coverage shall provide coverage for not less than the
- following amounts:
 - Bodily Injury:
- Each Person *{ \$ 2,000,000 }*
- ii. Each Accident *{ \$ 2,000,000 }*
 - Property Damage:
- Each Accident *{ \$ 2,000,000 }*
- ii. Annual Aggregate *{ \$ 2,000,000 }*

Evidence of insurance shall be provided and the evidence shall provide for thirty day notice in writing to the City prior to cancellation, expiration, or non-renewal. City shall be named additional insured.

TERMS AND CONDITIONS

1. The City reserves the right to determine whether the consultant's responses are adequate or inadequate, complete or incomplete, and to determine what constitutes the grounds for disqualification of a consultant who may submit inadequate or incomplete responses. The City reserves the right to determine if a proposal is unresponsive. The City may disqualify a consultant who submits a proposal determined by the City to be unresponsive or which contains insufficient, inadequate, or incomplete responses to be deemed unresponsive. The City Manager shall make such determinations and will rely on the staff selection committee for input in this matter.
2. The City reserves the right to request clarification of information submitted and to request additional information from consultants after the deadline for receipt of qualifications.
3. 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, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a 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 s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.
4. Any proposal may be withdrawn until the date and time set above for submission of the proposals.
5. Costs of preparation of a response to this RFQ are solely those of the proposer and the City assumes no responsibility for any such costs incurred by the proposer.
6. Consultants shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, or national origin. Consultants will take affirmative action to ensure that minority and disadvantage applicants are employed and employees are treated during their employment without regard to race, color, religion, sex, age, or national origin.
7. The consultant understands that this RFQ does not constitute an agreement or contract with the City.
8. Any consultant, who submits in its proposal to the City any information that is determined by the City to be substantially inaccurate, misleading, exaggerated, or incorrect, may be disqualified from consideration. The City Manager will determine if a consultant will be disqualified.

EVALUATION OF PROPOSALS

1. Selection shall be in accordance with F.S. 287.055 and the City's standard selection procedures.
2. Minimum requirements to qualify:
 - The prime consultant must be a licensed Engineering Business in the State of Florida and have a Professional Engineer licensed in the State of Florida in the office.
 - The affiliation and location of all team members must be clearly indicated on the accompanying forms.
 - Please note: The contract between the City and the selected consultant will include limitations on markup of subcontracted services. A maximum of 10% mark-up on subconsultant services will be permitted.

3. The qualifications will be reviewed and evaluated in accordance with the following criteria and points:

| Criteria | Points |
|--|------------|
| Cover Sheet (<i>Form A</i>)..... | 0 |
| Firm Information (<i>Form B</i>)..... | 5 |
| Assigned Personnel and Experience (<i>Form C</i>)..... | 25 |
| Previous Similar Work Completed (<i>Form D</i>)..... | 20 |
| Recent, Current and Projected Workloads (<i>Form E</i>)..... | 5 |
| Project Approach (<i>Form F</i>)..... | 20 |
| Knowledge & Experience with City Systems (<i>Form G</i>)..... | 25 |
| Conflict of Interest/Minority Business (<i>Forms H1 & H2</i>)..... | 0 |
| Authorized Representative (<i>Form I</i>)..... | 0 |
| Certifications (<i>Forms J1, J2, & J3</i>)..... | 0 |
| Total | 100 |

4. Based on the above criteria, the City may elect to receive presentations from up to three short-listed firms. The City maintains the right to select from proposals and fore go presentations.
5. The presentations will be evaluated based on additional criteria that will be outlined at the time the City announces the short-listed consultants.
6. Points from the initial evaluation will not carry through to the presentation evaluations.

**REQUEST FOR QUALIFICATIONS
TO PROVIDE PROFESSIONAL ENGINEERING SERVICES
CITY OF DADE CITY, FLORIDA**

CLOSING DATE: Febraury 23, 2023- 2:00 p.m.

| | |
|-----------------------|--|
| PROJECT | CONTINUING SERVICES FOR CITY'S WASTEWATER, RECLAIMED AND POTABLE WATER SYSTEM |
| NAME OF FIRM | |
| ADDRESS | |
| | |
| PHONE NUMBER | |
| EMAIL ADDRESS | |
| CONTACT PERSON | |
| TITLE | |

FIRM INFORMATION

| | |
|--|--|
| PRIMARY SERVICES LOCATION/ADDRESS | |
| PHONE NUMBER | |
| E-MAIL ADDRESS | |
| NO. OF LICENSED PEs | |
| % WORK EXPECTED TO BE PROVIDED BY PRIME | |
| YEARS IN BUSINESS | |
| SUBCONSULTANTS LOCATION/ADDRESS | |
| PHONE NUMBER | |
| E-MAIL ADDRESS | |
| NO. OF LICENSED PROFESSIONALS | |
| SUBCONSULTANTS LOCATION/ADDRESS | |
| PHONE NUMBER | |
| E-MAIL ADDRESS | |
| NO. OF LICENSED PROFESSIONALS | |

ASSIGNED PERSONNEL AND EXPERIENCE

Please provide information on the primary team members who have been assigned to the contract for the roles and disciplines listed below.
 Note: If the project manager is also the principal-in-charge, you may write “same” in appropriate line. Changes in Key Personnel listed
 must be approved by the City.

| ROLE | NAME OF INDIVIDUAL ASSIGNED TO THE PROJECT | AFFILIATION AND LOCATION | NO. YEARS EXPERIENCE | EDUCATION, DEGREE(S) | FLORIDA ACTIVE REGISTRATIONS & NO. |
|-----------------------|--|-----------------------------|-------------------------|-------------------------|---|
| Principal-in-Charge | | | | | |
| Project Manager | | | | | |
| Project Engineer | | | | | |
| Project Modeler | | | | | |
| Electrical Engineer | | | | | |
| Construction Observer | | | | | |
| Hydrogeologist | | | | | |

PREVIOUS SIMILAR WORK COMPLETED

List up to five (5) similar wastewater/reclaimed/potable water projects completed in the State of Florida in which the proposed Project Team members have served in the same capacity during the past ten years. Please note projects that were completed while working for another firm.

| PROJECT NAME / OWNER / REFERENCE NAME / ADDRESS / PHONE | BRIEF DESCRIPTION OF PROJECT | NAME AND ROLE OF KEY PERSONNEL INVOLVED IN PROJECT | PROJECT STATUS |
|--|-------------------------------------|---|---------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

RECENT, CURRENT, AND PROJECTED WORKLOADS

Delineate your firm's recent, current, and projected workloads using the remainder of this page. Include the present and projected workloads of identified key personnel to be assigned to this contract. Provide the team members percentage of availability for City for Dade City assignments. State that the personnel listed in the submittal shall be available for and assigned to this contract.

PROJECT APPROACH

Describe in detail your firm's approach to successful completion of this project using the remainder of this page and a maximum of one additional page (8½ x 11"). Include a discussion of specialized skills, knowledge and expertise of your project team, which will be utilized to complete the project.

**KNOWLEDGE & EXPERIENCE WITH CITY WASTEWATER,
RECLAIMED AND POTABLE WATER SYSTEM**

Using the remainder of this page, provide information on your team's experience with the City of Dade City and the City's Wastewater, Reclaimed and Potable Water Systems.

CONFLICT OF INTEREST AND LITIGATION STATEMENT

The conflict of interest, litigation, and MBE statements are for informational purposes only and will not be used in the initial scoring process.

Please mark one of the following:

- To the best of our knowledge, the undersigned firm has no potential conflicts of interest due to any other clients, contracts, or property interest for this project.
- The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

Please mark one of the following:

- The undersigned firm has had no litigation on any design projects in the last five years.
- The undersigned firm, by attachment to this form, submits a summary and disposition of individual cases of litigation during the past five years.

The City reserves the right to request additional information on these subjects and also to eliminate any firm from the selection process that has material conflict(s) of interest or a history of litigation resulting from engineering errors or omissions or unethical or illegal business practices. The City Manager shall make any such determination.

MINORITY BUSINESS ENTERPRISE

State whether your firm or any firm to which you may subcontract services related to this project, is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985.

Prime Consultant: _____

Subcontracted Services: _____

**COMPANY'S REPRESENTATIVE WHO IS AUTHORIZED
TO SUBMIT THIS STATEMENT OF QUALIFICATIONS**

COMPANY NAME _____

AUTHORIZED SIGNATURE _____

NAME (PRINT OR TYPE) _____

TITLE _____

DATE _____

Drug Free Work Place Certification

AFFIDAVIT ON DRUG FREE WORK PLACE. THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to the City of Dade City by _____
(print individual's name and title) for _____,
_____, whose Federal Employer Identification Number (FEIN) is
_____.

I understand that no person or entity shall be awarded or receive a City of Dade City contract for public improvements, procurement of goods or services (including professional services), or a City lease, franchise, concession or management agreement, or shall receive a grant of City monies unless such person or entity has submitted a written certification to the City that it will provide a drug free work place by:

- (1) providing a written statement to each employee notifying such employee that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance as defined by §893.02(4), *Florida Statutes*, as the same may be amended from time to time, in the person's or entity's work place is prohibited specifying the actions that will be taken against employees for violation of such prohibition. Such written statement shall inform employees about:
 - (i) the dangers of drug abuse in the work place;
 - (ii) the person's or entity's policy of maintaining a drug free environment at all its workplaces, including but not limited to all locations where employees perform any task relating to any portion of such contract, business transaction or grant;
 - (iii) any available drug counseling, rehabilitation, and employee assistance programs; and
 - (iv) the penalties that may be imposed upon employees for drug abuse violations.
- (2) Requiring the employee to sign a copy of such written statement to acknowledge his or her receipt of same and advice as to the specifics of such policy. Such person or entity shall retain the statements signed by its employees. Such person or entity shall also post in a prominent place at all of its work places a written statement of its policy containing the foregoing elements (i) through (iv).
- (3) Notifying the employee in the statement required by subsection (1) that as a condition of employment the employee will:
 - (i) abide by the terms of the statement; and
 - (ii) notify the employer of any criminal drug statute conviction for a violation occurring in the work place no later than five (5) days after such a conviction.
- (4) Notifying the City within ten (10) days after receiving notice under subsection (3) from an employee or otherwise receiving actual notice of such conviction.
- (5) Imposing appropriate personnel action against such employee up to and including termination; or requiring such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- (6) Making a good faith effort to continue to maintain a drug free work place through implementation of sections (1) through (5) stated above.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CITY OF DADE CITY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CITY DETERMINES THAT:

- (1) Such person or entity has made false certification.
- (2) Such person or entity violates such certification by failing to carry out the requirements of sections (1), (2), (3), (4), (5), or (6); or
- (3) Such a number of employees of such person or entity have been convicted of violations occurring in the work place as to indicate that such person or entity has failed to make a good faith effort to provide a drug-free work place.

Signature

STATE OF FLORIDA
COUNTY OF _____

Sworn and subscribed before me this _____ day of _____, 2023, by

who appeared before me in person ____ (check this line if appropriate) or by online notarization ____ (check this line if appropriate) and is personally known to me ____ (check this line if appropriate) OR produced the following type of identification to prove identity:

_____.

[Print, type, or stamp commissioned name of Notary

Public] My commission expires: _____

FORM J1

PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

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

This sworn statement is submitted to the City of Dade City by _____
(print individual's name and title) for _____,
_____, whose Federal Employer Identification Number (FEIN) is
_____.

I understand that no person or entity shall be awarded or receive a City of Dade City contract for public improvements, procurement of goods or services (including professional services), or a City lease, franchise, concession or management agreement, or shall receive a grant of City monies unless such person or entity has submitted a written certification to the City that it has not:

- (1) been convicted of bribery or attempting to bribe a public officer or employee of City, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or
- (2) been convicted of an agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or
- (3) been convicted of a violation of an environmental law that, in the sole opinion of the City's project manager, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or
- (4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or
- (5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such and entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors. For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests among family members, shared organization of a business entity following the ineligibility of a business entity, or using substantially the same management, ownership, or principles as the ineligible entity.

Any person or entity who claims that the provisions of this affidavit are inapplicable to him or her or the company or business entity because a conviction or judgment has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to the City's project manager. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the City.

I UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS OR TERMINATION OF CONTRACT, OR BOTH, IF THE CONTRACTING OFFICER OR THE CITY DETERMINES THAT SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.

Signature

STATE OF FLORIDA
COUNTY OF _____

Sworn and subscribed before me this _____ day of _____, 2021, by

who appeared before me in person ____ (check this line if appropriate) or by online notarization ____ (check this line if appropriate) and is personally known to me ____ (check this line if appropriate) OR produced the following type of identification to prove identity:

_____.

[Print, type, or stamp commissioned name of Notary

Public] My commission expires: _____

FORM J2

SWORN STATEMENT ON SCRUTINIZED COMPANIES CERTIFICATION

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

This sworn statement is submitted to the City of Dade City by _____
(print individual's name and title) for _____,
_____, whose Federal Employer Identification Number (FEIN) is
_____.

I understand that no person or entity shall be awarded or receive a contract for public improvements, procurement of goods or services (including professional services), or a lease, franchise, concession, or management agreement, or shall receive a grant of public monies unless such person or entity complies with Section 287.135, *Florida Statutes*.

Specifically, Section 287.135, *Florida Statutes*, states in pertinent part: "A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with an agency or local governmental entity for goods or services of: (a) Any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725, or is engaged in a boycott of Israel; or (b) One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company: 1. Is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473; or 2. Is engaged in business operations in Cuba or Syria."

By signing this sworn statement, a bidder/proposer: (i) certifies the company is not in violation of Section 287.135, *Florida Statutes*, and shall not be in violation at the time the company enters into or renews any resulting contract; and (ii) agrees any such resulting contract shall be deemed to contain a provision that allows the City, at its option, to terminate such contract for cause if the company is found to have submitted a false certification, been placed on one or any of the foregoing Lists, been engaged in a boycott of Israel, or been engaged in business operations in Cuba or Syria.

Signature

STATE OF FLORIDA
COUNTY OF _____

Sworn and subscribed before me this _____ day of _____, 2023, by

who appeared before me in person ____ (check this line if appropriate) or by online notarization ____ (check this line if appropriate) and is personally known to me ____ (check this line if appropriate) OR produced the following type of identification to prove identity:

[Print, type, or stamp commissioned name of Notary

Public] My commission expires: _____

FORM J3