

***Request for Qualifications***

***RFQ # 466-11799***

**Wastewater Conveyance System Long-Term Rehabilitation Program**



***City of Fort Lauderdale***

**Issued on behalf of: THE PUBLIC WORKS DEPARTMENT**

**Procurement Services Division  
Althea Pemsel, Senior Procurement Specialist  
Fort Lauderdale City Hall  
100 N. Andrews Avenue, 6<sup>th</sup> Floor  
Fort Lauderdale, Florida 33301  
[www.fortlauderdale.gov](http://www.fortlauderdale.gov)**

**Submission Deadline**

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**Day/Date: September 13<sup>th</sup>, 2016  
Time: 2:00 PM EST  
Location: Fort Lauderdale City Hall  
Procurement Services Division  
100 N. Andrews Avenue, #619  
Fort Lauderdale, FL 33301**

## **Section 1 -Introduction to Request for Qualifications**

1.1 The City of Fort Lauderdale, FL (City), through its Procurement Services Division invites Contractors that provide underground construction services to submit Statements of Qualifications (SOQs) for the wastewater conveyance system long-term rehabilitation program that meet the requirements of this Request for Qualifications (RFQ). The goal of the City is to award to more than one qualified Contractor through this RFQ. The successful proposers of this RFQ will enter into a professional contract with the City which binds Contractor to bid on projects related specifically to the Wastewater Conveyance System Long-Term Rehabilitation Program. The Contractor(s) who meets the City's needs, including but not limited to, time and budget constraints will be awarded the work and enter into a service agreement with the City. During construction, Contractors will be evaluated on their work performance. Contractors who meet the City's performance standards will be given the opportunity to continue to perform related services for the City. These services are described in greater detail in Section 2 – Scope of Services.

### **1.2 BIDSYNC:**

The City of Fort Lauderdale will use BIDSYNC ([www.bidsync.com](http://www.bidsync.com)) to distribute this RFQ. There is no charge to proposer to register and download the RFQ from BIDSYNC. SOQs must be submitted in a sealed envelope marked on the outside with the RFQ number to the City of Fort Lauderdale, at the address indicated in SECTION 3 – SUBMITTAL REQUIREMENTS.

### **1.3 INFORMATION AND CLARIFICATION**

For information concerning procedures for responding to this RFQ, technical specifications, etc., utilize the question and answer feature provided by BidSync. Such contact shall be for clarification purposes only. Material changes, if any, to the scope of services or bidding procedures will only be transmitted by written addendum (See addendum section of BidSync Site). No variation in Scope or conditions shall be permitted based upon a claim of ignorance. Submission of a SOQ will be considered evidence that the proposer has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required.

### **1.4 LOBBYIST ORDINANCE**

Any contractor submitting a response to this solicitation is responsible for being aware of, and complying with City of Fort Lauderdale Ordinance No. 00-27, Lobbying Activities. A copy of Ordinance No. C-00-27 may be obtained from the City Clerk's Office on the 7<sup>th</sup> floor of City Hall, 100 N. Andrews Avenue, Fort Lauderdale, FL, or the ordinance may be viewed on the City's website at <http://www.fortlauderdale.gov/departments/city-clerk-s-office/lobbyist-information>. If you have questions concerning whether you may or may not need to comply with said ordinance, please contact the City of Fort Lauderdale City Clerk's Office at 954-828-5002.

### **1.5 AWARD OF CONTRACT**

A Contract (the "Agreement") will be awarded in accordance with Florida Statutes, by the City Commission. The City reserves the right to execute or not execute, as applicable, a contract with the contractor(s) that is determined to be in the City's best interests. The Agreement is provided herein as an attachment to this RFQ. The City reserves the right to award a contract to more than one contractor as is in the City's best interest.

### **1.6 UNAUTHORIZED WORK**

The successful contractor(s) shall not begin work until a Contract has been awarded by the City Commission and a notice to proceed has been issued. Contractor(s) agree and understand that the issuance of a Purchase Order and/or Task Order shall be issued and provided to the contractor(s)

following Commission award; however, receipt of a purchase order and/or task order shall not prevent the contractor(s) from commencing the work once the City Commission has awarded the contract and notice to proceed is issued.

#### 1.7 INSTRUCTIONS

Careful attention must be given to all requested items contained in this RFQ. Contractors are invited to submit responses in accordance with the requirements of this RFQ. Please read entire solicitation before submitting SOQs. Contractors must provide a response to each requirement of the RFQ. Responses should be prepared in a concise manner with an emphasis on completeness and clarity. Contractor's notes, exceptions, and comments may be rendered on an attachment, provided the same format of this RFQ text is followed. All Responses shall be submitted in a sealed envelope or package with the RFQ number and opening date clearly noted on the outside of the envelope.

#### 1.8 CHANGES AND ALTERATIONS

Contractor may change or withdraw their SOQ at any time prior to RFQ submission deadline; however, no oral modifications will be allowed. Modifications shall not be allowed following the RFQ deadline.

#### 1.9 SUB-CONTRACTORS

A Sub-Contractor is an individual or firm contracted by the contractor's firm to assist in the performance of services required under this RFQ. A Sub-contractor shall be paid through contractor and not paid directly by the City. The City retains the right to accept or reject any Sub-contractor proposed in the response of successful contractor(s) or prior to contract execution. Any and all liabilities regarding the use of a Sub-contractor shall be borne solely by the successful contractor and insurance for each Sub-contractor must be maintained in good standing and approved by the City throughout the duration of the Contract. Neither successful contractor nor any of its sub-contractors are considered to be employees or agents of the City. Failure to list all sub-contractors and provide the required information may disqualify any proposed sub-contractor from performing work. Contractor shall obtain written approval of Project Manager prior to changing or modifying the list of sub-contractors.

#### 1.10 DISCREPANCIES, ERRORS AND OMISSIONS

Any discrepancies, errors, or ambiguities in the RFQ or addenda (if any) should be reported in writing to the City's Procurement Services Division. Should it be necessary, a written addendum will be incorporated to the RFQ. The City will not be responsible for any oral instructions, clarifications, or other communications.

#### 1.11 DISQUALIFICATION

The City reserves the right to disqualify responses before or after the submission date, upon evidence of collusion with intent to defraud or other illegal practices on the part of the contractor. It also reserves the right to waive any immaterial defect or informality in any Responses, to reject any or all Responses in whole or in part, or to reissue a RFQ.

#### 1.12 QUALIFICATIONS

Contractors shall possess sufficient financial support, equipment and organization to insure that it can satisfactorily perform the services if awarded a Contract. Contractors must demonstrate that they, or the project managers assigned to the project, have successfully provided services with similar magnitude to those specified in the scope of services to other municipalities similar in size and complexity to the City of Fort Lauderdale or can demonstrate they have the experience with large scale private sector clients and the managerial and financial ability to successfully perform the work.

Contractors shall satisfy each of the following requirements cited below. Failure to do so may result in the RFQ being deemed non-responsive.

**Licenses/Certifications and Specific Experience Required:**

- 1) Contractor must possess an underground utility and excavation license, or a Broward County primary pipeline license, and/or a Certified General Contractor's license;
- 2) The CCTV Operator must possess NASSCO (National Association of Sewer Service Companies) PACP (Pipeline Assessment & Certification Program)/LACP (Lateral Assessment & Certification Program)/MACP (Manhole Assessment & Certification Program) certifications;
- 3) The material and installation practices for sewer service lateral shall, at a minimum, adhere to the requirements of ASTM F2561-11 – Standard Practice for Rehabilitation of a Sewer Service Lateral and its Connection to the Main Using a One-Piece Main and Lateral Cured-in Place Liner; the liner assembly shall meet the ASTM F1216 and ASTM D5813 requirements;
- 4) Contractor and/or approved subcontractor must have experience installing full wrap, one piece lateral connection utilizing a compression O-ring gasket;
- 5) The City requires experience in installing the following products or approved equal: Insignia End Seals by LMK Enterprises, AV-202 multigrout, and Inliner Technologies, Insituform, or National liner. An equal product must be submitted for approval and must have a minimum of 500,000 linear feet or 2,000 manhole-to-manhole line sections of documented successful wastewater collection system installation in the U.S. and 250,000 linear feet of product shall have been in successful service within the State of Florida for a minimum of five (5) years. Third party test results with data supporting the long term performance and structural strength of the product(s) proposed shall be reviewed by the City. Test samples shall be prepared so as to simulate installation methods and trauma of the product. No product will be approved without independent third party testing verification;
- 6) The installer(s) of the contractor and/or subcontractor must document 100,000 linear feet of lateral liner installation with 10,000 linear feet occurring in the State of Florida, 40,000 mainline/lateral connections with 4,000 of them occurring in the State of Florida, 25 stack single or double wye lateral installations, and 500 lateral transitions with 100 installations occurring within the State of Florida. Additionally, the installer must have successfully installed at least 500,000 feet of the mainline product(s) preferred by the City in wastewater collection systems with 250,000 feet installed in Florida.

**1.13 RESPONSES**

Sealed responses will be accepted in accordance with the schedule detailed on the cover of this RFQ. After that date and time, the City reserves the right to increase or decrease the pool of contractors by permitting additional SOQs. The contractor shall file all documents necessary to support its SOQs and shall include them with its RFQ. Contractors shall be responsible for the actual delivery of responses during business hours to the exact address indicated on the cover and in the RFQ.

**1.14 INSURANCE**

Contractor will be required and shall require all of its sub-contractors to provide, pay for, and maintain in force at all times during the term of an agreement, such insurance, including, Workers' Compensation Insurance, Comprehensive General or Commercial Liability Insurance, Business Automobile Liability Insurance, and Employer's Liability Insurance as stated below.

Companies authorized to do business in the State of Florida and having agents upon whom service of process may be made in the State of Florida shall issue such policy or policies. Contractor shall specifically protect City and the City Commission by naming City and the City Commission as additional insured under the Comprehensive Liability Insurance policy hereinafter described.

- a) 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, for the benefit of the Consultant's employees.
- b) Sub-contractors shall provide Commercial General Liability coverage acceptable to the Project Manager and City's Risk Manager. Sub-contractors eligible for professional liability coverage shall be required to provide professional liability coverage acceptable to the project manager and City's Risk Manager on a task order by task order basis.
- c) The contractor shall provide the Risk Manager of the City an original certificate of insurance for policies required by Article 11.10. All certificates shall state that the City shall be given ten (10) days prior to cancellation or modification of any stipulated insurance. The insurance provided shall be endorsed or amended to comply with this notice requirement. In the event that the insurer is unable to accommodate, it shall be the responsibility of the contractor to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested and addressed to the Procurement Services Division. Such policies shall: (1) name the insurance company or companies affording coverage acceptable to the City, (2) state the effective and expiration dates of the policies, and (3) include special endorsements where necessary. Such policies provided under Article 11 shall not be affected by any other policy of insurance, which the City may carry in its own name.
- d) Contractor shall as a condition precedent of this Agreement furnish to the City of Fort Lauderdale, c/o Procurement Services Division, 100 N. Andrews Avenue, #619, Fort Lauderdale, FL 33301, certificate(s) of insurance upon execution of this Agreement which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

#### COMMERCIAL GENERAL LIABILITY

##### A. Limits of Liability:

Bodily Injury and Property Damage Liability	
Combined Single Limit	
Each Occurrence	\$1,000,000
General Aggregate Limit	\$2,000,000
Personal Injury	\$1,000,000
Products/Completed Operations	\$1,000,000

##### B. Endorsements Required:

- City of Fort Lauderdale included as an Additional Insured
- Employees included as insured
- Broad Form Contractual Liability
- Waiver of Subrogation
- Premises/Operations
- Products/Completed Operations
- Independent Contractors

## POLLUTION LIABILITY

Each occurrence	\$1,000,000
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## AUTOMOBILE BUSINESS

A. Limits of Liability:

**Bodily Injury and Property Damage Liability**  
**Combined Single Limit**                    **\$1,000,000**  
**Any Auto**  
**Including Hired, Borrowed or Non-Owned Autos**

B. Endorsements Required:

## Waiver of Subrogation

## WORKERS' COMPENSATION

Limits of Liability: Statutory-State of Florida

The above insurance requirements are only required to be carried by the contractor during the term of the assigned Project and provided upon award of the task order.

The City is required to be named as additional insured under the Commercial General Liability insurance policy. BINDERS ARE UNACCEPTABLE. The insurance coverage required shall include those classifications, as listed in standard liability insurance manuals, which most nearly reflect the operations of the contractor. Any exclusions or provisions in the insurance maintained by the contractor that precludes coverage for the work contemplated in an agreement shall be deemed unacceptable, and shall be considered a breach of contract.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The Company must be rated no less than “A” as to management, and no less than “Class X” as to financial strength, by the latest edition of A. M. Best’s Key Rating Insurance Guide which holds a valid Florida Certificate of Authority issued by the State of Florida, Department of Insurance, and are members of the Florida Guarantee Fund.

NOTE: CITY CONTRACT NUMBER MUST APPEAR ON EACH CERTIFICATE.

Compliance with the foregoing requirements shall not relieve the contractor of his liability and obligation under this section or under any other section of this Agreement.

The contractor shall be responsible for assuring that the insurance certificates required in conjunction with this section remain in force for the duration of the project. If insurance certificates are scheduled to expire during the contractual period, the contractor shall be responsible for submitting new or renewed insurance certificates to the City at a minimum of thirty (30) calendar days in advance of such expiration.

By submitting a RFQ each contractor is confirming that the firm has not been placed on the convicted vendors list as described in Section §287.133 (2) (a) Florida Statutes.

The contractor acknowledges that they have read the above information and agrees to comply with all the above RFQ requirements

#### 1.15 CONTRACTOR'S COSTS

The City shall not be liable for any costs incurred by contractors in responding to this RFQ.

#### 1.16 RFQ DOCUMENTS

The contractor shall examine this RFQ carefully. The submission of qualifications shall be prima facie evidence that the contractor has full knowledge of the scope, nature, and quality of the work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed. Ignorance of the requirements will not relieve the contractor from liability and obligations under the Contract.

#### 1.17 SCRUTINIZED COMPANIES LIST

In accordance with Section 287.135 Florida Statutes as amended, any company, principals, or owners listed on the Scrutinized Companies with Activities in Sudan List or listed on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or engaged in business operations in Cuba or Syria are prohibited from submitting a bid, SOQ or response to a City of Fort Lauderdale solicitation for goods or services in an amount equal to or greater than \$1 million. Therefore, if applicable, each company submitting a bid, SOQ or response to a solicitation must certify to the City that it is not on either list at the time of submitting a bid, SOQ or response. The City may terminate this Contract at the City's option if the Consultant is found to have submitted a false certification as provided under subsection (5) of Section 287.135, Florida Statutes, as may be amended or revised, or been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or has engaged in business operations in Cuba or Syria.

By submitting a RFQ, the company, principals, or owners certify that they are not listed on the Scrutinized Companies with Activities in Sudan List or listed on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or is engaged in business operations in Cuba or Syria.

#### 1.18 LOCAL BUSINESS PREFERENCE

(THIS SECTION INTENTIONALLY LEFT BLANK)

#### 1.19 CONTRACT AGREEMENT

Any subsequent contract will be subject to the Agreement included as an attachment and made a part of this RFQ. By submitting SOQs each contractor is confirming that the firm has not been placed on the convicted vendors list as described in Florida Statue §287.133 (2) (a). The contractor acknowledges that they have read the above information and agrees to comply with all the above RFQ requirements.

#### 1.20 WARRANTY

Contractor will be requested to provide warranties for the materials and installations. These warranties may be extended warranties beyond the industry standard. All warranties implied or otherwise can be no less than industry standard.

## Section 2 Scope of Services

2.1 The City of Fort Lauderdale is seeking the services of qualified contractor(s) to provide sanitary sewer rehabilitation for a continuing contract for the wastewater conveyance system long-term rehabilitation program and shall include, but not be limited to, the following services on an as-needed basis as authorized by individual task orders for individual projects which includes the sanitary sewer rehabilitation of the conveyance systems for pump stations A-7, A-18, A-19, A-21, D-37, D-43, B -1, B-2, B-6 and B-13.

### **Anticipated Potential Projects:**

<b>Project #'s</b>	<b>Project Description</b>
11991	Down Town Sewer Basin PS A-7 Rehabilitation gravity sewers, laterals, manholes, clean outs
12055	Basin A-18 Sanitary Sewer Collection System Rehabilitation gravity sewers, laterals, manholes, clean outs
11563	Victoria Park Sewer Basin A-19 Rehabilitation gravity sewers, laterals, manholes, clean outs
12049	Flagler Heights Sewer Basin A-21 Rehabilitation gravity sewers, laterals, manholes, clean outs
FY20150214	Las Olas Isles Basin D-37 Rehabilitation gravity sewers, laterals, manholes, clean outs
11566	Rio Vista Sewer Basin D-43 Rehabilitation gravity sewers, laterals, manholes, clean outs
11565	Coral Ridge Club Estates Sewer Basin B-1 Rehabilitation gravity sewers, laterals, manholes, clean outs
11864	Bermuda Riviera Sewer Basin B-2 Rehabilitation gravity sewers, laterals, manholes, clean outs
11664	Basin B-6 Sanitary Sewer System Rehabilitation gravity sewers, laterals, manholes, clean outs
11865	Coral Ridge Isles Sewer Basin B-13 Rehabilitation gravity sewers, laterals, manholes, clean outs
12210	Annual Sewer Repair Contract



This list shall not be construed as an exclusive list of activities that successful contractor(s) may be engaged in. The City shall have the right, in its sole and absolute discretion, to require additional services that are consistent with the scope of services with contractors that meet the licenses/certifications and specific experience required under this RFQ.

The work includes, but is not limited to, providing all labor, equipment, materials and ancillary items required for rehabilitation of mainline sewers, lateral connections, manholes, point repairs, as well as installations of clean outs and road and sidewalk restoration as required and directly related to all sewer repairs. Furthermore, the work also includes pre and post CCTV inspection, flow monitoring, flow bypass, traffic control, and related operations resulting in complete and satisfactory rehabilitation of the wastewater collections systems for the above mentioned sewer areas, or other additional areas at the City's sole discretion.

## 2.2 Construction Contractor Performance Assessment Procedure

The Project Manager, Project Inspector, and Senior Project Manager will meet on an as needed basis and evaluate Contractor performance. Rankings of 1 (non-compliance) will require supporting annotation detailing the basis of decision. A Contractor's ranking will range from 1 (complete non-compliance) to 4 (full-compliance) per each category.

Performance rankings will become part of the formal program and is to be the basis for recommendation for performance correction actions on the part of the Contractor. A ranking of less than 70% of full compliance or 14 points will be considered unacceptable. Results and the need for corrective action will be discussed with the Construction Contractor's Project Superintendent. The contractor shall have no more than 60 days to bring the score above 16 (80%) or the contractor may be removed from issuance of future task orders on the project.

When an additional Task Order is being considered for assignment, the Project Manager will meet with the Program Senior Project Manager and the Assistant City Engineer to make a recommendation on the award of subsequent work. An average total ranking of less than 70% may be considered unacceptable although continued improvement and the specific nature of the project may be taken into consideration. The decision to recommend or to not recommend award of subsequent work will be based upon the following criteria:

Quality of Work: Contractor maintains site access and meets MOT requirements. Contractor completes construction according to technical specifications. Completed work requires minimal rework. Contractor performs rework within 30 days for most items or the same day if the rework directly affects a resident's ability to utilize sanitary sewer service in their home. Work is performed using specified and approved materials. Contractor is available for testing when scheduled.

Safety: Contractor is in compliance with all required laws, ordinances and procedures. Contractor implements controls to protect the public.

Responsiveness: Contractor notifies the proper authorities on any affected utilities prior to commencing work. Contractor provides advanced notice of any utility shutdowns that disturb the public and utilize neighborhood flyers and door hangers in the City approved format. Contractor provides timely restoration in accordance with contract provisions. Contractor is prompt in efforts to resolve customer complaints.

Administrative: Contractor provides daily logs to the inspector after each work day. Contractor provides post CCTV data within 2 weeks of lining. Contractor submits complete schedules prior to

commencement of work in MS project format. Contractor submittals are complete, timely, accurate, and use the appropriate forms. Contractor submits accurate pay applications.

Coordination: Contractor provides experienced supervision on project site. Contractor cooperates with other contractor activity in the project area. Contractor verifies utility locations. Contractor coordinates all subcontracted work. Contractor manages site drainage and dewatering in accordance with the contract requirements.

NOTE: The Contractor Performance Evaluation Form is attached as Exhibit 1.

## **Section 3 Submittal Requirements**

The following information and documents are required to be provided with Contractors response to this RFQ. Failure to do so may deem your SOQ non-responsive.

### **3.1 SUBMISSION REQUIREMENTS / NUMBER OF COPIES**

SOQs shall be submitted and received on or before **2:00 P.M., EST, on September 13<sup>th</sup>, 2016** One (1) bound original and three (3) bound copies, plus one (1) flash drive of your SOQ is to be delivered to: City of Fort Lauderdale, City Hall, Division of Procurement Services, 100 N. Andrews Avenue, Room 619, Fort Lauderdale, FL 33301. It is the sole responsibility of the contractor to ensure the SOQs are received on or before the date and time stated and the specified number of copies and in the format stated herein or your SOQ may be rejected.

### **3.2 CONTENTS OF QUALIFICATION STATEMENT / SUBMITTALS: (Indexed in the order listed)**

The City prefers that responses to this RFQ be no more than 50 pages (50 sheets of paper double-sided if practical, be bound in a soft cover binder and utilize recyclable materials as much as practical, elaborate binders are not necessary or desired). Please place the flash drive in an envelope.

The selected contractor(s) shall demonstrate a proven track record of providing all labor, equipment, materials and ancillary items required for rehabilitation mainline sewers, lateral connections, manholes, point repairs. Also installations of clean outs and road and sidewalk restoration services for similar projects, and shall demonstrate a thorough understanding of the necessary work as described in this RFQ.

#### **1. Table of Contents**

The table of contents should outline in sequential order the major areas of the submittal, including enclosures. All pages should be consecutively numbered and correspond to the Table of Contents.

#### **2. Contractors Contact Information**

Provide contractor's full legal name, what year the company was organized as a legal entity in State of Florida i.e. Corp, Partnership, LLC, principal address, registered agent name and officer/director name(s) and titles, point of contact information (name, phone, fax, and email addresses).

#### **3. Qualifications of the Firm**

Submit the following documentation that demonstrates the contractor's ability to satisfy all of the SOQ requirements:

- a) Company hierarchy organizational chart indicating employee name, title, years of employment with your company, and identify key personnel and role in the project;
- b) Copy of all active licenses and/or certifications;
- c) Indicate your company's ability to comply with insurance requirements. Provide previous certificate or other evidence listing the insurance companies and the dollar amounts of the coverage (including any installer and subcontractor certifications if applicable);
- d) Indicate your company's years of experience in providing construction services as it relates specifically to sanitary sewer rehabilitation. List a minimum of three (3) projects in the past five (5) years of successful wastewater collection and distribution system rehabilitation that satisfy the Specific Experience Requirements (Section 1.12 Qualifications). Include the following project information:
  - 1) Title of project;
  - 2) Location of project;
  - 3) Client name/owner's representative name, address, phone, and email;
  - 4) Date project started and completed or is anticipated to be completed; point of contact name and organization which contracted the service who is familiar with the project including phone and email;
  - 5) Original project budget vs final cost;
  - 6) Principle elements and special features of this project;
  - 7) Identify the following for each project (if applicable):
    - Products/material used
    - Linear footage of mainlines
    - Number of manholes rehabilitated
    - Linear foot of laterals rehabilitated
    - Experience with rehabilitation of single and/or double wye laterals
    - Present status of project

**Note: Contractors can include City of Fort Lauderdale projects as part of experience and total quantity counts.**

- e) To be considered for award of this RFQ, the proposer must submit a financial statement upon request.
- f) Indicate minority or woman owned business on form provided.

#### **4. Qualifications of Team**

Submit the following documentation that demonstrates the contractor's ability to satisfy all of the qualification requirements:

- a) List proposed team members preferably where multiple team members worked together in the past five (5) years on similar projects:
  - Name and title of each proposed team member;
  - Years of experience;
  - Area of responsibility;
  - Project(s) worked on – include client name/owner's representative name, project title, location, start/completion date, brief description of work including documented installation types and quantity;
  - Licenses and certifications.

- b) Indicated what percentage of the work are you able to self-perform as the prime contractor.
- c) Identify any proposed subcontractors – include name of company, summary of their background and qualifications, location of place of business, service the subcontractor will provide, and contact person name, phone, and email (the City retains the right to accept or reject any subcontractor proposed).

## **5. Approach to Scope of Work**

- a) Provide a statement of the contractors understanding of the project and methodology and approach to managing the long-term project;
- b) Provide information on your company's workload and describe how this long-term rehabilitation program will fit into your workload;
- c) Describe available facilities, technological capabilities and other available resources you offer for the project;

## **6. References**

References should be of projects with similar scope as listed in this RFQ. Include a minimum of three (3) references. Information should include:

- Client/Owner Name, address, contact person, phone and fax numbers, and email;
- Project title;
- Year the project was completed.

**Do not include City of Fort Lauderdale employees as references.**

## **7. Contract Forms**

- Prime Contractor Identification Form
- Contract Payment Method
- Trench Safety
- Non-Collusion Statement
- Construction Bid Certification
- E-Verify Affirmation Statement
- Copies of Licenses and Certifications
- Sample Insurance Certificate
- Copy of legal entity in the State of Florida ([www.sunbiz.org](http://www.sunbiz.org))

## Section 4 Evaluation Process

### 4.1 EVALUATION PROCEDURE

#### **Committee**

Evaluation of the submittals will be conducted by an Evaluation Committee, consisting of a minimum of three (3) members of City Staff, or other persons selected by the City Manager or designee. All committee members must be present at scheduled evaluation meetings. Submittals shall be evaluated based upon the information and references contained in the Proposals as submitted.

#### **Review of Qualifications**

Upon receipt of proposals by the time specified, the City shall review the proposals of the Contractor's submitting same considering such factors as: the qualifications of company; past performance; ability to meet time and budget requirements; locations of contractor offices; recent, current and projected workloads of the contractors; and, other factors relevant to the project.

#### **Scoring and Ranking**

The City uses a mathematical formula to determine the scoring for each individual responsive and responsible contractor based on the weighted criteria stated herein. Each evaluation committee member will rank each firm by criteria, giving their first ranked firm as number 1, the second ranked firm as number 2, and so on. The lowest final ranking score will determine the recommendation by the evaluation committee to the City Manager. If it's determined by the Evaluation Committee to short list the proposers, contractors will be required to provide a brief public presentation to the Committee for final recommendation ranking. The city will not be liable for any costs incurred by the contractor in connection with such presentation. The recommendation by the evaluation committee to the City Manager will be the top ranked contractor(s).

The Evaluation Committee shall forward their recommendation to the City Manager in rank order which the Evaluation Committee deems to be in the best interest of the City. The City Commission shall be requested to authorize staff to enter into contract with the top ranked contractors.

#### **Evaluation Criteria**

Criteria	Percentage
Qualifications of Firm	25%
Qualifications of Project Team	20%
Approach to Scope of Work	15%
Previous Similar Projects	30%
References	10%