

## **Solicitation 12226-996**

### **Breakers Avenue Streetscape Project**

#### **Bid Designation: Public**



**City of Fort Lauderdale**

## Bid 12226-996

### Breakers Avenue Streetscape Project

Bid Number 12226-996  
 Bid Title Breakers Avenue Streetscape Project

Bid Start Date Nov 21, 2018 4:43:37 PM EST  
 Bid End Date Dec 28, 2018 2:00:00 PM EST  
 Question & Answer End Date Dec 11, 2018 5:00:00 PM EST

Bid Contact Jim Hemphill  
 Sr. Procurement Specialist  
 Procurement Department  
 954-828-5143  
 jhemphill@fortlauderdale.gov

Pre-Bid Conference Dec 5, 2018 10:00:00 AM EST  
 Attendance is optional  
 Location: City of Fort Lauderdale Transportation and Mobility Building  
 290 NE 3rd Ave. - Fort Lauderdale FL 33301 1st floor Conf. Room

#### Addendum # 1

New Documents Addendum 1.pdf

Changes were made to the following items:  
 Breakers Avenue Streetscape Project

#### Addendum # 2

New Documents Addendum 2.doc

Previous End Date Dec 18, 2018 2:00:00 PM EST New End Date Dec 28, 2018 2:00:00 PM EST

#### Addendum # 3

New Documents Addendum 3.pdf

Changes were made to the following items:  
 Breakers Avenue Streetscape Project

#### Description

The City of Fort Lauderdale is seeking a qualified team of professionals to prepare engineering plans for the construction of

streetscape and infrastructure improvements on Breakers Avenue between Riomar and Vistamar Streets. The City envisions Breakers Avenue as a showcase project in multi-modal transportation, safety, sustainability, and accessibility for all users. The scope of work includes, but is not limited to: topographical survey, geotechnical testing, sub-surface utility exploration, roadway design, landscape, irrigation and lighting design, infrastructure (stormwater, water, and sewer) capacity analysis stakeholder engagement, construction sequencing, coordination with utility owners, construction engineering and inspections.

**Added on Nov 29, 2018:**

Addendum #1 has been added to the Documents Page

**Added on Dec 17, 2018:**

Addendum 3 has been added

**Addendum # 1**

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**Addendum # 3**

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## Section I – Introduction and Information

### 1.1 Purpose

The City of Fort Lauderdale, FL (City) is actively seeking qualified, experienced, and licensed firm(s) to provide Engineering Services as further described in Section III – Scope of Services. Those firms who are interested in submitting Statements of Qualification (SOQ) in response to this Request for Qualifications (RFQ) shall comply with Section IV– Submittal Requirements.

### 1.2 Submission Deadline

Sealed responses shall be delivered during the City's normal business hours in a sealed envelope and addressed to the City of Fort Lauderdale Procurement Services Division, 100 N. Andrews Avenue, #619, Fort Lauderdale, FL 33301 (City Hall) no later than date and time indicated, at which time and place the responses will be publicly opened and the names of the firms will be read. After the deadline, responses will not be accepted. Firms are responsible for making certain that their proposal is received at the location specified by the due date and time. The City of Fort Lauderdale is not responsible for delays caused by any mail, package or courier service, including the U.S. mail, or caused by any other occurrence or condition. The City's normal business hours are Monday through Friday, 8:00 a.m. through 5:00 p.m. excluding holidays observed by the City.

### 1.3 Pre-Proposal Meeting

There will be a pre-proposal conference and/or site visit scheduled for this Request for Qualifications. It is strongly suggested that all Contractors attend the pre-proposal conference and/or site visit.

While attendance is not mandatory, tours at other times might not be available. It is the sole responsibility of the Contractor to become familiar with the scope of the City's requirements and systems prior to submitting a proposal. No variation in price or conditions shall be permitted based upon a claim of ignorance. It is strongly suggested that all proposers attend the pre-proposal meeting and/or site visit. Submission of a proposal will be considered evidence that the proposer has familiarized themselves with the nature and extent of the work, equipment, materials, and labor required.

### 1.4 BIDSYNC

The City of Fort Lauderdale uses BIDSYNC ([www.bidsync.com](http://www.bidsync.com)) to administer the competitive solicitation process, including but not limited to soliciting responses, issuing addenda, posting results and issuing notification of an intended decision. There is no charge to register and download the RFQ from BIDSYNC. Proposers are strongly encouraged to read the various vendor Guides and Tutorials available in BIDSNYC well in advance of their intention of submitting a response to ensure familiarity with the use of BIDSYNC. The City shall not be responsible for an Offeror's inability to submit a response by the end date and time for any reason, including issues arising from the use of BIDSYNC. All inquiries concerning this RFQ, questions, and requests for additional information shall be sent via the BIDSNYC question and answer feature.

### 1.5 Point of Contact

City of Fort Lauderdale, Procurement Services Division  
Attn: James Hemphill – Asst. Mang. Procurement and Contracts  
100 N. Andrews Avenue, 6<sup>th</sup> Floor  
Fort Lauderdale, FL 33301  
PH: (954) 828-5143 E-mail: [jhemphill@fortlauderdale.gov](mailto:jhemphill@fortlauderdale.gov)

## **Section II – General Terms and Conditions**

### **2.1 Addenda, Changes, and Interpretations**

It is the sole responsibility of each firm to notify the Buyer utilizing the question / answer feature provided by BIDSYNCR and request modification or clarification of any ambiguity, conflict, discrepancy, omission or other error discovered in this competitive solicitation. Requests for clarification, modification, interpretation, or changes must be received prior to the Question and Answer (Q & A) Deadline. Requests received after this date may not be addressed. Questions and requests for information that would not materially affect the scope of services to be performed or the solicitation process will be answered within the question / answer feature provided by BIDSNYC and shall be for clarification purposes only. Material changes, if any, to the scope of services or the solicitation process will only be transmitted by official written addendum issued by the City and uploaded to BIDSYNCR as a separate addendum to the Request for Qualifications (RFQ). Under no circumstances shall an oral explanation given by any City official, officer, staff, or agent be binding upon the City and should be disregarded. All addenda are a part of the competitive solicitation documents and each firm will be bound by such addenda. It is the responsibility of each to read and comprehend all addenda issued.

### **2.2 Changes and Alterations**

Consultant may change or withdraw a Statement of Qualifications (SOQ) at any time prior to SOQ submission deadline; however, no oral modifications will be allowed. Modifications shall not be allowed following the SOQ deadline.

### **2.3 Consultants' Costs**

The City shall not be liable for any costs incurred by consultants in responding to this RFQ, including costs incurred in connection with evaluation and award proceedings.

### **2.4 Mistakes**

The consultant shall examine this RFQ carefully. The submission of a SOQ shall be prima facie evidence that the consultant 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 consultant from liability and obligations under the Contract.

### **2.5 Acceptance of Responses / Minor Irregularities**

**2.5.1** The City reserves the right to accept or reject any or all responses, part of responses, and to waive minor irregularities or variances to specifications contained in responses which do not make the response conditional in nature and minor irregularities in the solicitation process. A minor irregularity shall be a variation from the solicitation that does not affect the price of the contract or does not give a respondent an advantage or benefit not enjoyed by other respondents, does not adversely impact the interests of other firms or, does not affect the fundamental fairness of the solicitation process. The City also reserves the right to reissue a Request for Qualifications.

**2.5.2** The City reserves the right to disqualify Consultant during any phase of the competitive solicitation process and terminate for cause any resulting contract upon evidence of collusion with intent to defraud or other illegal practices on the part of the Consultant.

**2.6 Responsiveness**

In order to be considered responsive to the solicitation, the firm's response shall fully conform in all material respects to the solicitation and all of its requirements, including all form and substance.

**2.7 Responsibility**

In order to be considered as a responsible firm, firm shall be fully capable to meet all of the requirements of the solicitation and subsequent contract, must possess the full capability, including financial and technical, to perform as contractually required, and must be able to fully document the ability to provide good faith performance.

**2.8 Minimum Qualifications**

Firms shall be in the business of Civil Engineering and must possess sufficient licenses, certifications, financial support, equipment and organization to insure that it can satisfactorily perform the services if awarded a Contract.

**2.8.1** Firm or principals shall have no record of judgments, pending lawsuits against the City or criminal activities involving moral turpitude and not have any conflicts of interest that have not been waived by the City Commission.

**2.8.2** Neither Firm nor any principal, officer, or stockholder shall be in arrears or in default of any debt or contract involving the City, (as a party to a contract, or otherwise); nor have failed to perform faithfully on any previous contract with the City.

**2.9 Lobbyist Ordinance**

ALL CONSULTANTS PLEASE NOTE: Any contractor submitting a response to this solicitation must comply, if applicable, with City of Fort Lauderdale Ordinance No. C-11-42 & Resolution No. 07-101, Lobbying Activities. Copies of Ordinance No. C-11-42 and Resolution No. 07-101 may be obtained from the City Clerk's Office on the 7th Floor of City Hall, 100 N. Andrews Avenue, Fort Lauderdale, Florida. The ordinance may also be viewed on the City's website at <http://www.fortlauderdale.gov/home/showdocument?id=6036>.

**2.10 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 (2011), 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 bid, SOQ or response, 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.

**2.11 Public Entity Crimes**

Contractor, by submitting a proposal attests she/he/it has not been placed on the convicted

vendor list. 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 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 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 Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

## **2.12 Local Business Price Preference**

**2.12.1** Section 2-186, Code of Ordinances of the City of Fort Lauderdale, provides for a local business price preference. In order to be considered for a local business preference, a proposer must include the Local Business Price Preference Certification Statement of this ITB, as applicable to the local business price preference class claimed at the time of Bid submittal:

**2.12.2** Upon formal request of the City, based on the application of a Local Business Price Preference the Proposer shall within ten (10) calendar days submit the following documentation to the Local Business Price Preference Class claimed:

- a. Copy of City of Fort Lauderdale current year business tax receipt, or Broward County current year business tax receipt, and
- b. List of the names of all employees of the proposer and evidence of employees' residence within the geographic bounds of the City of Fort Lauderdale or Broward County, as the case may be, such as current Florida driver license, residential utility bill (water, electric, telephone, cable television), or other type of similar documentation acceptable to the City.

**2.12.3** Failure to comply at time of Proposal submittal shall result in the Proposer being found ineligible for the local business price preference.

**2.12.4** The complete local business price preference ordinance may be found on the City's web site at the following link: <http://fortlauderdale.gov/home/showdocument?id=6422>

### **2.12.5 Definitions**

The term "Business" shall mean a person, firm, corporation or other business entity which is duly licensed and authorized to engage in a particular work in the State of Florida. Business shall be broken down into four (4) types of classes:

- a. Class A Business – shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time employees within the limits of the City and shall maintain a staffing level of the prime contractor for the proposed work of at least fifty percent (50%) who are residents of the City.
- b. Class B Business - shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time employees within the limits of the City or shall maintain a staffing level of the prime contractor for the proposed work of at least fifty percent (50%) who are residents of the City.

- c. Class C Business - shall mean any Business that has established and agrees to maintain a permanent place of business located in a non-residential zone and staffed with full-time employees within the limits of Broward County.
- d. Class D Business – shall mean any Business that does not qualify as either a Class A, Class B, or Class C business.

## **2.13 Protest Procedure**

**2.13.1** Any Bidder who is not recommended for award of a contract and who alleges a failure by the city to follow the city's procurement ordinance or any applicable law may protest to the director of procurement services division (director), by delivering a letter of protest to the director within five (5) days after a notice of intent to award is posted on the city's web site at the following link:

<http://www.fortlauderdale.gov/departments/finance/procurement-services/notices-of-intent-to-award>.

**2.13.2** The complete protest ordinance may be found on the city's web site at the following link:

[https://library.municode.com/fl/fort\\_lauderdale/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH2AD\\_ARTVFI\\_DIV2PR\\_S2-182DIREPR](https://library.municode.com/fl/fort_lauderdale/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTVFI_DIV2PR_S2-182DIREPR).

## **2.14 Sub-Consultants**

**2.14.1** A Sub-Consultant is an individual or firm contracted by the Consultant or Consultant's firm to assist in the performance of services required under this RFQ. A Sub-Consultant shall be paid through Consultant or Consultant's firm and not paid directly by the City. Sub-Consultants are permitted by the City in the performance of the services pursuant to the Agreement. Consultant must clearly reflect in its SOQ the major Sub-Consultant(s) to be utilized in the performance of required services. The City retains the right to accept or reject any Sub-Consultant proposed in the response of Successful Consultant(s) or prior to contract execution. Any and all liabilities regarding the use of a Sub-Consultant shall be borne solely by the successful consultant and insurance for each Sub-Consultant must be maintained in good standing and approved by the City throughout the duration of the Contract. Neither Successful Consultant nor any of its Sub-Consultants are considered to be employees or agents of the City. Failure to list all Sub-Consultants and provide the required information may disqualify any proposed Sub-Consultant from performing work under this RFQ.

**2.14.2** Consultants shall include in their responses the requested Sub-Consultant information and include all relevant information required of the Consultant. In addition, within five (5) working days after the identification of the award to the successful Consultant(s), the Consultant shall provide a list confirming the Sub-Consultant(s) that the successful Consultant intends to utilize in the Contract, if applicable. The list shall include, at a minimum, the name, and location of the place of business for each Sub-Consultant, the services Sub-Consultant will provide relative to any contract that may result from this RFQ, Sub-consultants hourly rates or fees, any applicable licenses, insurance, references, ownership, and other information required of Consultant.



## 2.15 Insurance Requirements

- 2.15.1** Consultant will be required and shall require all of its Sub-Consultants and Sub-Contractors to provide, pay for, and maintain in force at all times during the term of an agreement, such insurance, including Professional Liability Insurance, Workers' Compensation Insurance, Comprehensive General or Commercial Liability Insurance, Business Automobile Liability Insurance, and Employer's Liability Insurance as stated below.
- 2.15.2** 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. Consultant 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-Consultants not eligible for Professional Liability Coverage, by virtue of their trade, shall provide Commercial General Liability coverage acceptable to the Contract Administrator and City's Risk Manager. Sub-consultant and sub-contractors eligible for professional liability coverage shall be required to provide professional liability coverage acceptable to the contract administrator and City's Risk Manager on a task order by task order basis.
  - c. The Consultant 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 Consultant 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. Consultant 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**

#### **i. 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

**ii. 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

**Automobile business**

**i. Limits of Liability:**

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

**ii. Endorsements Required:**

Waiver of Subrogation

**Workers' Compensation**

Limits of Liability: Statutory-State of Florida

**Professional Liability/Errors and Omissions Coverage**

Combined Single Limit  
 Each Occurrence \$1,000,000  
 General Aggregate Limit \$2,000,000  
 Deductible not to exceed 10%  
 Must be in effect for at least five (5) years after Project completion

**2.15.3** The above insurance requirements are only required to be carried by the Consultant during the term of the assigned Project and provided upon award of the task order, except for Professional Liability/Errors and Omissions insurance which must be in effect for at least five (5) years after Project completion.

**2.15.4** 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 Consultant. Any exclusions or provisions in the insurance maintained by the Consultant that precludes coverage for the work contemplated in an agreement shall be deemed unacceptable, and shall be considered a breach of contract.

**2.15.5** All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida and 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. Compliance with the foregoing requirements shall not relieve the Consultant of his liability and obligation under this section or under any other section of this Agreement.

**Note:** City contract number must appear on each certificate.

**2.15.6** The Consultant 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 Consultant 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.

**2.16 Contract Agreement**

Any subsequent contract will be subject to the Agreement included as an attachment and made a part of this Request for Qualifications.

**2.17 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 Consultant(s) that is determined to be in the City's best interests. The draft agreement is provided herein as an attachment to this RFQ. The City reserves the right to award a contract to more than one Consultant as is in the City's best interest.

**2.18 Modification of Services**

**2.18.1** While this contract is for services provided to the department referenced in this Request for qualifications, the City may require similar work for other City departments. Successful Proposer agrees to take on such work unless such work would not be considered reasonable or become an undue burden to the Successful Proposer.

**2.18.2** The City reserves the right to delete any portion of the work at any time without cause, and if such right is exercised by the City, the total fee shall be reduced in the same ratio as the estimated cost of the work deleted bears to the estimated cost of the work originally planned. If work has already been accomplished and approved by the City on any portion of a contract resulting from this RFQ, the Successful Proposer shall be paid for the work completed on the basis of the estimated percentage of completion of such portion to the total project cost.

**2.18.3** The City may require additional items or services of a similar nature, but not specifically listed in the contract. The Successful Proposer agrees to provide such items or services, and shall provide the City prices on such additional items or services. If the price(s) offered are not acceptable to the City, and the situation cannot be resolved to the satisfaction of the City, the City reserves the right to procure those items or services from other vendors, or to cancel the contract upon giving the Successful Proposer thirty (30) days written notice.

**2.18.4** If the Successful Proposer and the City agree on modifications or revisions to the task elements, after the City has approved work to begin on a particular task or project, and a budget has been established for that task or project, the Successful Proposer will submit a revised budget to the City for approval prior to proceeding with the work.

**2.19 No Exclusive Contract**

Proposer agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services from another vendor at the City's sole option.

**2.20 Unauthorized Work**

The Successful Consultant(s) shall not begin work until a Contract has been awarded by the City Commission and a notice to proceed has been issued. Consultant(s) agree and understand that the issuance of a Purchase Order and/or Task Order shall be issued and provided to the Consultant(s) following Commission award; however, receipt of a purchase order and/or task order shall not prevent the Consultant(s) from commencing the work once the City Commission has awarded the contract and notice to proceed is issued.

## **2.21 Payment Method**

The City of Fort Lauderdale has implemented a Procurement Card (P-Card) program which changes how payments are remitted to its vendors. The City has transitioned from traditional paper checks to payment by credit card via MasterCard or Visa. This allows you as a vendor of the City of Fort Lauderdale to receive your payment fast and safely. No more waiting for checks to be printed and mailed.

Payments will be made utilizing the City's P-Card (MasterCard or Visa). Accordingly, firms must presently have the ability to accept credit card payment or take whatever steps necessary to implement acceptance of a credit card before the commencement of a contract.

## **2.22 Prohibition Against Contingent Fees**

The architect (or registered surveyor and mapper or professional engineer, as applicable) warrants that he or she has not and will not employ or retain any company or person, other than a bona fide employee working solely for the architect (or registered surveyor and mapper, or professional engineer, as applicable) to solicit or secure an agreement pursuant to this competitive solicitation and that he or she has not and will not pay or agree to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the architect (or registered surveyor and mapper or professional engineer, as applicable) any fee, commission, percentage, gift, or other consideration contingent upon or resulting from an award or making of an agreement pursuant to this competitive solicitation.

## **2.23 Indemnity/Hold Harmless Agreement**

The Contractor agrees to protect, defend, indemnify, and hold harmless the City of Fort Lauderdale and its officers, employees and agents from and against any and all losses, penalties, damages, settlements, claims, costs, charges for other expenses, or liabilities of every and any kind including attorney's fees, in connection with or arising directly or indirectly out of the work agreed to or performed by Contractor under the terms of any agreement that may arise due to the bidding process. Without limiting the foregoing, any and all such claims, suits, or other actions relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violations of any applicable Statute, ordinance, administrative order, rule or regulation, or decree of any court shall be included in the indemnity hereunder.

## **2.24 Debarred or Suspended Bidders or Proposers**

The bidder or proposer certifies, by submission of a response to this solicitation, that neither it nor its principals and subcontractors are presently debarred or suspended by any Federal department or agency.

## Section III - Scope of Services

### PURPOSE

The City of Fort Lauderdale is seeking a qualified team of professionals to prepare engineering plans for the construction of streetscape and infrastructure improvements on Breakers Avenue between Riomar and Vistamar Streets. The City envisions Breakers Avenue as a showcase project in multi-modal transportation, safety, sustainability, and accessibility for all users.

The City would like to have an Urban Planning professional with expertise in urban streetscape design and construction to lead the design team, although the engineering drawings will be signed and sealed by a licensed professional engineer.

The scope of work includes, but is not limited to: topographical survey, geotechnical testing, sub-surface utility exploration, roadway design, landscape, irrigation and lighting design, infrastructure (storm water, water, and sewer) capacity analysis stakeholder engagement, construction sequencing, coordination with utility owners, construction engineering and inspections.

### PROJECT GOALS

The priorities for the streetscape improvements on Breakers Avenue are:

#### **A) Safety and ease of access for all users**

- Design with consideration of all modes (people walking, biking, driving) overlapping on a shared street;
- Appropriate use of lighting, signage and materials.

#### **B) Multi-use adaptable street**

- Create a space that is accessible for users of all age and abilities through universal design;
- Facilitate flexible spaces that accommodate social gathering and engagement for special events (like art festival, farmers market).

#### **C) Context sensitive design**

- Provide opportunities for refuge from the Florida weather (sun and rain) for the comfort of all the users making the space useable by integrating design principles of active living and playability;
- Consider capturing and storing the majority of the storm water on the corridor using innovative engineering design.

The Consultant team must be familiar with relevant documents. Including at a minimum:

#### **A) City of Fort Lauderdale Urban Design and Infrastructure Master Planning Documents**

- Breaker's Avenue Community Vision illustrated

<https://youtu.be/aHgf4ns0Twg>

- Central Beach Masterplan

<https://www.fortlauderdale.gov/departments/sustainable-development/urban-design-and-planning/planning-initiatives/central-beach-master-plan>

Fort Lauderdale's 2035 Vision Plan

<http://www.fortlauderdale.gov/home/showdocument?id=4202>

- Press Play Fort Lauderdale, Our City, Our Strategic plan 2018  
<http://www.fortlauderdale.gov/home/showdocument?id=10999>
- Complete Streets Manual  
<http://www.fortlauderdale.gov/home/showdocument?id=3565>

## **B) Community Design and Construction Guidelines and Standards**

- National Association of City Transportation Officials (NACTO)  
<https://nacto.org/publications/design-guides/>
  - Urban Street Design Guide
  - Urban Street Stormwater Design Guide
- Center for Active Design  
<https://centerforactivedesign.org/resources/>
  - Active Design Guidelines
  - Active Design, Shaping the Sidewalk experience, Part 1, 2
  - Active Design Supplement, Promoting Safety
  - Building healthy Places Toolkit
- Roadway Sustainability Evaluation system
- Green Roads  
<https://www.greenroads.org/>
- Federal Highway Administration's (FHWA) INVEST  
<https://www.sustainablehighways.org/>

## **TASKS**

The Project will be categorized into the following tasks:

### **A) Predesign**

Develop two preliminary design alternates through project stakeholders' engagement based on the community vision developed through the stakeholder engagement process. Prepare construction estimates for each alternate.

### **B) Design and estimated construction costs**

Prepare a 30% engineering design package for up to two (2) alternates based on the preliminary design report to include:

- An economic analysis of the two alternatives and identify any areas that can be value-engineered to produce savings in the project construction cost.

- Topographical survey and a geotechnical soil survey.
- Identify the utility locations within the project boundary (using Ground penetrating radar and Subsurface Utility Engineering, or other means, as necessary). Meet with the utility owners to verify locations.
- Prepare a 30% design plan for roadway, lighting, stormwater, water and wastewater improvements using the Preliminary Design Report provided by the City and City staff's input.
- A capacity analysis using the City's available water and wastewater models must be included to confirm that the assumed improvements will support the current and projected population. Current assumptions are that the water main will be replaced along the entire corridor (6 inches to 8 inches) and that the wastewater system (main line, manholes and laterals) will be rehabilitated (lined) in-place.
- Calculations and modeling must be included to confirm the stormwater benefits.
- If requested, present the Design Package to the project stakeholders and/ or City Commission.
- Advise the City as to the necessity of any additional services from other technical professionals.

### **C) Construction documents**

Based on the acceptance of the 30% Design Package and Estimated Construction Cost of the Project, the scope of Professional Services may include design development of construction documents. In consultation with City, the Consultant will prepare final construction drawings and technical specifications at 60%, 100% completion for review and comments from the City.

- The Engineering design plans must include typical section, roadway engineering with hardscape, landscape, irrigation, lighting, pavement markings, and signage. Storm, water and wastewater utility design must include plan and profile, accurate pipe lengths, type of structures, materials, details, grading, sections and with all supporting calculations; and any associated documents.
- Provide utility conflicts resolution matrix with horizontal and vertical location verification.
- Provide a list of all necessary permits and approvals.
- Schedule of bid items.
- Any amendment to the estimated project construction costs.
- Provide a written response to all the City comments at 60%, and 100%.

### **D) Permitting**

Prepare and submit all necessary permits for all state, local and environmental agencies including but not limited to Florida Department of Environmental Protection (FDEP), South Florida Water Management District (SFWMD), Broward County Surface Water License Permit, Coastal Construction Control Line (CCCL) Permit and Florida Fish and Wildlife Conservation Commission (FWC). Respond to any comments or requests for information from permitting authorities, and assist the City in consultations with appropriate authorities.

If the Construction Drawings, Technical Specifications, and Supplemental Conditions are not granted the necessary or appropriate permits or other approvals from the relevant regulatory agencies due to design issues, Consultant shall revise and/or redesign the documents at its own cost and expense to ensure the necessary permits and approvals are granted.

The City will pay permit applications fees.

**E) Green roads rating documentation**

The City may target a Greenroads Rating to analyze the project sustainability and compare it to a nationally established standard. This Rating requires successful completion and documentation of 12 Project Requirements (0 points) and a minimum Core Credits or Extra Credits. In Consultation with the City, the Consultant must prepare documentation to position the project required for the City's target rating.

**F) Project evaluation**

The City may request a project evaluation to analyze return on public investment including before and after data for multimodal criteria (people walking, biking, driving, rideshare, and transit), financial benefits to the private owners along the avenue. The project evaluation criteria at a minimum must include:

- Safety from multimodal street design
  - Crashes by mode,
  - Number of users for all modes,
  - Vehicular speed
  - User compliance on the street
  - Perceptions of safety
- Health and/or recreation benefits from increased activity (bike lanes and sidewalks)
- Community identity through the design of the public space (Streetscape amenities from lighting, benches, trees, etc.)
- Environmental benefits including Flood risk reduction, Urban heat island mortality, Emissions sequestration (GHG), Water quality impacts from avoided runoff.
- Economic impact on the corridor including property value, sales tax enhancements

**G) Construction bidding and negotiation phase**

In consultation with City, the Consultant must:

- If requested by City, prepare bidding/pricing forms which allow a responsive contractor to indicate its alternative proposals for value-engineered savings in the construction cost.
- Upon request of the City, assist the City's Procurement Division in the preparation of addenda or written clarifications of additional instructions, to interpret, clarify or expand the procurement documents.
- Consult with and advise the City as to the acceptability of subcontractors, suppliers and other persons and organizations proposed by the prime contractor(s) for those portions of the work as to which such acceptability is required by the procurement documents.
- If requested by City, participate in pre-bid conferences, attend the bid opening, review price tabulation sheets and assist the City in evaluating bids or proposals.

**H) Construction administration phase**

In consultation with the City, Consultant shall consult with and advise the City and act as Owner's representative on the Project. The scope of services for the Construction Engineering Inspection (CEI) team includes:

i) Constructability Review

The CEI will perform constructability review as soon as the design has developed to sufficient detail. Also, identify any areas of the Project that may be adequately value-engineered to produce savings in the construction cost. This constructability review will be near the completion of design and before completing the construction documents with a focus on staging and scheduling of the work concerning



the specific site and time constraints. Also, clearly define procedures for scheduling outages and the feasibility of utility interruptions.

ii) CEI Services

Provide construction, engineering, inspection, and management services, and administer, monitor, and inspect the construction such that the project is constructed in reasonable conformity with the plans, specifications, special provisions, and any other applicable contract document. The scope of services must include but not limited to:

- Review construction project schedules, maintain construction contract administration files, review and recommend approval of the Contractor's monthly payment requests
- Lead preconstruction, pre-activity and progress meetings, and provide meeting minutes.
- Inform the City's Project Manager (PM) of all significant discrepancies, omissions, substitutions, and deficiencies which are noted in the work of the Contractor, and the corrective actions or steps that the Contractor has been directed to perform.
- Attend meetings with the City, Contractor, and other regulatory agencies when requested, and necessary for consultation or conferences, relating to the construction of the project.
- Track project costs to available budget and informs the City if the project cost is expected to exceed allocated project budget.
- Provide inspection services to adequately monitor the project to ensure that testing and inspections are done by contractual requirements, engineering principles, and industry standards for the features of work in question.
- Review Contractor's Quality Control Plans, Site Plans, Health and Safety Plans, submittal registers, Activity Hazard Analysis, and other plans and submittals required by the project and recommend acceptance or rejection to City Project Manager.
- Develop a Quality Assurance Plan for the City Project Manager's approval based on Contractor's inspection and testing reports for all inspections and tests performed by the Contractor to ensure that results comply with contract documents, permits, and sound engineering practice.
- Coordinate with the City Project Manager and the Design Consultant to facilitate responses to clarification requests of Construction Documents or Requests for Information (RFI) received from the Contractor.
- Assist the City in resolving claims and disputes.
- Verify that as-built documents are updated.
- Monitor the Contractor's on-site construction activities and inspect materials.
- Prepare Daily an Inspector's Daily Report (IDR) or Daily Report of Construction, and a Quantity book.
- Video the pre-construction conditions throughout the project limits.
- Monitor and inspect Contractor's conformance to the approved Maintenance of Traffic (MOT) plan, SWPP plan and other local and state required permit and regulations including Trench Safety Act.
- Prepare a punch list and provide to the City Project Manager.
- Participate in the final inspection of the project. Verify all work is complete and in conformance with the Contract Documents.

## I. QUALITY ASSURANCE/QUALITY CONTROL

The City intends that the design consultant is held responsible for the quality control (QC) of their work and of its sub-consultants. All sub-consultant documents and submittals shall be submitted directly to the consultant for their independent QC review. The City shall only accept submittals for review and action from the consultant.

The consultant is responsible for the professional quality, technical accuracy and coordination of all pre-design services, designs, drawings, specifications, cost estimates and other services furnished by the consultant and their sub-consultants. It is the consultant's responsibility to independently and continually QC their plans, specifications, and all other project deliverables. Upon City request, the consultant shall provide the City with a marked-up set of plans and specifications showing the consultant's QC review. The mark-ups submittals shall include the names of the consultant's staff that performed the QC review for each component or functional area (e.g., structures, roadway, drainage, etc.).

## **ESTIMATED CONSTRUCTION COSTS**

### **A) Included in Estimated Construction Cost**

The Estimated Construction Cost of a project shall include the total cost to City of all elements of the entire project designed and specified by Consultant; including an itemization of each of the following:

- Cost of construction including all labor, materials, and equipment required;
- Allowance for construction cost contingencies;
- Regulatory permit fees;
- Allowance for other necessary services, such as testing, to be provided by others for the City;
- Traffic Control;
- Sheet and shoring, by-pass plumbing, videoing inspections, as appropriate;
- Mobilization and demobilizations.

### **B) Excluded in Estimated Construction Cost**

The Estimated Construction Cost shall exclude Consultant's Fee.

### **C) City's Reliance; Adjustment to Estimated Construction Cost**

Consultant hereby represents to the City that Consultant is aware that City is relying on the Estimated Construction Costs prepared by the Consultant. Consultant further represents that it has the necessary resources and expertise, including a cost analyst, to provide a greater degree of assurance that the bids received for the project will not exceed the Estimated Construction Costs determined by Consultant in the performance of its Professional Services under this Agreement by a factor of more than ten percent (10%) over and above the Estimated Construction Cost at the time that the construction procurement solicitation is advertised for the project. In the event that the bidding phase has not commenced within four (4) months after Consultant submits the Construction Drawings and Technical Specifications and Estimated Construction Cost of the project to the City, the Estimated Construction Cost of the project may be adjusted by Consultant, as an additional service, to reflect any documented change in the general level of prices in the construction industry between the date of submission of the Estimated Construction Costs to the City and the date on which the construction procurement solicitation is ultimately advertised.

### **D) Inaccurate Estimated Construction Cost**

In the event that the lowest "best value" bid, as such term is used in the City of Fort Lauderdale Procurement Code, excluding any alternate bid items ("base bid"), exceeds the Estimated Construction Cost for a project by more than ten percent (10%), the Consultant shall explain, in writing, the reasons why the bids or proposals exceeded the ten percent (10%) factor following the analysis of all base bids. In such a circumstance, the City may at its sole discretion, exercise any one or more of the following options:

- Consultant shall be required to amend at the sole cost and expense of Consultant the Construction Drawings, Technical Specifications and Supplemental Conditions to enable the project to conform to a maximum of ten (10%) above the Estimated Construction Costs of the project, such amendments to be subject to the written final acceptance and approval of same by the City;
- Consultant shall be required to provide at the cost and expense of Consultant re-bidding services and related items (including costs associated with regulatory review and approval of revised documents) as many times as requested by the City until the base bid of at least one "best value" bid falls within the factor of ten (10%) of the Estimated Construction Cost of the project;
- The City may approve an increase in the Estimated Construction Cost of the project;
- The City may reject all bids or proposals and may authorize re-bidding;
- The City may if permitted, approve a renegotiation of the project within a reasonable time;
- The City may abandon the project and terminate Consultant's work authorization and Services for the project; or
- The City may select as many deductive alternatives as may be necessary to bring the award within ten percent (10%) of the Estimated Construction Costs of the project.

It is expressly understood and agreed that the redesigning services required to keep a project within 10% of the Estimated Construction Cost shall not be considered additional services and Consultant agrees that it shall not seek compensation from the City for such Services.

### **Modifications to the scope**

The City reserves the right to make changes to a project or the scope of Professional Services at any time, including alterations, reductions or additions to it. Upon receipt by Consultant of City's notification of a contemplated change, Consultant shall in writing: (i) provide a detailed estimate for the increase or decrease in Consultant's Fee and other design costs that would result from the contemplated change; (ii) provide a detailed estimate for the increase or decrease in Estimated Construction Costs that would result from the contemplated change; (iii) notify the City of any estimated change in the completion date; and (iv) advise the City how the contemplated change shall affect the Consultant's ability to meet the completion dates or schedules. If the City so instructs in writing, Consultant shall suspend work on the portion of the scope of services affected by a contemplated change, pending the City's decision to proceed with the change. If the City elects to make the change, the parties shall execute a written amendment to this Agreement and Consultant shall not commence work on any such change until such amendment is signed by the parties. It is further acknowledged and agreed that changes or revisions of studies that do not increase or change the overall estimate of time under the schedule shall be considered mere substitution of work for the scope of work ("Substituted Services") already included in the Fee. Substituted Services shall not in any circumstances be considered compensable as other expenses, and, to the extent that the event of Substituted Services causes an overall reduction in the amount of time for services considered in the Fee Schedule, such shall result in pro-rata reduction of the Fee.

### **DOCUMENT SUBMITTAL FORMAT**

All documents generated as a result of projects will become the property of the City of Fort Lauderdale. All projects documents shall be provided in a digital and hard copy format meets all City of Fort Lauderdale format requirements. The project drawings shall be prepared in AutoCAD, in the version current to the City Engineering Division at the time that deliverables are due and shall meet the requirements as outlined in the City's CADD specifications for project drawings current at the time of award of the project. Plot files shall also be prepared and submitted which meet the stated City

standards. City Standard: "CITY OF FORT LAUDERDALE PUBLIC WORKS ENGINEERING & ARCHITECTURAL DEPARTMENT CADD SPECIFICATIONS FOR PROJECT DRAWINGS OCTOBER 2015".

**DELIVERABLES**

The total amount of compensation will be negotiated with the selected consultant. All work products become the property of the City. The City reserves the right to re-use the work products of the retained consultant and to retain other consultants to provide the same or similar services at its sole discretion.

## Section IV – Submittal Requirements

### 4.1 Instructions

- 4.1.1** Although proposals are accepted 'hard copy', the City of Fort Lauderdale uses BidSync ([www.bidsync.com](http://www.bidsync.com)) to administer the competitive solicitation process, including but not limited to soliciting proposals, issuing addenda, responding to questions / requests for information. There is no charge to register and download the RFP from BidSync. Proposers are strongly encouraged to read the various vendor Guides and Tutorials available in BidSync well in advance of their intention of submitting a proposal to ensure familiarity with the use of BidSync. The City shall not be responsible for a Proposer's inability to submit a proposal by the end date and time for any reason, including issues arising from the use of BidSync.
- 4.1.2** Careful attention must be given to all requested items contained in this RFP. Proposers are invited to submit proposals in accordance with the requirements of this RFP. Please read entire solicitation before submitting a proposal. Proposers must provide a response to each requirement of the RFP. Proposals should be prepared in a concise manner with an emphasis on completeness and clarity. Notes, exceptions, and comments may be rendered on an attachment, provided the same format of this RFP text is followed.
- 4.1.3** All information submitted by Proposer shall be typewritten or provided as otherwise instructed to in the RFP. Proposers shall use and submit any applicable or required forms provided by the City and attach such to their proposal. Failure to use the forms may cause the proposal to be rejected and deemed non-responsive.
- 4.1.4** Proposals shall be submitted by an authorized representative of the firm. Proposals must be submitted in the business entities name by the President, Partner, Officer or Representative authorized to contractually bind the business entity. Proposals shall include an attachment evidencing that the individual submitting the proposal, does in fact have the required authority stated herein.
- i. All proposals will become the property of the City. The Proposer's response to the RFP is a public record pursuant to Florida law, which is subject to disclosure by the City under the State of Florida Public Records Law, Florida Statutes Chapter 119.07 ("Public Records Law"). The City shall permit public access to all documents, papers, letters or other material submitted in connection with this RFP and the Contract to be executed for this RFP, subject to the provisions of Chapter 119.07 of the Florida Statutes. Any language contained in the Proposer's response to the RFP purporting to require confidentiality of any portion of the Proposer's response to the RFP, except to the extent that certain information is in the City's opinion a Trade Secret pursuant to Florida law, shall be void. If a Proposer submits any documents or other information to the City which the Proposer claims is Trade Secret information and exempt from Florida Statutes Chapter 119.07 ("Public Records Laws"), the Proposer shall clearly designate that it is a Trade Secret and that it is asserting that the document or information is exempt. The Proposer must specifically identify the exemption being claimed under Florida Statutes 119.07. The City shall be the final arbiter of whether any information contained in the Proposer's response to the RFP constitutes a Trade Secret. The city's determination of whether an exemption applies shall be final, and the Proposer agrees to defend, indemnify, and hold harmless the city and the city's officers, employees, and agent, against any loss or damages incurred by any person or entity as a result of the city's treatment of records as public

records. In the event of Contract award, all documentation produced as part of the Contract shall become the exclusive property of the City.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT. CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: (954-828-5002, [PRRCONTRACT@FORTLAUDERDALE.GOV](mailto:PRRCONTRACT@FORTLAUDERDALE.GOV), CITY CLERK'S OFFICE, 100 NORTH ANDREWS AVENUE, FORT LAUDERDALE, FLORIDA 33301)**

Contractor shall:

1. Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service.
  2. Upon request from the City's custodian of public records, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes (2018), as may be amended or revised, or as otherwise provided by law.
  3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of this contract if the Contractor does not transfer the records to the City.
  4. Upon completion of the Contract, transfer, at no cost, to the City all public records in possession of the Contractor or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of this Contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of this Contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.
- 4.1.6** One (1) original and one (2) copy plus SIX electronic (soft) copies (Flash Drive) of your proposal shall be delivered in a sealed package with the RFP number, due and open date, and RFP title clearly marked on the outside by the due date and time (deadline) to the address specified in Section I, 1.2 – Submission Deadline. It is the sole responsibility of the respondent to ensure their proposal is received on or before the date and time stated, in the specified number of copies and in the format stated herein.
- 4.1.7** By submitting a response Proposer is confirming that the firm has not been placed on the convicted vendors list as described in Section §287.133 (2) (a) Florida Statutes; that the only person(s), company or parties interested in the proposal as principals are named therein; that the proposal is made without collusion with any other person(s), company or parties

submitting a proposal; that it is in all respects fair and in good faith, without collusion or fraud; and that the signer of the proposal has full authority to bind the firm.

#### **4.2 Contents of the Statement of Qualification**

The City deems certain documentation and information important in the determination of responsiveness and for the purpose of evaluating responses. Responses should seek to avoid information in excess of that requested, must be concise, and must specifically address the issues of this RFQ. The City prefers that responses be no more than fifty (50) pages double-sided, be bound in a soft cover binder, and utilize recyclable materials as much as practical. Elaborate binders are neither necessary nor desired. Please place the labeled DVD/CD in a paper sleeve. The responses shall be organized and divided into the sections indicated herein. These are not inclusive of all the information that may be necessary to properly evaluate the response and meet the requirements of the scope of work and/or specifications. Additional documents and information should be provided as deemed appropriate by the respondent in response to specific requirements stated herein or through the RFQ.

**Note:** Do not include pricing - Compensation will be requested and considered only during the negotiations process.

##### **4.2.1 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.

##### **4.2.2 Executive Summary**

Each proposer should submit an executive summary that identifies the business entity, its background, main office(s), and office location that will service this contract. Licenses, Insurances, Certifications, other documentation you feel may be pertinent. Identify the officers, principals, supervisory staff and key individuals who will be directly involved with the work and their office locations. Should include official company name, principal address, telephone number, fax number, website and email address of Proposer and principal contact person, including proposed project manager responsible for this project and primary contact for any sub-consultants.

##### **4.2.3 Firm Qualifications and Experience**

Indicate the primary person (Project Manager) responsible for this project and primary contact for any sub-consultants, and their qualifications.

Respondents must submit a complete Standard Form 330 and provide any other documentation that demonstrates their ability to satisfy all of the minimum qualification requirements. Indicate the firm's number of years of experience in providing the professional services as it relates the work contemplated. Indicate business structure, IE: Corp., Partnership, LLC. Firm should be registered as a legal entity in the State of Florida; Minority or Woman owned Business (if applicable); Company address, phone number, fax number, E-Mail address, web site, contact person(s), etc. Relative size of the firm, including management, technical and support staff; licenses and any other pertinent information shall be submitted.

##### **4.2.4 Organizational Profile and Project Team**

This section shall include a detailed profile of the organization and identify the project team. (on Standard Form 330). Providing this information on an organizational chart is recommended. This section shall also include resumes of the project team. Lastly this section shall include details of how each project team member will contribute to the project, in what capacity, and the level of involvement they will have. Provide a comprehensive summary of the experience and qualifications of the individual(s) who will be selected to serve as the project manager(s) for the City.

#### **4.2.6 Project Understanding / Unique Characteristics**

Summarize the key elements of the SOQ. Provide in concise narrative form, your understanding of the City's needs, goals and objectives as they relate to the project, and your overall approach to accomplishing the project. Give an overview on your proposed vision, ideas and methodology.

- State your firm's understanding of the services to be provided and any characteristics that are unique to this project.
- Summarize the extraordinary skills or qualifications your firm brings to this Project, and how would the selection of your firm add value to the Project.

#### **4.2.7 Approach to Scope of Work**

Provide a narrative describing Proposer's approach to providing Urban Design and Civil Engineering services. The proposal must be no more than five (5) pages and describe initial procedures to begin the project, administration of the project through its lifetime, including:

- Consultant's project communication methods with residents and stakeholders
- Describe the process for quality assurance reviews
- Describe familiarity with (local and national) design standards and permitting for roadway, utilities (stormwater, water, and wastewater), lighting, and landscape projects
- Describe the process for staying within the project budget for construction and professional design services
- Proposed coordination with City staff and stakeholders
  - Describe any challenges that may need to be addressed during the design process
  - Provide a proposed (realistic) schedule from Notice to proceed until the construction drawings are issued. The City expects this project to be completed expeditiously and the City reserves the right to make adjustments to this schedule, as necessary.

Also describe the firm's current and anticipated workload. Include a summary of current projects and anticipated completion timeframes. Describe how City tasks will be prioritized within your organization, and the availability of the project team to commit towards this project.

Provide details of past projects for agencies of similar size and scope, including information on your firm's ability to meet time and budget requirements. Indicate the firm's initiatives towards its own sustainable business practices that demonstrate a commitment to conservation.

#### **4.2.8 References**

Provide up to five (5) local references of projects of a similar size, complexity within the public right-of-way that was designed by your firm within the last eight (8) years. Include only the projects that proposed team members for Breakers Avenue Streetscape project



played a lead design or project administrator/ construction inspection role. The reference projects intend to demonstrate the specific experience of the project staff who will be assigned to the proposed project. Completed projects or projects that are in construction will be given preference. Information should include:

- Client Name, address, contact person telephone and E-mail addresses (E-mail will be primary means of contact).
- Description of work.
- Year the project was completed.
- Total cost of the construction, estimated and actual.

**Note:** Do not just include City of Fort Lauderdale work or staff as references to demonstrate your capabilities. The Committee is interested in work experience and references other than the City of Fort Lauderdale.

#### **4.2.9 Minority (MBE) Participation**

If your firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985, provide copies of your certification(s). If your firm is not a certified MBE, describe your company's previous efforts, as well as planned efforts in meeting MBE procurement goals under Florida Statutes 287.09451.

**4.2.10** Provide information on any litigation, arbitration, mediation or another legal proceeding (including licensure, disciplinary and debarment proceedings – settled or pending) the firm (or any predecessor firm) has been involved in as a party within the last five (5) years. Give the case name and current status of each matter.

#### **4.2.11 Required Forms**

**a. Statement of Qualification Certification**

Complete and attach the Statement of Qualification Certification provided herein in Section 6 - Required Forms

**b. Non-Collusion Statement**

This form is to be completed, if applicable, and inserted in this section.

**c. Local Business Preference (LBP)**

This form is to be completed, if applicable, and inserted in this section

**d. Contract Payment Method**

This form must be completed and returned with your SOQ. Proposers must presently have the ability to accept these credit cards or take whatever steps necessary to implement acceptance of a card before the start of the contract term, or contract award by the City.

**e. Sample Insurance Certificate**

Demonstrate your firm's ability to comply with insurance requirements. Provide a previous certificate or other evidence listing the Insurance Companies names for both Professional Liability and General Liability and the dollar amounts of the coverage.

- 4.3** By submitting a SOQ each firm is confirming that the firm has not been placed on the convicted vendors list as described in Section §287.133 (2) (a) Florida Statutes.
- 4.4** Before awarding a contract, the City reserves the right to require that a firm submit such evidence of his/her qualifications as the City may deem necessary. Further, the City may consider any evidence of the financial, technical, and other qualifications and abilities of a firm or principals, including previous experiences of same with the City and performance evaluation for services, in making the award in the best interest of the City.

## Section V - Evaluation and Award

### 5.1 Evaluation Procedure

- 5.1.1** Evaluation of the submittals will be conducted by an Evaluation Committee, consisting of a minimum of three 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 SOQ's as submitted. Evaluation procedures shall be regulated by F.S. § 287.055, referred to as Consultant's Competitive Negotiations Act (CCNA). Any firm(s) involved in a joint venture in its Statement of Qualifications (SOQ) will be evaluated individually, as each firm of the joint venture would have to stand on its own merits.
- 5.1.2** The committee shall short list no less than three (3) submittals, assuming that three submittals have been received, that it deems best satisfy the weighted criteria set forth herein and attempt to select the best qualified firm(s) for the particular discipline. The committee shall then hold discussions, conduct interviews, and/or require oral presentations with all short-listed firms. The committee shall then re-rank the short-listed firms based upon the information provided in interviews and/or presentations, the materials presented, the firm's responses to the Request for Qualifications (RFQ), and deliberations of the Evaluation Committee at publically advertised Evaluation Meetings. The City may request and the firm shall provide additional information deemed necessary by the evaluation committee to conduct evaluations.
- 5.1.3** The final ranking and the Evaluation Committee's recommendation shall be reported to the City Commission through and with the concurrence of the City Manager, who shall request the City Commission approve the final ranking and authorize staff to commence negotiations with the number first ranked firm.
- 5.1.4** If the City manager or his/her designee is unable to negotiate a satisfactory contract with the first ranked firm, negotiations with that firm shall be formally terminated. Upon termination of said negotiations, negotiations shall then be undertaken with the second ranked firm, with this process being repeated until an agreement is reached which is then recommended and formally approved by the City Commission or until the short-list is exhausted in which case a new Request for Qualifications may be undertaken.

### 5.2 Evaluation Criteria

- 5.2.1** Pre Florida Statute 287.055, in determining whether a firm is qualified, the agency shall consider such factors as the ability of professional personnel; whether a firm is a certified minority business enterprise; past performance; willingness to meet time and budget requirements; location; recent, current, and projected workloads of the firms; and the volume of work previously awarded to each firm by the agency, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms. The agency may request, accept, and consider proposals for the compensation to be paid under the contract only during competitive negotiations.
- 5.2.2** The City uses a mathematical formula to determine the scoring for each individual responsive and responsible firm 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 a number 2, and so on. The City shall average the ranking for each criterion, for all evaluation committee members, and then multiply that average ranking by the weighted criteria identified herein. The lowest average final ranking score will determine the recommendation by the evaluation committee to the City Manager.

### 5.2.3 Weighted Criteria

Criteria	Percentage
<b>Qualifications and Experience</b> Including firm and project team, principals, project manager, staff and sub-consultants Including licenses, insurance, and other pertinent information for firm and sub-consultants.	<b>30</b>
<b>History and Past Performance</b> Including previous similar projects, references, volume of previous work awarded by the City	<b>20</b>
<b>Project Understanding / Unique Characteristics</b>	<b>15</b>
<b>Approach to Scope of Work</b> Including, but not necessarily limited to, proposer's responses to 4.2.7; MBE efforts; Overall approach.	<b>35</b>

## 5.3 Contract Award

- 5.3.1** The City reserves the right to award a contract to that Consultant who will best serve the interest of the City. The City reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all submittals. The City also reserves the right to waive minor irregularities or variations of the submittal requirements and RFQ process.
- 5.3.2** Upon award of a Contract by the City Commission, the City Manager is authorized to execute the Contract on behalf of the City.
- 5.3.3** The City Manager shall appoint a contract administrator or project manager for each contract to assure compliance with the contract and applicable law. The contract administrator or project manager shall review all pay requests or deny same as required prior to approval by the City Manager.

# **Section VI**

## **Required Forms**

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**STATEMENT OF QUALIFICATION CERTIFICATION**

**Please Note:** All fields below must be completed. If the field does not apply to you, please note N/A in that field.

If you are a foreign corporation, you may be required to obtain a certificate of authority from the department of state, in accordance with Florida Statute §607.1501 (visit <http://www.dos.state.fl.us/> ).

Company: (Legal Registration) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No. \_\_\_\_\_ FAX No. \_\_\_\_\_ Email: \_\_\_\_\_

Does your firm qualify for MBE or WBE status: MBE \_\_\_\_\_ WBE \_\_\_\_\_

**ADDENDUM ACKNOWLEDGEMENT** - Proposer acknowledges that the following addenda have been received and are included in the proposal:

<u>Addendum No.</u>	<u>Date Issued</u>	<u>Addendum No.</u>	<u>Date Issued</u>
_____	_____	_____	_____
_____	_____	_____	_____

**VARIANCES:** State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of bid, attachments or bid pages. No variations or exceptions by the Proposer will be deemed to be part of the bid submitted unless such variation or exception is listed and contained within the bid documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your bid/proposal complies with the full scope of this solicitation. If this section does not apply to your bid, simply mark N/A. **If submitting your response electronically through BIDSINC you must click the exception link if any variation or exception is taken to the specifications, terms and conditions.**

The below signatory hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid/proposal. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications of this bid/proposal. The below signatory also hereby agrees, by virtue of submitting or attempting to submit a response, hereby agrees that in no event shall the City's liability for respondent's indirect, incidental, consequential, special or exemplary damages, expenses, or lost profits arising out of this competitive solicitation process, including but not limited to public advertisement, bid conferences, site visits, evaluations, oral presentations, or award proceedings exceed the amount of five hundred dollars (\$500.00). This limitation shall not apply to claims arising under any provision of indemnification or the City's protest ordinance contained in this competitive solicitation.

Submitted by:

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Title

### NON-COLLUSION STATEMENT

By signing this offer, the vendor/contractor certifies that this offer is made independently and *free* from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

**Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.**

#### NAME

#### RELATIONSHIPS

\_\_\_\_\_  
  
\_\_\_\_\_

\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

**In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.**

### LOCAL BUSINESS PREFERENCE CERTIFICATION STATEMENT

The Business identified below certifies that it qualifies for the local BUSINESS preference classification as indicated herein, and further certifies and agrees that it will re-affirm it's local preference classification annually no later than thirty (30) calendar days prior to the anniversary of the date of a contract awarded pursuant to this ITB. Violation of the foregoing provision may result in contract termination.

- (1) \_\_\_\_\_ is a **Class A** Business as defined in City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the City of Fort Lauderdale current year Business Tax Receipt and a complete list of full-time employees and their addresses shall be provided within 10 calendar days of a formal request by the City.  
Business Name
- (2) \_\_\_\_\_ is a **Class B** Business as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the Business Tax Receipt or a complete list of full-time employees and their addresses shall be provided within 10 calendar days of a formal request by the City.  
Business Name
- (3) \_\_\_\_\_ is a **Class C** Business as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. A copy of the Broward County Business Tax Receipt shall be provided within 10 calendar days of a formal request by the City.  
Business Name
- (4) \_\_\_\_\_ requests a **Conditional Class A** classification as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.  
Business Name
- (5) \_\_\_\_\_ requests a **Conditional Class B** classification as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. Written certification of intent shall be provided within 10 calendar days of a formal request by the City.  
Business Name
- (6) \_\_\_\_\_ is considered a **Class D** Business as defined in the City of Fort Lauderdale Ordinance No. C-12-04, Sec.2-199.2. and does not qualify for Local Preference consideration.  
Business Name

BIDDER'S COMPANY: \_\_\_\_\_

AUTHORIZED COMPANY PERSON: \_\_\_\_\_  
NAME SIGNATURE DATE



**CONTRACT PAYMENT METHOD BY P-CARD**

The City of Fort Lauderdale has implemented a Procurement Card (P-Card) program which changes how payments are remitted to its vendors. The City has transitioned from traditional paper checks to payment by credit card via MasterCard or Visa. This allows you as a vendor of the City of Fort Lauderdale to receive your payment fast and safely. No more waiting for checks to be printed and mailed.

In accordance with Article 7, item 7.4.3 of the consultant agreement attached herein, payments for all services will be made utilizing the City's P-Card program (MasterCard or Visa). Accordingly, firms must presently have the ability to accept credit card payment or take whatever steps necessary to implement acceptance of a credit card before the commencement of the agreement.

Please indicate with which credit card you prefer to be paid:

\_\_\_\_\_ MasterCard

\_\_\_\_\_ Visa Card

Company Name: \_\_\_\_\_

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Title

**CONTRACTOR'S CERTIFICATE OF COMPLIANCE WITH  
NON-DISCRIMINATION PROVISIONS OF THE CONTRACT**

The completed and signed form should be returned with the Contractor's submittal. If not provided with submittal, the Contractor must submit within three business days of City's request. Contractor may be deemed non-responsive for failure to fully comply within stated timeframes.

Pursuant to City Ordinance Sec. 2-17(a)(i)(ii), bidders must certify compliance with the Non-Discrimination provision of the ordinance.

- (a) Contractors doing business with the City shall not discriminate against their employees based on the employee's race, color, religion, gender (including identity or expression), marital status, sexual orientation, national origin, age, disability or any other protected classification as defined by applicable law.

Contracts. Every Contract exceeding \$100,000, or otherwise exempt from this section shall contain language that obligates the Contractor to comply with the applicable provisions of this section.

The Contract shall include provisions for the following:

- (i) The Contractor certifies and represents that it will comply with this section during the entire term of the contract.
- (ii) The failure of the Contractor to comply with this section shall be deemed to be a material breach of the contract, entitling the City to pursue any remedy stated below or any remedy provided under applicable law.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date



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[purchase@fortlauderdale.gov](mailto:purchase@fortlauderdale.gov)

**ADDENDUM NO. 1**  
**RFQ No. 12226-996**  
**TITLE: Breakers Avenue Streetscape Project**

**ISSUED: 11/29/2018**

This addendum is being issued to make the following change(s):

- 1). The first paragraph in Section II – General Terms and Conditions, Item 2.8 shall be changed**

**From:**

**2.8 Minimum Qualifications**

Firms shall be in the business of Civil Engineering and must possess sufficient licenses, certifications, financial support, equipment and organization to insure that it can satisfactorily perform the services if awarded a Contract.

**To:**

**2.8 Minimum Qualifications**

Firms shall have experience in preparing engineering plans for the construction of streetscape and infrastructure improvements and must possess sufficient licenses, certifications, financial support, equipment and organization to insure that it can satisfactorily perform the services if awarded a Contract.

- 2). The first sentence in Section IV- Submittal Requirements, Item 4.2.7 – Approach to Scope of work shall be changed**

**From:**

**4.2.7 Approach to Scope of Work**

Provide a narrative describing Proposer's approach to providing Urban Design and Civil Engineering services.

**To:**

**4.2.7 Approach to Scope of Work**

Provide a narrative describing Proposer's approach to the project.

- 3). Under Item 4.2.11 – Required Forms, Add the following:**



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**f. CONTRACTOR'S CERTIFICATE OF COMPLIANCE WITH  
NON-DISCRIMINATION PROVISIONS OF THE CONTRACT**  
This form is to be completed and inserted in this section.

All other terms, conditions, and specifications remain unchanged.

  
Mr. James Hemphill  
Asst. Manager Procurement and Contracts

Company Name: \_\_\_\_\_  
(please print)

Bidder's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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[purchase@fortlauderdale.gov](mailto:purchase@fortlauderdale.gov)

**ADDENDUM NO. 2**  
RFQ No. 12226-996  
**TITLE: Breakers Avenue Streetscape Project**

ISSUED: 12/04/2018

This addendum is being issued to make the following changes

**The proposal due date has been changed to December 28, 2018**

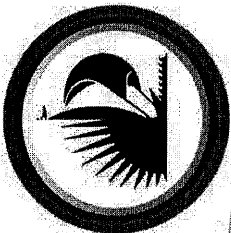
All other terms, conditions, and specifications remain unchanged.

Mr. James Hemphill  
Asst. Manager Procurement and Contracts

Company Name: \_\_\_\_\_  
(please print)

Bidder's Signature: \_\_\_\_\_

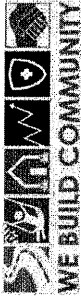
Date: \_\_\_\_\_



**FINANCE DEPARTMENT**

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**RFP PRE-PROPOSAL MEETING SIGN-IN SHEET**



**DATE:** 12/05/2018

**TIME:** 10:00

AM PM

**OPENING DATE:** 12/28/2018

**PROCUREMENT CONTACT:** James Hemphill

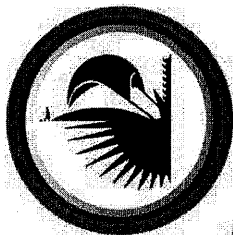
RFP#: RFQ #12226-996

RFP TITLE: Breakers Ave. Streetscape Project

[illegible]

Form approved By: Jodi S. Hart, Manager of Procurement and Contracts | Page: 1 of 1 | Rev: 3 | Revision Date: 04/16/2018 | Author: LP

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# FINANCE DEPARTMENT

## RFP PRE-PROPOSAL MEETING SIGN-IN SHEET



DATE: 12/05/2018

TIME: 10:00

☒ AM

☐ PM

OPENING DATE: 12/28/2018

PROCUREMENT CONTACT: James Hemphill

RFP#: RFQ #12226-996

RFP TITLE: Breakers Ave. Streetscape Project

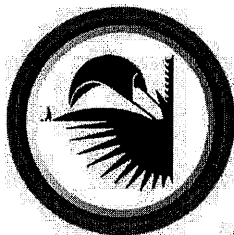
NAME	COMPANY	PHONE	EMAIL
KRISTIN LAWOR	Keith	954-788-3400	KLAWOR@KEITHteam.com
BRIAN SHORE RLA	Millerkegg	954-436-7000	bshore@milllerkegg.com
CRIS BETANCOURT	CHEN MOORE	954-730-0707	CBETANCOURT@CHENMOORE.COM
LEANNE CARONA	APOTE		lgarcia@apote.com
ERIN EMMONS	KIMLEY-HORN	954-535-5128	ERIN.EMMONS@KIMLEY-HORN.COM
LISA MARIE ESKANDER	City of Fort Lauderdale		lglover@fortlauderdale.gov

City of Fort Lauderdale

Bid 12226-996

Form approved By: Jodi S. Hart, Manager of Procurement and Contracts | Page: 1 of 1 | Rev: 3 | Revision Date: 04/16/2018 | Author: LP

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# FINANCE DEPARTMENT

## RFP PRE-PROPOSAL MEETING SIGN-IN SHEET



DATE: 12/05/2018

TIME: 10:00

☒ AM ☐ PM

OPENING DATE: 12/28/2018

PROCUREMENT CONTACT: James Hemphill

RFP#: RFQ #12226-996

RFP TITLE: Breakers Ave. Streetscape Project

NAME COMPANY PHONE EMAIL

Sima Azar Bild work Design (954) 933-8246 sima@bildwork.com

Jakue Genard G-1 A Genard & Associates 305-331-7857 jgenard@genard.us

Miriam Jacques G-1 A Genard & Associates 305-343-4550 miriam@genard.us

Andres Cordona WSP USA 305-514-3176 andres.cordona@wsp.com

Craig Grillo SESCO Lighting 561-324-8866 CGrillo@seco-lighting.com

Joshua Baimel JMT 954-993-9443 jbaimel@jmt.com

Angela Biagi WGL 954-296-2173 angela.biagi@wglinc.com

JOE KENNEY CITY OF FTL 954-828-5848 jokenney@fortlauderdale.gov

Omer Castellan " 954-828-5064 ocastellan@fortlauderdale.gov

City of Fort Lauderdale

Bid 12226-996





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**ADDENDUM NO. 3**  
**RFQ No. 12226-996**  
**TITLE: Breakers Avenue Streetscape Project**

ISSUED: 12/17/2018

This addendum is being issued to make the following changes

1. **DELETE:** The following Task is deleted from the Section III – Scope of Services:

**A).Predesign**

**Develop two preliminary design alternates through project stakeholders' engagement based on the community vision developed through the stakeholder engagement process. Prepare construction estimates for each alternate.**

2. **REVISE:** The following Task is corrected from the Section III – Scope of Services:

**B) Design and estimated construction costs**

Prepare a 30% engineering design package for up to two (2) alternates based on the preliminary design (**provided by the City**).

- Topographical survey (**provided by the City**)
- Conduct a geotechnical soil survey and identify the utility locations within the project boundary (using Ground penetrating radar and Subsurface Utility Engineering, or other means, as necessary). Meet with the utility owners to verify locations.

3. **REVISE:** Section 4.1.6 shall be corrected from:

**4.1.6** One (1) original and one (2) copy plus SIX electronic (soft) copies (Flash Drive) of your proposal shall be delivered in a sealed package with the RFP number, due and open date, and RFP title clearly marked on the outside by the due date and time (deadline) to the address specified in Section I, 1.2 – Submission Deadline. It is the sole responsibility of the respondent to ensure their proposal is received on or before the date and time stated, in the specified number of copies and in the format stated herein.



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TO: **4.1.6** One (1) original and **two** (2) copy plus SIX electronic (soft) copies (Flash Drive) of your proposal shall be delivered in a sealed package with the RFP number, due and open date, and RFP title clearly marked on the outside by the due date and time (deadline) to the address specified in Section I, 1.2 – Submission Deadline. It is the sole responsibility of the respondent to ensure their proposal is received on or before the date and time stated, in the specified number of copies and in the format stated herein.

4. **DELETE:** Under Section II – General Terms and Conditions The following Item shall be deleted from, and not pertain to this solicitation:

**2.12 Local Business Price Preference**

Additionally – the following form shall not be required to be submitted with the proposal: c. **Local Business Preference (LBP)**

All other terms, conditions, and specifications remain unchanged.

  
Mr. James Hemphill  
Asst. Manager Procurement and Contracts

Company Name: \_\_\_\_\_  
(please print)

Bidder's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Question and Answers for Bid #12226-996 - Breakers Avenue Streetscape Project

### Overall Bid Questions

#### Question 1

is there a cost estimate/budget? (Submitted: Nov 26, 2018 10:23:06 AM EST)

#### Answer

- Between 500K - 1M (Answered: Dec 4, 2018 2:43:18 PM EST)

#### Question 2

Please confirm meeting time. Time says 9:00 am ct (Submitted: Nov 26, 2018 1:08:35 PM EST)

#### Answer

- Not sure where you are seeing that... Please respond. The information I show on the cover page is correct as follows:

Pre-Bid Conference(s) Dec 5, 2018 10:00:00 AM EST

Attendance is optional

Location: City of Fort Lauderdale Transportation and Mobility Building

290 NE 3rd Ave. - Fort Lauderdale FL 33301 1st floor Conf. Room (Answered: Nov 26, 2018 1:31:33 PM EST)

#### Question 3

Can a registered landscape architecture firm be the prime consultant so long as they have a registered civil engineering firm on their team? (Submitted: Nov 29, 2018 9:05:10 AM EST)

#### Answer

- Yes (Answered: Nov 30, 2018 11:50:34 AM EST)

#### Question 4

Do the soft cover binders and dividers count towards the 50-page limit?

Paragraph 4.2.4 on page 23 requires resumes of the project team. Are these resumes in addition to the resumes that are part of Standard Form 330 required in paragraph 4.2.3 on page 22? (Submitted: Nov 29, 2018 3:01:30 PM EST)

#### Answer

- 1).No soft cover binders do not count. Also note the "50 page" statement is a preference of the City, not an absolute requirement. We simply ask that responses seek to avoid information in excess of that requested, must be concise, and must specifically address the issues of this RFQ.

2).As long as resumes are included, we have no preference where you place them. (Answered: Nov 29, 2018 6:10:57 PM EST)

#### Question 5

RFQ section 4.1.6 states: "One (1) original and one (2) copy...." is required for submittal. Please advise if you are requesting one or two copies of the SOQ. (Submitted: Dec 4, 2018 4:10:57 PM EST)

#### Answer

- two (Answered: Dec 5, 2018 10:00:19 AM EST)

#### Question 6

The RFQ states that Standard Form 330s are required for this submittal. Please advise if these pages will count toward the 50-page limit. (Submitted: Dec 4, 2018 4:17:38 PM EST)

#### Answer

- Yes - Also, see answer to question 4. (Answered: Dec 11, 2018 8:53:59 AM EST)

#### Question 7

Is there a MBE participation requirement for this project? If so, what is the percentage? (Submitted: Dec 5, 2018 3:31:23 PM EST)

#### Answer

- For CCNA's, We endeavor to meet the minority business enterprise procurement goals under s. 287.09451. (Answered: Dec 11, 2018 8:53:59 AM EST)

**Question 8**

RFQ section 4.2.8 References states:

"Provide up to five (5) local references of projects of a similar size, complexity within the public right-of-way that was designed by your firm within the last eight (8) years. ....Information should include:

• Client Name, address, contact person telephone and E-mail addresses

(E-mail will be primary means of contact).

• Description of work.

• Year the project was completed.

• Total cost of the construction, estimated and actual.

Please confirm that we are to provide the information in the four bullets for each reference only and that no actual client letters (written on client letterhead) of recommendation are being requested here. (Submitted:

Dec 6, 2018 4:54:23 PM EST)

**Answer**

- Confirmed. (Answered: Dec 11, 2018 8:55:10 AM EST)

**Question 9**

Would it be acceptable to include the complete Standard Form 330 in the Required Forms section of our submittal versus being broken up in various sections throughout our qualification response? (Submitted: Dec 10, 2018 1:41:55 PM EST)

**Answer**

- Our concern is that all requested information is included in your proposal (no duplications) (Answered: Dec 11, 2018 8:53:59 AM EST)

**Question 10**

Would it be advisable to consider;

4.2.3 SF330 Sections A-C;

4.2.4 SF330 Sections D-E;

4.2.8 SF330 Section F-G or

would it be advisable to insert the SF330 A-I in its entirety as part of Section 4.2.4 and submit an additional 5 References/Projects for Section 4.2.8? (Submitted: Dec 11, 2018 3:46:40 PM EST)

**Answer**

- We are primarily concerned that all required information is included in your proposal. A SF330 that includes the required information can be referred to as long as it is a part of your proposal. (Answered: Dec 12, 2018 5:01:11 PM EST)