



**REQUEST FOR QUALIFICATIONS STATEMENTS (RFQ) FOR
BUNNELL ADMINISTRATION/POLICE DEPARTMENT COMPLEX
DESIGN – BUILD PROJECT**

RFQ No: 2022-02

Due By Monday November 14, 2022 at 10:00 AM

NOTICE IS HEREBY GIVEN THAT THE CITY OF BUNNELL IS ACCEPTING SEALED QUALIFICATION STATEMENTS FROM QUALIFIED DESIGN BUILD CONSULTING FIRMS TO PROVIDE DESIGN BUILD AND PERMITTING SERVICES FOR THE CITY OF BUNNELL ADMINISTRATION/POLICE DEPARTMENT COMPLEX DESIGN BUILD PROJECT.

NOTICE SHALL BE POSTED IN THE DAYTONA NEWS JOURNAL. INTERESTED PARTIES MAY OBTAIN INSTRUCTION PACKETS ON THE WEBSITE WWW.DEMANDSTAR.COM, THE CITY'S WEBSITE AT WWW.BUNNELLCITY.US OR VIA EMAIL FROM MDEPASQUALE@BUNNELLCITY.US.

YOU ARE HEREBY INVITED TO SUBMIT A SEALED QUALIFICATION STATEMENT COMPLETE WITH ALL INFORMATION REQUESTED BY MAIL OR COURIER SERVICE TO THE CITY'S FINANCE DEPARTMENT LOCATED AT 604 E. MOODY BLVD., STE 6, BUNNELL, FL 32110, NO LATER THAN MONDAY NOVEMBER 14, 2022 AT 10:00 AM.

MAILING ADDRESS:

City of Bunnell Finance Department
Attn: Lakesha Byrd
P.O. Box 756
Bunnell, Florida 32110

WALK-IN DELIVERY ADDRESS:

City of Bunnell Finance Department
Attn: Lakesha Byrd
604 E. Moody Blvd. – Suite 6
Bunnell, Florida 32110

TIMETABLE:

Date of Distribution:	Monday October 17, 2022
*Mandatory Pre-Submittal Meeting	Wednesday October 26, 2022 at 10:00 AM
Last Date of Inquiries:	Friday October 28, 2022 at 9:00 AM
Qualification Statements Due:	Monday November 14, 2022 at 10:00 AM
* RFQ Opening:	Monday November 14, 2022 at 10:30 AM

* Pre-Submittal Meeting and RFQ Opening will be held at:
Versie Lee Mitchell Community Center
405 E Drain St; Bunnell, FL 32110

Proposers must indicate on the sealed envelope the following:

- A. Title of Proposal – ADMINISTRATION/POLICE DEPARTMENT COMPLEX**
- B. RFQ 2022-02**
- C. Name of Proposer**
- D. RFQ Opening - Monday November 14, 2022 at 10:30 AM**

**Request for Qualifications Statements (RFQ) for
BUNNELL ADMINISTRATION/POLICE DEPARTMENT COMPLEX
DESIGN – BUILD PROJECT
RFQ# 2022-02
Due by November 14, 2022**

GENERAL CONDITIONS

CONTACT: All prospective Applicants are hereby instructed not to contact any member of the City of Bunnell City Commission, City Manager, or City Staff members other than the noted contact person regarding this RFQ at any time prior to the final evaluation and recommended ranking by City staff for this project. Any such contact shall be cause for rejection of your Proposal.

PUBLIC ENTITY CRIMES: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Bid or Proposal on a contract to provide any goods or services to a public entity, may not submit a Bid or Proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit Bids or Proposals on leases of real property to a public entity, many 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, for CATEGORY TWO, for a period of 36 months from the date of being placed on the convicted vendor list.

CODE ETHICS FOR PUBLIC OFFICERS AND EMPLOYEES: Pursuant to Florida Statutes, any Public Officer or Employee of the City of Bunnell will abide by all ethical requirements as outlined in Chapter 112, Part III.

DISCRIMINATION: Pursuant to Section 287.134(2)(a), Florida Statutes, an entity or affiliate who has been placed on the discriminatory vendor list may not submit a Bid or Proposal on a contract to provide any goods or services to a public entity, may not submit a Bid or Proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit Bids or Proposal on leases of real property to a public entity, many 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.

PUBLIC RECORDS/NON-CONFIDENTIALITY OF BIDS AND/OR PROPOSALS: The City of Bunnell cannot and does not warrant the confidentiality of any information submitted in response to this solicitation. Florida law provides that municipal records shall, at all times, be open for personal inspection by any person, Section 119.01, F.S. Information and materials received by the City of Bunnell in connection with all Proposers' response shall be deemed public records subject to public inspection upon notice of an intended decision, or 30 days after Bid/Proposal opening, whichever occurs first. Section 119.071, F.S.

SUBMISSION OF PROPOSALS: All Proposals shall be submitted in a sealed envelope. The Request for Qualification Statements (RFQ) number, title, and opening date and date & time of opening shall be clearly displayed on the outside of the sealed envelope. The delivery of said Proposal to the prescribed delivery point on or before the specified opening date and time is solely and strictly the responsibility of the Proposer. Any Proposal received at the prescribed delivery point after the specified date and time will not be accepted. Proposals must be submitted on forms provided by the City. No other forms will be accepted. Telephone, Email, and Fax Proposals will not be considered. No Proposal may be modified after opening. No Proposal may be withdrawn after opening.

DELAYS: The City of Bunnell, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the City to do so. The City will post notification of any and all changes in scheduled due dates on-line at the City of Bunnell website www.BunnellCity.us/Bids and on Demand Star www.demandstar.com

ADDENDUM: Should revisions to the RFQ documents become necessary, the City will post addenda information on-line at the City of Bunnell website www.bunnellcity.us/bids and Demand Star www.demandstar.com. All Proposers should check the City of Bunnell website and Demand Star website to verify information regarding Addenda. It is the sole responsibility of the Proposer to ensure he/she obtains information related to Addenda.

EXECUTION OF RFQ: Proposal must contain a manual signature of authorized representative in the space(s) provided. Proposals must be typed or printed. The company name and Federal Employer Identification Number (F.E.I.N.) shall appear in the space(s) provided.

RFQ OPENING: Proposals shall be opened at the time, date, and place specified in the RFQ, and the name of the Proposer shall be read aloud publicly.

RFQ TABULATION: Any Proposer wishing to receive a copy of the RFQ tabulation is required to enclose a stamped, self-addressed envelope with their Proposal.

CLARIFICATION/CORRECTION OF RFQ ENTRY: The City of Bunnell reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes. Any permitted correction shall be initialed by the Proposer.

INTERPRETATION: Any questions concerning conditions and specifications shall be directed in writing to Marcus DePasquale, City Engineer at P.O. Box 756, Bunnell, FL 32110 or via email at mdepasquale@bunnellcity.us. Those interpretations, which may affect the eventual outcome of this Proposal, will be furnished in writing to all prospective Proposers. No interpretation shall be considered binding unless provided in writing by the City of Bunnell.

MINORITY POLICIES: The City of Bunnell, Florida, encourages the full participation of Disadvantaged and Women Business Enterprises (D&WBE) in the provision of goods and services.

ADDITIONAL TERMS AND CONDITIONS: The City of Bunnell reserves the right to reject Proposals containing any additional terms or conditions not specifically requested in the original conditions and specifications.

TAXES: The City of Bunnell is exempt from Federal Excise Taxes and all sales taxes.

ASSIGNMENT: Any contract issued pursuant to an RFQ and the monies that may become due there under are not assignable except with the prior written approval of the City Manager or City Commission, whichever authorized the purchase order or contract.

LIABILITY: The Proposer shall hold and save the City of Bunnell, its officers, agents, and employees harmless against claims by third parties resulting from the Proposer's breach of contract or negligence, including all attorney's fees and costs, and shall pay any and all damages, fees, and costs assessed on behalf of the City. The City expressly reserves all rights, privileges and benefits of sovereign immunity.

LICENSES: Proposers, both corporate and individual, must be fully licensed and certified in the State of

Florida at the time of submittal of RFQ for the type of goods/services to be provided. Should the Proposer not be fully licensed and certified, his/her RFQ submittal shall be rejected. If applicable, any permits, licenses, or fees required shall be the responsibility of the Proposer. No separate or additional payment will be made for these costs. Adherence to all applicable code regulations, Federal, State, County, City, etc., are the responsibility of the Proposer.

AWARDS: The City reserves the right, in its sole discretion, as the best interest of the City may require, to make award(s) by individual item, group of items, all or none, or a combination thereof; on a geographical basis and/or with one or more of the Proposers. The City reserves the right to waive any irregularities, and to re-advertise as may be determined to be in the best interest of the City.

EQUAL EMPLOYMENT OPPORTUNITY: Title VII of the Civil Rights Act of 1964 protects individuals against employment discrimination based on race and color as well as national origin, sex, or religion.

ADDITIONAL TERMS AND CONDITIONS: Unless expressly accepted by the City, only the terms and conditions in this document shall apply: No additional terms and conditions included with the RFQ response shall be considered. Any and all such additional terms and conditions shall have no force and effect and are inapplicable to this RFQ if submitted either purposely through intent or design, or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties. It is understood and agreed that the general and/or any special conditions in these RFQ documents are the only conditions applicable to this RFQ and the Proposer's authorized signature on the Request for Qualification Response Form attests to this. Exceptions to the terms and conditions will not be accepted.

GOVERNMENTAL RESTRICTIONS: In the event that any governmental restrictions are imposed which would necessitate alteration of the material quality, workmanship or performance of the items offered on this RFQ prior to their delivery, it shall be the responsibility of the Proposer to notify the Finance Director at once, indicating in his/her letter the specific regulation which required an alteration, including any price adjustments occasioned thereby. The City reserves the right to accept such alteration or to cancel the contract or purchase order at no further expense to the City.

PURCHASING AGREEMENTS WITH OTHER GOVERNMENT AGENCIES: All Proposers submitting a response to this RFQ agree that such response also constitutes an RFQ to all governmental agencies within the State of Florida, under the same conditions, for the same contract price, and for the same effective period as this RFQ, should the Proposer feel it is in their best interest to do so. Each governmental agency desiring to accept this RFQ, and make an award thereof, shall do so independently of any other governmental agency. Each agency shall be responsible for its own purchases, and each shall be liable only for materials and/or services ordered and received by it, and no agency assumes any liability by virtue of this RFQ. This agreement in no way restricts or interferes with the right of any governmental agency to re-qualify any or all Proposers.

E-Verify. The Proposer agrees to utilize the E-Verify system in screening employees hired during the time of the contract.

Length of Agreement. The successful Proposer shall execute an Agreement with the City, which shall be for a term of four (4) years, and thereafter execute Task Assignments as requested by the City and provided for in the Agreement.

Changes to Scope of Work. Either party may propose changes to the scope or time schedule of the Work or Services under a Task Assignment which shall be submitted to the other party in writing for consideration of feasibility and the likely effect on the cost and schedule for performance of the Work or Services. The

parties shall mutually agree upon any proposed changes, including resulting equitable adjustments to costs and schedules for the performance of the Services. The agreed changes shall be documented, in one or more Amendments to the Task Assignment. If despite good faith negotiations the parties are unable to agree to the terms of an amendment to a task assignment, the parties shall follow the dispute resolution process provided in the Agreement.

Time is of the Essence. Time is of the essence for each Task Assignment issued under this Agreement and all Projects performed in accordance herewith. Completion of preliminary design must be completed no later than 90 days after contract execution. Preliminary design is subject to City review and approval. Any minor design changes required by City must be complete within 30 days of notification. If major design changes are required, the City will negotiate acceptable timeframe with design services provider.

Selection Committee members, City Commissioners, and City personnel (except the City Engineer) are not to be contacted prior to the public meeting at which the City Commission will decide to approve or reject the final recommendation presented to it by the City Engineer. At the discretion of the City, failure to comply with this requirement will be grounds for disqualification.

Specifically, this NO-CONTACT PERIOD shall commence on the date of the advertisement of the RFQ and continue through and include the date the City Commission makes its determination to approve or reject the final recommendations.

For each purpose related to this Agreement and each Task Assignment, Consultant, Contractor(s), subcontractor(s), or sub consultants shall be independent contractors with respect to the City and nothing herein shall create any association, partnership, joint venture or agency relationship between them. City and Consultant shall exhaust all methods to resolve issues, including but not limited to, the Dispute Resolution procedures in the Agreement before any action is taken to declare the City or Consultant in default of the Agreement.

City of Bunnell
Request for Qualifications Statements (RFQ) for
BUNNELL ADMINISTRATION/POLICE DEPARTMENT COMPLEX
DESIGN BUILD Project

The City of Bunnell is soliciting statements of qualifications and letters of interest from qualified Design Build Consulting Firms to provide Design Build and Permitting services for the City of Bunnell Administration/Police Department Complex Design Build project.

Florida Statute 287.055, "Consultants Competitive Negotiation Act" will be followed to secure the required Design Build Consulting Firm(s). For continuing contracts, firms shall provide professional services to the City **for projects in which construction costs do not exceed \$2,000,000 or for study activity when the fee for such professional services does not exceed \$200,000.**

The document package necessary for participating in this RFQ can be obtained on-line at www.BunnellCity.us/Bids and www.demandstar.com , or by calling Onvia Demand Star Services at (800) 711-1712. If you have any difficulty obtaining the RFQ documents, the RFQ package can also be obtained by email from Marcus DePasquale at the City of Bunnell at mdepasquale@bunnellcity.us.

There will be a one-time, **Mandatory**, pre-submittal meeting with prospective individuals and/or Firms (collectively the "Firms") representing their own businesses held on Wednesday, October 26, 2022, at 10:00 a.m. The meeting will be held in the Versie Lee Mitchell Community Center, located at 405 E Drain St, Bunnell, FL, 32110. Those Firms present must be representing their own business.

All Responders shall submit one (1) **original** and seven (7) **bound** copies of their documents on letter size paper in a sealed envelope or package along with an **ADA compliant electronic copy** in pdf format on USB of the full response. Proposals **must** include all items shown on Section IX. Proposal Submission, of the scope of services.

- The Proposal must be submitted no later than **MONDAY, NOVEMBER 14, 2022 AT 10:00 AM LOCAL TIME** at the City's Financial Department Office, Physical Address: 604 E Moody Blvd, Ste 6, Bunnell, FL 32110 or Mailing Address: PO Box 756 Bunnell, Florida 32110. Proposals shall be addressed to City of Bunnell Finance Department; Attn: Ms. Lakesha Byrd.

Any Proposals not complying strictly with the requirements of this Request for Qualifications (RFQ) may be ruled to be nonresponsive and ineligible for consideration.

THE CITY RESERVES THE RIGHT to reject any or all Proposals or parts thereof or to accept the Proposal or parts thereof when considered in the best interest of the City. Any Proposal received after the time and date specified will not be considered.

GENERAL INSTRUCTIONS

1. **Inquiries:** Questions may arise as firms are preparing their Proposals. Please direct questions in writing, no later than Friday, October 28, 2022 by 9:00 am to: Marcus DePasquale, City Engineer. P.O. Box 756, Bunnell, FL 32110, or via email at mdepasquale@bunnellcity.us.
2. **Letter of Intent:** Letter will summarize, in a brief concise manner, the Firm understands the scope of work and make a positive commitment to perform the work/service in a timely manner. The letter must be signed by an official authorized to make such commitments and enter a contract with the City. The letter must indicate the official's title or authority. The letter should not exceed two (2) pages in length.
3. **References:** On a separate piece of paper, please submit three (3) references from similar projects for the Firm and all sub-consultants. Be sure to provide the following information:
 - a. Project name and description of completed work
 - b. Company Name
 - c. Address
 - d. Contact Name
 - e. Email address
 - f. Phone number – cell number preferred for easier access
4. **Proposal:** To ensure that all Statements of Qualifications are fairly evaluated, scored, and ranked, it is very important that they are prepared according to the prescribed format in Section IX. **Failure to follow this requirement may result in the disqualification of your Statement of Qualifications.**
5. **Signature Requirements:** Proposals and any issued Addenda must be signed by a duly authorized officer(s) of the proposing firm. Consortiums, joint ventures, or teams submitting Proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one firm or legal entity which shall not be a subsidiary or affiliate with limited resources. Each Proposal shall indicate the entity responsible for execution on behalf of the Proposal team.
6. **Addenda and Supplements to the Request for Qualifications (RFQ):** In the event that it becomes necessary to revise any part of this RFQ, or if additional information is necessary to enable the proposing firm to make an adequate interpretation of the provisions of this RFQ, a supplement to the RFQ will be posted on the City of Bunnell website www.BunnellCity.us/Bids and Demand Star www.demandstar.com .
7. **Rejection Rights:** The City of Bunnell reserves the right, at any time, to modify, waive or otherwise vary the terms and conditions of this RFQ including, but not limited to, the deadlines for submission and submission requirements. The City further reserves the right to reject any or all submittals, to cancel or withdraw this RFQ at any time and to negotiate with any party prior to or after submittal of Proposals. Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful proposers.
8. **Cost of Proposal Preparation:** No reimbursement will be made by the City of Bunnell for any costs incurred in the preparation of the Proposal or presentation.
9. **Proposals to be in Effect:** Each Proposal shall state that it is valid for a period of not less than 90 days from date of receipt.

City of Bunnell
Request for Qualifications Statements (RFQ) for
BUNNELL ADMINISTRATION/POLICE DEPARTMENT COMPLEX
DESIGN BUILD PROJECT

I. GENERAL PURPOSE AND INTRODUCTION

Notice is hereby given that the City of Bunnell is accepting sealed Qualification Statements to be received no later than **NOVEMBER 14, 2022 at 10:00 AM Local Time** for design, permitting and construction stage services related to the Bunnell Administration/Police Department Complex Design-Build Project.

II. SCOPE OF WORK TO BE PERFORMED

The Statement of Qualifications should be provided, addressing the Firm's qualifications, duties, and responsibilities to manage the design and construction of the project which will include, but shall not be limited to the following:

A. Design Build Services: Service for the project as described below: the Administration/Police Department Complex. The successful Firm will be contracted to perform all foreseeable phases of the project. Phase 1 will be the design and Phase 2 will be the construction of the agreed upon design.

B. Project Description Brief: Design and Build project consistent with zoning requirements as a public benefit use to include all site preparation for project and construction necessary to construct a new turnkey City Hall Building and with Site Development.

1. The Structure and Interior:
 - a. It is an out parcel and single-story structure of approximately 18,000 square feet.
 - b. The structure shall be hardened to be utilized during storm events.
 - c. Building shall be inclusive of all furnishings.
 - d. See attached conceptual building schematic layout.
 - e. Fire Protection.
 - f. IT equipment for server room
 - g. Hard wiring for phones and computers
 - h. Info technology hardware
 - i. Copiers, scanners and printers as necessary
 - j. Records management system
 - k. Security System
 - l. Audio/video equipment for Assembly room and conference rooms

2. The Site development shall include but not be limited to:
 - a. All fire, water and sanitary sewer utility connections
 - b. Concrete curb, sidewalks, and bump stops
 - c. Paved asphalt points of ingress and egress,
 - d. Paved asphalt and pavement markings for site and ADA parking
 - e. Signage and associated pavement markings
 - f. Bike racks
 - g. On-site and off-site stormwater infrastructure
 - h. On-site and off-site stormwater ponds
 - i. Remaining build out of Pond 1. Fill from Pond 1 can be utilized for site fill
 - ii. Pond 2 to be built in conjunction with Lot 5
 - i. On-site lighting

- j. Concrete dumpster pad & enclosure (solid waste and recycling in accordance with construction standards)
- k. Stormwater Pollution Prevention measures
- l. Site preparation, final grading, and required site fill
- m. Any & all associated permitting
- n. Modelling to determine base flood elevation
- o. Hardscape Monument Sign Along Commerce Parkway
- p. Landscaping and irrigation
- q. Flagpole area with hardscape honoring our veterans
- r. All items shown on proposed concept plan

C. Project Location: 2400 and 2430 Commerce Parkway, Bunnell, FL 32210.

D. Flagler County Property Appraisers Parcel No:

- 11-12-30-2260-00000-0040 – 2400 Commerce Pkwy – Lot 4
- 11-12-30-2260-00000-00A0 – 2430 Commerce Pkwy - Access Easement Tract A
- 11-12-30-2260-00000-00B0 - Access Easement Tract B

E. Other Site and Building requirements:

1. Approximate Site Area = 2.883 Acres.
2. Minimum finished floor elevation = 26.0 or base flood elevation plus 2 feet, whichever is higher.
3. Site and Building design should be to the standard of typical hardened Governmental Services Buildings in the use of materials as well as attention to architectural details and scale.
4. Proposed access on Tracts A and B is included as part of the above Site Development.
5. Integrate universal design principals into overall site and building development.

The work involved in this project shall be designed and constructed in general conformity with the design criteria outlined in this section. Exceptions to this criterion may be granted by the City only upon written approval by the City Engineer. The total Budget for the Design/Build project is \$8.5 million. The City's funds budgeted for the development of the project includes the construction budget plus all other fees and costs necessary to develop the project. The Design/Build firm will need to demonstrate in their Proposal their willingness and ability to negotiate a price that does not exceed the budget and meets the design criteria set forth in this Request for Proposal.

F. Florida Building Codes:

1. The current Florida Building Code 7th Edition includes
 - a. Florida Building Code
 - b. Florida Mechanical Code
 - c. Florida Plumbing Code
 - d. Florida Accessibility Code
 - e. Florida Energy Code
2. National Electric Code 2017 Edition
3. Florida Fire Preventative Code 7th Edition
4. A thorough review if this code shall be conducted to determine impacts on project, if any.

G. New Construction:

1. The design team shall determine the most cost-effective hardened building construction type. Design layout and schedule must be considered.
2. The structural systems shall be up to the design team and should provide the most cost-effective solutions at the time of design based on market conditions. The structure shall not be wood or metal.

H. Professional Services: Professional services to be performed including but not be limited to:

1. Review of the existing site, proposed concept plan and proposed architectural layout.
2. Preparation of a scope of work statement and preliminary cost estimate for project.
3. Preparation of scope(s) of work and cost estimate(s) for future Phases 1 and 2 of the project. Provide costs and options for the possibility of a second floor and elevator.
4. Coordinate with the appropriate government agencies and utilities providers.
5. Design and construction drawings and specifications that incorporate the necessary sub consultant disciplines such as environmental, mechanical, electrical, structural, surveying and any other that will be required. The documents will set forth in detail the requirements for construction of the project.
6. Provide value engineering to keep project on budget for the proposed solution.
7. Provide construction management services for each phase of the project.
8. Provide as-built drawings upon project completion.

I. Items included to aid with proposal preparation - Included as Appendix B:

1. Conceptual Site Plan
2. Existing Site Survey
3. Conceptual Architectural Schematic Layout
4. Conceptual Architectural Elevations.
5. Flagler Central Commerce Parkway Previously Permitted Plan Set with the SJRWMD
6. Geotechnical Report
7. Recorded Plat
8. Access Easement and Utility Easement Agreement for Tracts A and B

III. CALENDAR OF EVENTS

- | | |
|---|--|
| A. Date of Distribution: | Monday, October 17, 2022 |
| B. * Mandatory Pre-Selection Meeting | Wednesday, October 26, 2022 at 10:00 am |
| C. Last Date of Inquiries: | Friday, October 28, 2022 by 9:00 am |
| D. Final Addendum: | Wednesday, November 02, 2022 |
| E. RFQ's Due: | Monday, November 14, 2022 no later than 10:00 am |
| F. * RFQ Opening: | Monday, November 14, 2022 10:30 am |
| G. Review & Selection of RFQs by Selection Committee | - Monday, December 5, 2022 at 10:00 am |
| H. Selection Committee's recommendation presented to City Commission | for approval to be determined |

* Pre-Bid meeting and RFQ Opening will be held at:
Versie Lee Mitchell Community Center
405 E Drain St; Bunnell, FL 32110

The above schedule may be changed solely at the City's discretion.

IV. PROPOSAL

Proposals shall comply with the **55-page** limit and applicable criteria set forth herein.

V. SELECTION PROCESS

The responses will be evaluated in accordance with Florida Statutes Section 287.055 known as the Consultants Competitive Negotiations Act. A designated City Staff Technical Review Committee will review and evaluate responses to this RFQ and will designate no less than three (3) of the most qualified Proposers based on rankings. At the City's sole discretion, Proposers may be invited to appear for interviews by the Technical Review

Committee or be asked to further demonstrate their qualifications, at a time and date to be determined by the City. The City Staff Technical Review Committee will shortlist and rank the three (3) most qualified firms. Ranking of the short-listed proposers shall be forwarded to the City Manager for approval and recommendation to the City Commission. Subsequent negotiations shall follow in accordance with the provisions of the Consultant's Competitive Negotiation Act for individual task orders.

VI. CONFLICT OF INTEREST

Any prospective Proposer must make an affirmative statement to the effect that, to its knowledge, the appointment will not result in a conflict of interest with respect to current or anticipated clients of Proposer. If a conflict is deemed to possibly exist, the prospective Proposer shall state the nature of such conflict, and a Proposal to resolve the same prior to appointment as Proposer.

VII. EVALUATION CRITERIA

The CITY OF BUNNELL shall be the sole judge of its own best interests, the responses, and the resulting agreement. Award(s) will be made to the Responder(s) who presents the best value to the CITY OF BUNNELL based on the entire evaluation process and all the information gathered. Proposal packages will be reviewed and evaluated by a Selection Committee. **Financial criteria will be evaluated only by Committee Members in the Finance Department, not by all members of the Selection Committee.** Proposal packages will be reviewed and evaluated in accordance with the following criteria and weighting factors:

Point System: The Maximum total point value for written Statements of Qualifications is 280 points per selection committee member. Shortlisted Firms will be reevaluated based upon the maximum total points of 280 per selection committee member for presentation/interview or written questions in lieu of presentation/interviews. Points are non-cumulative between the written Statement of Qualifications phase and the interview phase. All written Statements of Qualifications and presentation/interviews will be evaluated on the following point scale.

A. ABILITY OF FIRM AND ITS PROFESSIONAL TEAM COMPOSITION: (0 - 60 POINTS)

1. Organizational Chart: Indicate key personnel and their relationships. Indicate each staff member's assignments and responsibilities as it relates to the scope of work. Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities, and accountability. Indicate which positions are full-time and part-time.
2. Review the level of qualifications and experience of the firm and project team and appropriateness of the organization of the project team. Designate name and title of persons that will be assigned to this project. Project Personnel Resumes to include:
 - a. Number of years with this company
 - b. Number of years with other company(ies)
 - c. Experience: Names of projects, types of projects, size of projects, and specific project involvement.
 - d. Education/Degrees earned
 - e. Active registration/certification/licenses
 - f. Current Job Description
 - g. Other experience and qualifications which are relevant to this project. Specific experience similar to the scope of work for this project.
3. Review the professional resources available to properly provide services as requested in the RFQ document.
4. Reviews the project team to ensure the team proposed contains all critical disciplines required.
5. The project manager and proposed team should be uniquely qualified to provide the desired services.

Below Average	0	Points
Average	15	Points
Above Average	30	Points
Well Above Average	45	Points
Outstanding	60	Points

B. FIRM'S RELATED EXPERIENCE: (0 - 60 POINTS)

1. Review the firms experience with projects of similar size, type and scope and the performance on those specific projects.
2. The selection committee will evaluate the quality, experience and quantity of staff and their functions as it relates to the scope of work.
3. The prime firm must have adequate, recent (within the past five years) experience with projects of similar types as defined in the RFQ document.
4. The scope of services provided should represent projects that are similar to those defined in the RFQ document.
5. Company Credentials: Qualifications, Firm's size and Firm's history. Detail any information that would give the Firm an advantage in completing this project. The Firm's current and projected workload.
6. The overall performance of the firm relative to projects of similar size and scope should be evaluated.

Below Average	0	Points
Average	15	Points
Above Average	30	Points
Well Above Average	45	Points
Outstanding	60	Points

C. FIRM'S APPROACH AND METHODOLOGY: (0 - 60 POINTS)

The Firm shall provide information regarding its knowledge of the site, local codes and ordinances, local subcontractors, and suppliers as an indication of its ability to deliver quality workmanship in an effective and timely manner. The Firm shall demonstrate verbally and graphically its plan for performing the Project, documenting the services to be provided and showing the interrelationship of all parties. As part of its services, the Firm(s) shall indicate knowledge and experience in the evaluation of building systems, construction techniques and the recommendation of materials to create an optimum value in meeting the design and budget requirements.

Below Average	0	Points
Average	15	Points
Above Average	30	Points
Well Above Average	45	Points
Outstanding	60	Points

F. EFFECTS OF THE FIRMS CURRENT AND PROJECTED WORKLOAD: (0 - 40 POINTS)

1. As part of the evaluation criteria, the selection committee will consider the number of full and part time employees of the Firm and their sub-consultants, plus the Firm's current workload, to ensure satisfaction of performance within the scope of work and continued principal leadership on the project. Firms shall provide a list of outstanding projects, client names, dollars committed on open projects, overall workload with other owners, and status of completion.

2. Evaluates the workload commitments that will impact the firm’s ability to complete services on schedule.
3. The submittal should demonstrate that the firm and the selected subconsultants have adequate time available and personnel to complete services on schedule and additional backup staffing capability in the event of unforeseen circumstances.

Below Average	0	Points
Average	10	Points
Above Average	20	Points
Well Above Average	30	Points
Outstanding	40	Points

E. LOCAL FIRM'S: (0 - 20 POINTS)

1. Location of the Firm and selected subconsultants. For this section, points will be awarded only to those firms with offices located within Flagler County.
2. Experience pertaining to similar Flagler County and City of Bunnell projects will also be considered. City of Bunnell staff shall not however, furnish references for such projects.

Below Average	0	Points
Average	5	Points
Above Average	10	Points
Well Above Average	15	Points
Outstanding	20	Points

F. COMPLETENESS OF RESPONSE (0 - 20 POINTS)

The Statement of Qualifications shall be evaluated on the ability to satisfactorily convey a depth of understanding and appreciation of the scope of work and the degree of completeness and abilities to follow the RFQ instructions.

Below Average	0	Points
Average	5	Points
Above Average	10	Points
Well Above Average	15	Points
Outstanding	20	Points

G. REFERENCES FOR FIRM and ALL SUBCONSULTANTS (0 - 20 POINTS)

The selection committee will assess the relevance and quality of references provided.

Below Average	0	Points
Average	5	Points
Above Average	10	Points
Well Above Average	15	Points
Outstanding	20	Points

VIII. INSURANCE REQUIREMENTS

- A. The Responder shall procure and maintain, at its sole expense during the life of the engagement, insurance of the types and the minimum amounts stated below.

<u>Type</u>	<u>Amount</u>
Professional Liability/Errors & Omissions	\$1,000,000
Comprehensive General Liability	\$1,000,000
Comprehensive Automobile Liability	\$1,000,000
Employee Liability	\$1,000,000

- B. Such insurance shall be written by a company or companies licensed to do business in the State of Florida and satisfactory to the City Commission. Prior to commencing any work under the engagement letter, certificates evidencing the maintenance of said insurance shall be furnished to and approved by the City.
- C. The insurance shall provide that no material alteration or cancellation, including non-renewal, shall be effective until thirty (30) days after receipt of written notice by the City; provided, however, that for the professional liability insurance, in lieu of the foregoing requirement, the City in its sole discretion, may agree to accept notice of such material alteration or cancellation from the Responder.
- D. The insurance procured for the Responder shall name the City of Bunnell as an additional insured on the comprehensive general liability.

IX. PROPOSAL SUBMISSION

All Responders shall submit one (1) **original** and seven (7) **bound** copies of their documents on letter size paper in a sealed envelope or package along with an **ADA compliant electronic copy** in pdf format on USB of the full response. To be considered, one (1) original and Seven (7) copies, as well as one (1) digital on USB drive in PDF format of each Statement of Qualifications must be received in the City’s Finance Department, no later than **10:00 AM on Monday, November 14, 2022**. Statements of Qualifications should be limited to not more than **55 (8.5-inch x 11 inch) pages** printed on one side with all page language at **Font size 12**, excluding covers, dividers, entire original RQP, financial information, and the required forms. Oversize pages will be counted as two pages. Submissions in excess of 55 pages will not be disqualified; however, clarity, conciseness, and brevity will be scored in Completeness and Response evaluation. **Statements of Qualifications that arrive after the closing time and date shall not be considered. Telephone, facsimile, e-mail, or telegraphic Statements of Qualifications will not be accepted.**

A. STATEMENT OF QUALIFICATIONS FORMAT:

1. GBC Binding should be used.
2. Title Page - Show the proposal subject, the legal name of the Proposer’s firm, local address, telephone number, name of the contact person and date of proposal.
3. Table of Contents - Include a clear identification of the material by section and by page number.
4. Letter of Transmittal - A signed letter of transmittal briefly stating the proposer’s understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for ninety (90) days. The letter should also include the names of the persons who will be authorized to make representations for the Proposer, their title, addresses, and telephone numbers.
5. Provide a separate tabbed section for each of the Evaluation Criteria Sections A through G.
6. Print should be portrait orientation unless oversized.

7. Headings and sections should be numbered and tabbed.
8. The sections should be separated by using divider tabs named for the specific sections for easier reference.
9. Ensure all information is typewritten.

B. The Required Forms Packet must be included with all Statements of Qualifications Responding to the RFQ - Included as Appendix A:

1. Completed Application Form.
2. Completed Proposer's contact Information Form.
3. Completed Proposer's Certification Form.
4. Completed Drug-Free Workplace Certification Form.
5. Completed Public Entity Crimes Form.
6. Completed Conflict of Interest Disclosure Form.
7. Compliance with Public Records Law Form
8. Americans with Disabilities Act Affidavit Form.
9. Vendor Certification Regarding Scrutinized Companies List Form.
10. Client Reference letters (no more than 5 letters accepted).
11. Copy of firm's certificate of insurance.
12. Copy of Prime Engineering firm's current Florida Professional License renewal
13. Copy of W-9

X. INQUIRIES AND ADDENDA

Each Proposer shall examine the RFQ document and shall judge all matters relating to the adequacy and accuracy of this document. Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information pertaining to the RFQ shall be made through the City of Bunnell's City Engineer, Marcus DePasquale, at P.O. Box 756, Bunnell, FL 32110, or via email at mdepasquale@bunnellcity.us. The City shall not be responsible for oral interpretations given by any City employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. It shall be the responsibility of each Proposer, prior to submitting the Proposal, to determine if addenda were issued and to make such addenda a part of the Proposal.

XI. PROPOSAL REPARATION EXPENSES

Each Proposer preparing a Proposal in response to this request shall bear all expenses associated with their preparation. Responders shall prepare a response with the understanding that no claims for reimbursement shall be submitted to the City for the expense of preparation or presentation.

XII. RIGHT TO PROTEST

Any actual or prospective Proposer who is aggrieved in connection with the solicitation or award of a contract may seek resolution of his/her complaints by contacting the City Manager.

XIII. NO CORRECTIONS

Once a competitive Proposal is submitted, the City shall not accept any request by any Proposer to correct errors or omissions in any calculations or competitive price submitted.

XIV. OPENNESS OF PROCUREMENT PROCESS

Written competitive Proposals, other submissions, correspondence, and all records made thereof, as well as negotiations conducted pursuant to this RFQ, shall be handled in compliance with Chapters 119 and 286 Florida Statutes. The City gives no assurance as to the confidentiality of any portion of any Proposal once submitted.

XV. NO COLLUSION

By offering a submission to the RFQ, the proposer certifies the proposer has not divulged to, discussed or compared his/her competitive Proposal with other proposers and has not colluded with any other proposers or parties to this competitive Proposal whatsoever.

XVI. APPROPRIATIONS CLAUSE

The City, as an entity of government, is subject to the appropriation of funds by its legislative body in an amount sufficient to allow continuation of its performance in accordance with the terms and conditions of this contract for each fiscal year following the fiscal year in which this contract shall remain in effect. Upon notice that sufficient funds are not available in the subsequent fiscal years, the City shall thereafter be released of all terms and other conditions.

APPENDIX A

REQUIRED FORMS PACKET

Completed Forms shall be included with all Statements of Qualifications responding to the RFQ:

1. Completed Application Form.
2. Completed Proposer's contact Information Form.
3. Completed Proposer's Certification Form.
4. Completed Drug-Free Workplace Certification Form.
5. Completed Public Entity Crimes Form.
6. Completed Conflict of Interest Disclosure Form.
7. Compliance with Public Records Law Form
8. Americans with Disabilities Act Affidavit Form.
9. Vendor Certification Regarding Scrutinized Companies List Form.
10. Client Reference letters (no more than 5 letters accepted).
11. Copy of firm's certificate of insurance.
12. Copy of Prime Engineering firm's current Florida Professional License renewal
13. Copy of W-9

APPENDIX B

SUPPORTING DRAWINGS AND SITE INFORMATION

Includes the following:

1. Conceptual Site Plan
2. Existing Site Survey
3. Conceptual Architectural Schematic Layout
4. Conceptual Architectural Elevations.
5. Flagler Central Commerce Parkway Previously Permitted Plan Set with the SJRWMD
6. Geotechnical Report
7. Recorded Plat
8. Access Easement and Utility Easement Agreement for Tracts A and B