

**CITY OF LAKE WALES, FLORIDA
REQUEST FOR QUALIFICATIONS
PROFESSIONAL ENGINEERING AND RELATED SERVICES
RFQ# 09-173**

Notice is hereby given that the City of Lake Wales, Florida, pursuant to Section 287.055, Florida Statutes, hereby issues this request for Professional Engineering and related Professional Services.

Related inquires and additional information shall be directed to Bonnie Hodge, Purchasing Agent, at (863) 678-4182, extension 264.

Proposals to provide Professional Services for the establishment of one or more continuing services contracts covering all aspects of Local Government, including but not limited to: planning, studies and engineering within the scope of the practice of professional engineering, landscape architecture, or registered surveying and mapping described herein shall include: a letter of transmittal requesting that the firm be certified as qualified to provide the required professional services, organizational profile and Firm's qualifications, resumes of individuals to perform the work, scope of services proposed, public entity crimes affidavit, standard forms SF 330 and other pertinent data in the information regarding the Firm.

Interested firms shall submit an original proposal and five (5) copies thereof in a sealed enclosure bearing the name and address of the proposer and the words PROFESSIONAL ENGINEERING AND RELATED SERVICES BY 2:00 p.m. local time on Friday, May 15, 2009, in the City Commission Chambers, at the City of Lake Wales Municipal Building, 201 W. Central Avenue, Lake Wales, Florida 33853. Proposals received after the time and date specified will not be considered.

The City of Lake Wales accepts no responsibility for any expense related to preparation or delivery of proposals. The City of Lake Wales reserves the right to: reject any and all proposals, select the firm(s) most qualified for each individual referenced project or for all referenced projects, waive technical errors and informalities, and to accept the proposal(s), which, in its sole judgment, best serves the public interest.

The City of Lake Wales is an Equal Employment Opportunity Employer.

Anthony G. Otte
City Manager
City of Lake Wales

NOTICE OF RFQ FOR ENGINEERING SERVICES
RFQ# 09-173

The City of Lake Wales, Florida is seeking proposals from Florida certified engineering firms interested in providing engineering and other related services to the City under a continuing contract conforming to the stipulations outlined within Chapter 287.055 of the Florida Statutes, also known as the “Consultant’s Competitive Negotiation Act.” These services may include, *but are not limited to*, performing any or all of the following tasks related to the construction, improvement or maintenance of water, sewer, stormwater, roads, sidewalks, and other types of public infrastructure, and such public facilities as parks and buildings.

- Feasibility analysis
- Cost estimating
- Funding research
- Preparation of grant/loan applications
- Design, including site design
- Permitting
- Contract and construction management
- Inspections
- Testing
- Other similar civil engineering work
- Reviewing land development applications and their associated documents (such as site plans or subdivision plats) to ensure compliance with the County’s Land Development Code.
- Meeting with elected officials and City staff to consult on issues and projects requiring professional engineering analysis and evaluation.
- Providing (using company staff or qualified subcontractors) land use planning, surveying, geological and/or geo-technical services.
- Advising elected officials and City staff on such matters as may materially affect the City’s physical infrastructure and public assets (such as roads, drainage systems, park facilities, etc.).

Any firm wishing to be considered is requested to submit the following documentation:

1. Letter of interest.
2. A description of firm’s personnel who will be assigned to handle the engineering needs of the City, including each individual’s professional qualifications (education, registrations and professional affiliations) and pertinent experience.
3. Additional information, which should (at a minimum) address:
 - a. The firm’s past experience providing engineering services of the type required by the City of Lake Wales to other public-sector clients.

- b. The ability of the firm to adhere to time and budget requirements, and its past record meeting project deadlines.
 - c. The location of staffing and firm resources expected to be made available to serve the City of Lake Wales.
 - d. The firm's ability to research, apply for and obtain project funding (in the form of grants, loans and legislative appropriations), and its success rate doing so for other clients.
 - e. The firm's ability to assist the City with preparing and submitting project documentation (including reports and permits) required by local, state and federal regulatory agencies.
 - f. The basis on which compensation will be determined (but not dollar amounts), and the method by which payment for services rendered is to be made.
 - g. Whether the firm is a certified minority business as defined by the Florida Small and Minority Business Assistance Act of 1985.
4. An inclusive list of all current public agencies who are clients, as well as those who have been clients of the firm within the past three (3) years, together with contact information for each client (name & telephone number of an individual familiar with the company's work).

Following the closing date for receiving proposals, a Review Committee will convene to review each proposal that has been submitted. The Review Committee will evaluate all submitting firms based on the information contained within each firm's proposal, and select the three most qualified firms for further consideration. Interviews will be scheduled with the three firms selected as most qualified at the discretion of the Review Committee. The Review Committee will rank each of the top three firms in order, and then proceed to negotiate a contract with the number one-ranked firm (including compensation to be paid for services rendered). Should the City be unable to satisfactorily negotiate a contract with the number one-ranked firm, the City will then attempt to negotiate a contract with the next highest-ranked firm. *The City of Lake Wales reserves the right to reject any and all proposals for any reason whatsoever, to waive any informalities or irregularities in the proposal process, and to award a contract in the best interest of the City.*

For any clarification regarding this request for qualification, please contact:

Bonnie Hodge, Purchasing Agent
863-678-4182 ext. 264
863-678-4180 Fax
hodgeb@cityoflakewales.com