

**REQUEST FOR QUALIFICATIONS
SURVEYING, MAPPING SERVICES AND FINAL PLAT REVIEW (CCNA)
#09-174**

Notice is hereby given that the City of Lake Wales, Florida, pursuant to Section 287.055, Florida Statutes, hereby issues this request for Surveying, Mapping Services and Final plat review.

The City of Lake Wales, Florida is interested in entering into a continuing contract for professional services with Surveying and Mapping Consulting firms to provide professional surveying and mapping services to the City of Lake Wales for various City Projects. The City reserves the right to select the three highest ranked consultants to be retained with work being allocated on a rotation basis. Services to be accomplished under this contract will include, but not be limited to, various, but not as yet identified design surveys, construction layout, final plat review, boundary surveys, preparation of sketches and legal descriptions, mapping, AutoCAD drafting, calculations and other related survey and mapping projects, such as preparation of legal descriptions, plat redraws and water/sewer mapping. This will be a continuing contract in accordance with Florida Statute 287.055(g). Consulting services will be requested on an "as needed –when needed" basis. Quantity of work will vary through the contract term.

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

Proposals to provide Surveying and Mapping Services for the establishment of one or more continuing services contracts covering all aspects of Local Government, including but not limited to, various, but not as yet identified design surveys, construction layout, final plat review, boundary surveys, preparation of sketches and legal descriptions, mapping, AutoCAD drafting, calculations and other related survey and mapping projects. 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 SURVEYING AND MAPPING SERVICES #09-174 by 2:00 p.m. local time on **Monday, June 1, 2009**. All persons and firms wishing to submit bids **must** obtain a complete copy of the Request for Qualifications document, and submit a City of Lake Wales Vendor Application and a current Public Entity Crimes Statement with their response. Access our website, www.cityoflakewales.com, go to City Departments, Purchasing and Forms and Documents or contact Bonnie Hodge, Purchasing Agent, (863) 678-4182, extension 264 to obtain these items. There is no charge for the Solicitation document, or for submitting proposals.

Responses may be hand delivered, mailed, or delivered via courier service to the following address. Faxed or e-mailed responses will not be accepted.

DELIVERY ADDRESS

City of Lake Wales
City Managers Office
Attn: Bonnie Hodge, Purchasing Agent

MAILING ADDRESS

City of Lake Wales
City Managers Office
Attn: Bonnie Hodge, Purchasing Agent

201 Central Ave. W
Lake Wales, Florida 33853-4013

P. O. Box 1320
Lake Wales, Florida 33859-1320

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

Award of Contract(s) Contracts (the “Contract” or Agreement”) will be awarded in accordance with City Commission approval, and 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. Such contracts will be furnished by the City and contain certain terms as are in the City’s best interests. The City reserves the right to award multiple contracts if it is in the City’s best interest.

Term of Contract The initial contract term shall commence upon final execution of the contract by the City and shall be for a THREE (3) year period. The City reserves the right to extend the contract for TWO additional one (1) year terms providing all terms conditions and specifications remain the same both parties agree to the extension, and such extension is approved by the City.

Unauthorized Work The Successful Consultant(s) shall not begin work until a City Purchase Order or Notice to Proceed or Task Order is received.

Instructions Careful attention must be given to all requested items contained in this RFQ. Consultants are invited to submit responses in accordance with the requirements of this RFQ. **PLEASE READ THE ENTIRE SOLICITATION BEFORE SUBMITTING A PROPOSAL.** Consultants must provide a response to each requirement of the RFQ. Responses should be prepared in a concise manner with an emphasis on completeness and clarity. Consultant’s notes, exceptions, and comments may be rendered on an attachment, provided the same format of this RFQ text is followed. All Responses shall be submitted in a sealed envelope or package with the RFQ number and opening date clearly noted on the outside of the envelope.

Changes / Alterations Consultant may change or withdraw a Proposal at any time **prior to** Proposal submission deadline; however, no oral modifications will be allowed. Modifications shall not be allowed following the proposal deadline.

Sub-Consultant(s) 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 allowed by the City in the performance of the services delineated within this RFQ. ***Consultant must clearly reflect in its Proposal the major Sub-Consultant 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.

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, any applicable licenses, references, ownership, and other information required of Consultant.

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

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

Responses/Proposal Receipt Sealed Responses will be accepted in accordance with the schedule detailed on the cover of this RFQ. After that date and time, Responses will **not** be accepted. The Consultant shall file all documents necessary to support its Proposal and shall include them with its Proposal. Consultants shall be responsible for the actual delivery of Responses during business hours to the exact address indicated on the cover and in the RFQ.

INSURANCE: The Successful Consultant(s) shall furnish to City of Lake Wales, c/o Purchasing Department, P.O. Box 1320, Lake Wales, FL, 33859-1320, Certificate(s) of Insurance prior to contract execution which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

COMMERCIAL GENERAL LIABILITY

- A. Limits of Liability Bodily Injury and Property Combined Single Limit Each Occurrence \$1,000,000 General Aggregate Limit \$2,000,000 Personal and Adv. Injury \$1,000,000 Products/Completed Operations \$1,000,000
- B. Endorsements Required: City of Lake Wales should be included as an Additional Insured.

AUTOMOBILE BUSINESS

- A. Limits of Liability Bodily Injury and Property Damage Liability Combined Single Limit Any Auto Including Hired, Borrowed or Non-Owned Autos Any One Accident \$1,000,000
- B. Endorsements Required: City of Lake Wales included as an Additional Insured. Waiver of Subrogation

WORKER'S COMPENSATION Limits of Liability Statutory-State of Florida.

INSURANCE

PROFESSIONAL LIABILITY/ERRORS AND OMISSIONS COVERAGE

Combined Single Limit Each Occurrence \$1,000,000 General Aggregate Limit \$1,000,000
Deductible-not to exceed 10%

The City is required to be named as additional insured. **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 Successful Consultant(s). All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications: The Company must be rated no less than "A-" as to management by the latest edition of Best's Key Rating Insurance Guide or acceptance of insurance company that holds a valid Florida Certificate of Authority issued by the State of Florida, Department of Insurance, and are members of the Florida Guarantee Fund.

Certificates will indicate no modification or change in insurance shall be made without thirty (30) days written advance notice to the certificate holder.

NOTE: CITY RFQ NUMBER AND/OR TITLE OF RFQ MUST APPEAR ON EACH CERTIFICATE.

Compliance with the foregoing requirements shall not relieve the Successful Consultant(s) of his liability and obligation under this section or under any other section of this Agreement.

The Successful Consultant(s) 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 Successful Consultant(s) 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. **In the event that expired certificates are not replaced** with new or renewed certificates that cover the contractual period, the City shall:

- A) Suspend the Contract until such time as the new or renewed certificates are received by the City in the manner prescribed in the RFQ.
- B) The City may, at its sole discretion, terminate the Contract for cause and seek re-procurement damages from the Successful Consultant(s) in conjunction with the violation of the terms and conditions of the Contract.

CONSULTANTS' COSTS

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

RFQ DOCUMENTS

The consultant shall examine this RFP carefully. The submission of a proposal 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.

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

The Consultant acknowledges that they have read the above information and agrees to comply with all the above City requirements.

SECTION III -SCOPE OF SERVICES

The City of Lake Wales, Florida is interested in entering into a continuing contract for professional services with Surveying and Mapping Consulting firms to provide professional surveying and mapping services to the City of Lake Wales for various City Projects. The City reserves the right to select the three highest ranked consultants to be retained with work being allocated on a rotation basis. Services to be accomplished under this contract will include, but not be limited to, various, but not as yet identified design surveys, construction layout, final plat review, boundary surveys, preparation of sketches and legal descriptions, mapping, AutoCAD drafting, calculations and other related survey and mapping projects. This will be a continuing contract in accordance with Florida Statute 287.055(g). Consulting services will be requested on an “as needed –when needed” basis. Quantity of work will vary through the contract term.

The initial term of the continuing contract will be for Three (3) years. The City reserves the right to renew the contract for TWO subsequent one-year terms based on satisfactory performance and mutual agreement. Interested firms must provide full **Surveying, Mapping Services and Final plat review** study activity professional services to the City using in-house staff or consultant services. Interested firms must have at least one staff member licensed as a Professional Surveyor and Mapper, in accordance with Florida State Statute 472 (Florida Licensed Professional Land Surveyor), who will be available to provide services to the City of Lake Wales during the duration of this contract.

Consultants interested in performing these services must exhibit relevant experience with this type of work, as outlined below and should emphasize both the experience and capability of the particular personnel who will actually perform the work. Consultants should indicate all sub consultants proposed to be utilized for this project and indicate their experience with this type of work, and capability of the particular personnel who will actually perform the work. The City is very concerned with the experience, qualifications and project history of the specific personnel to be used for this project.

Successful consultants will meet the following requirements:

- 1 Be able to provide crews competent in topographic surveys, construction layout and as-built surveys. On occasion, limited hydrographic work may be required. The consultant shall be responsible for providing the necessary personnel, equipment and expertise to perform this task. Hydrographic survey personnel need not be full-time employees of the consultant but their utilization must be approved by the City, prior to any work being done on these projects.
- 2 Produce all work in AutoCAD 2006 or a more recent version, compliant with the City of Lake Wales CAD standards in force at the time of issuance of the task order.
- 3 Have sufficient support staff, technicians, clerks, word processors etc, to effectively process and deliver the work product.
- 4 Be accountable for all quality control associated with work done for the City of Lake Wales under the terms of this agreement.
- 5 Keep current all required insurance coverage sufficient to cover the projected liability of all projects assigned to the consultant. The potential liability exposure will be determined for each project at the time of its assignment.
- 6 Be able to meet the agreed on deadlines for the projects assigned in any one calendar year. Any changes to the scope of work after a project is assigned, will provide an opportunity to revisit the delivery schedule and revise it as needed.

- 7 Have access to and the expertise to operate GPS equipment to provide geographical or State Plane coordinate locations of control points or features as required.
- 8 Have sufficient supervisory and project management personnel to be able to attend reasonably scheduled meetings for project management, construction coordination and other project related issues, during normal working hours.
- 9 Have an available email address to maintain communication with the City.
- 10 Have field crews with at least one individual trained in first aid and at least one individual trained in working in confined spaces, trench safety and general jobsite safety. Crewmembers may be required to enter non-active sanitary manholes or work in open trenches.

SECTION IV -SUBMITTAL REQUIREMENTS

INSTRUCTIONS FOR SUBMITTING A RESPONSE

The following information and documents are required to be provided with Consultants Response to this RFQ. Failure to do so may deem your proposal non-responsive.

Submission Requirements

Proposals shall be submitted and received on or before 2:00 P.M., EDT, on date indicated in schedule. It is the sole responsibility of the consultant to ensure the proposals are received on or before the date and time stated, and in the format stated. Proposals received after this deadline will not be considered.

CONTENTS OF QUALIFICATION STATEMENT / SUBMITTALS: (to be indexed and submitted in the order listed)

The selected consultant shall demonstrate a proven track record of **Surveying, Final plat review and Mapping Services** for similar projects, and shall demonstrate a thorough understanding of building practices, building ordinances and modern methods for building construction, alteration and repair. Consultants shall demonstrate where they have successfully achieved rapid implementation of similar type projects and have a history of delivering projects on time and under budget.

1. **Table of Contents**
The table of contents should outline in sequential order the major areas of the submittal, including enclosures. All pages must be consecutively numbered and correspond to the Table of Contents.
2. **Proposal Letter / Letter of Interest** Provide a Letter of Interest indicating the project for which the firm is applying, and your firm's commitment to the project.
3. **Qualifications of the Firm** Respondents must submit a **Standard Form 254*** and provide any other documentation that demonstrates their ability to satisfy all of the minimum qualification requirements. Firm should be established as a legal entity in the State of Florida; Document if your firm is a 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. Submittals that do not contain such documentation may be deemed non-responsive.
4. **Qualifications of the Project Team** Respondents must submit the **Standard Form 255*** for each project. List the members of the project team. Provide a list of the personnel to be used on each project and their qualifications. A brief resume including education, experience, licenses and any other pertinent information shall be included for each team member, for each project, including sub-consultants to be assigned to each project. Provide any other documentation that demonstrates their ability to satisfy all of the minimum qualification requirements. Submittals that do not contain such documentation may be deemed non-responsive.

5. MBE/WBE: Indicate whether the firm is an MBE/WBE.

6. Project Manager's Experience

Client Name, address, contact person phone number and e-mail if available.

Description of work.

Provide a comprehensive summary of the experience and qualifications of the individual(s) who will be selected to serve as the project managers for the City. Individuals MUST have a minimum of five (5) years' experience in required discipline, and have served as project manager/construction manager on similar projects on a minimum of three previous occasions.

Individual must be named as permanent liaison with the city for the life of this project. This individual may not be reassigned from this project without the express written permission of the City.

NOTE: A STANDARD FORM 330 MAY BE SUBMITTED IN LIEU OF THE STANDARD FORMS 254 AND 255

7. Approach to Scope of Work 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. Describe your proposed approach to the project. As part of the project approach, the firm shall propose a scheduling methodology (time line) for effectively managing and executing the work in the optimum time. Also provide information on your firm's current workload and how this project will fit into your workload. Describe available facilities, technological capabilities and other available resources you offer for the project.

A minimum of three references are required. Projects must have a similar scope as indicated. Information should include:

Client Name, address, contact person phone number and e-mail if available.

- Description of work.
- Year the project was completed.

- **Other Information:** Use this tab to include other information that helps to describe the capabilities of your firm to provide the requested services.

Criteria for Evaluating Proposals

EVALUATION FACTORS	POSSIBLE POINTS
Qualifications of the Firm	5
Experience of the Project Manager	4
Project Approach	3
References	2
MBE/WBE	1
TOTAL	15