

## **REQUEST FOR PROPOSALS FOR MUNICIPAL FACILITIES DESIGN AND CONSTRUCTION SERVICES**

The City of Fellsmere, Florida (City), in compliance with the Consultants Competitive Negotiations Act, Chapter 287.055, announces that professional architectural, engineering, landscape architectural, surveying and mapping services are requested for the services listed below:

### **GENERAL SERVICE PLANNING, DESIGN AND ADMINISTRATIVE SERVICES.**

A general description of the scope of the professional services is as follows:

Professional architectural, engineering, landscape architectural, surveying and mapping firms are to be selected to perform General Service Planning, Design and Administrative services for the City of Fellsmere. The Services will require close and frequent liaison with the City and its contractor. The Services may be applied to projects in the following areas:

- Capital Improvements
- Utility Line & System Design Services
- Roadway & Drainage Design Services
- Building & Structure Design Services
- Landscape Design Services
- Surveying & Mapping Services
- Capital Improvement Planning
- Operating & Maintenance Improvement Projects
- Budgetary & Process/Operating Cost Analysis
- General Plant-Related Engineering Services
- Review of Facility Performance
- Permitting & Regulatory Assistance
- Construction Related Engineering Services & Procurement Services

### **GENERAL CRITERIA FOR SELECTION:**

1. Professional qualifications and licensure of specific individuals who will be assigned to and will act as primary manager of the Services provided to the City. Qualifications should address individuals' experiences in types of projects requested in Item #2 below.
2. Demonstrated proficiency firm-wide in projects of a similar nature by list of related projects completed in the last five years, relevant to:
  - Capital Improvements
  - Utility Line & System Design Services
  - Roadway & Drainage Design Services
  - Building & Structure Design Services
  - Landscape Design Services

- Surveying & Mapping Services
  - Capital Improvement Planning
  - Operating & Maintenance Improvement Projects
  - Budgetary & Process/Operating Cost Analysis
  - General Plant-Related Engineering Services
  - Review of Facility Performance
  - Permitting & Regulatory Assistance
  - Construction Related Engineering Services & Procurement Services
3. The professional architectural, engineering, landscape architectural, surveying and mapping firm’s project history to accomplish work within the time frames and project schedules as determined by their existing or past clients.
  4. Present workload.
  5. Proof of professional liability insurance and error and omission insurance.
  6. Demonstration of cost control performance on previous projects.
  7. Proximity of firm in relation to Fellsmere, Florida.
  8. Whether firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act

<b>Criteria</b>	<b>Maximum Points</b>
Professional Qualifications	30
Completed Projects/Proficiency	20
Timeframes & Budget	20
Present Workload	15
Insurance	5
Proximity to Fellsmere	5
Minority Business Enterprise	5

**FORMS OF PROPOSAL – PROPOSAL CONTENT**

- A. Interested professional architectural, engineering, landscape architectural, surveying and mapping firm should provide in their proposals as much detail as possible pertaining to their capabilities, experience, and approach to the services outlined in the proposal **(Maximum of 10 pages)**.
- B. At a minimum, each proposal must address each of the following:
  1. A description of the proposal to accomplish the required services.
  2. Identification of the professional architectural, engineer, landscape architect, or surveyor who will be primarily responsible for providing the professional services to the City (Lead), and a statement of the experience and professional capability for the Lead and each of the other person(s) who will be assigned to accomplish these services (i.e., resumes of personnel to be assigned).
  3. Proposers must list names, address, and telephone numbers of recent clients for whom similar services have been performed.

The City retains the right to reject and not consider any proposals that do not comply with all of the above requirements. The City retains the right to waive any irregularities in the Proposals, or to request additional information from any of the proposers.

## INSURANCE REQUIREMENTS

The professional architectural, engineering, landscape architectural, surveying and mapping firms selected will be required to furnish evidence of insurance(s) to the City as set forth below:

- A. The successful firm shall provide Workers' Compensation insurance as required by law.
- B. Workers' Compensation for Employer's Liability Insurance. Statutory requirements for Workers' Compensation and employer's liability of \$100,000 each accident; \$500,000 disease policy limit; and \$100,000 per occurrence.
- C. Business Automobile Insurance. This coverage should include owned, hired, and non-owned vehicles at a minimum combined single limit of \$1,000,000 per occurrence and personal injury coverage of \$100,000.
- D. General Liability Insurance. Commercial general liability coverage, including contractual liability and independent contractor, with a minimum combined single limit of \$1,000,000 per occurrence with a minimum of \$2,000,000 aggregate coverage.
- E. Professional Liability. Professional liability insurance at a minimum limit of \$1,000,000, including errors and omissions for any design work.
- F. Consultant agrees to provide the insurance written by a carrier licensed to do business in Florida. To the extent available, the policy shall be an occurrence policy, not a claims made policy. The insurance company selected shall be rated A+ VII or better, per the Best's Key Rating Guide.
- G. A certificate of insurance will be provided to the City for review and approval, prior to execution of the contract. The Certificate shall provide for the City of Fellsmere to be named as an additional insured for work under this contract.
- H. The City shall be given 30 days written notification of Consultant's intent to modify, terminate or cancel any stipulated insurance, deleting out the "will endeavor to" clause.
- I. The Consultant shall indemnify and save the City harmless from any and all actions, claims, damages, payments, and judgments relating to or arising out of personal injuries or acts or omissions of the Consultant, his agents, or employees, including but not limited to, any and all cost or expense, legal or otherwise, incurred by the City or its representative in the defense of any action, claim or suit, through all levels of appeal.

Any professional architectural, engineering, landscape architectural, surveying and mapping firm desiring to provide professional services described above shall submit expression of interest, including qualifications and experience listing similar projects during the past five years.

All applicants shall be able to be properly licensed in the City of Fellsmere and shall show Proof of Insurance to conduct its business, with all licenses, permits, and certificates as required by all local, State of Florida, and Federal Agencies.

A Drug Free Workplace Form is provided and must be signed and submitted with your response.

An E-Verify form is provided and must be signed and submitted with your response.

Any person or affiliate who has been placed on the convicted vendor list following conviction for a public entity crime may not submit a bid as prescribed by Section 287.133 F.S. A form is provided and must be signed and submitted with your response.

Firms interested in submitting a response to the RFP, agree not to contact (lobby) City Council Members or any employee or agent of the City (“City Agent”) at any time during the solicitation period and selection process. All oral or written inquires must be directed through the Grant Administrator. Any other contact with a City Agent will be considered inappropriate and subject your response to rejection/disqualification.

Interested professional architectural, engineering, landscape architectural, surveying and mapping firms shall submit **only four (4) originals** of the required information, **not to exceed ten (10) pages total, not later than 2:00 p.m., July 24, 2023**, to the attention of:

Laura Hammer  
Grant Administrator  
City of Fellsmere  
22 S. Orange Street  
Fellsmere, FL 32948-6714

Questions regarding the project may be directed to the City of Fellsmere at the above address or by phone at 772-646-6324.

The City of Fellsmere reserves the right to reject any and all proposals received by reason of this request or to negotiate separately in the manner necessary to serve the best interest of the City. An award of a contract with a proposer pursuant to this RFP is a non-exclusive engagement with the City. The City may issue additional RFP’s for professional architectural, engineering, landscape architectural, surveying and mapping or other professional services that are covered by this RFP. Consultants or firms whose proposals are not selected will be notified in writing.

**DRUG-FREE WORKPLACE FORM**

The undersigned Contractor, in accordance with Florida Statute 287-087 hereby certifies that \_\_\_\_\_ does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug free workplace through implementation of Paragraphs 1 through 5.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**CERTIFICATION OF E-VERIFY**

CONTRACTOR ACKNOWLEDGES AND AGREES TO THE FOLLOWING:

CONTRACTOR SHALL UTILIZE THE U.S. DEPARTMENT OF HOMELAND SECURITY’S E-VERIFY SYSTEM, IN ACCORDANCE WITH THE TERMS GOVERNING USE OF THE SYSTEM, TO CONFIRM THE EMPLOYMENT ELIGIBILITY OF:

1. ALL PERSONS EMPLOYED BY THE CONTRACTOR DURING THE TERM OF THE CONTRACT TO PERFORM EMPLOYMENT DUTIES WITHIN FLORIDA; AND
2. ALL PERSONS, INCLUDING SUBCONTRACTORS, ASSIGNED BY THE CONTRACTOR TO PERFORM WORK PURSUANT TO THE CONTRACT WITH THE LOCAL AGENCY.

COMPANY/FIRM: \_\_\_\_\_

AUTHORIZED

SIGNATURE: \_\_\_\_\_

WRITTEN NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

## **PUBLIC ENTITY CRIMES FORM**

Any person submitting a quote, bid, or proposal in response to this invitation or Agreement, must execute the enclosed form sworn statement under Section 287.133 (3)(a) FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES, including proper check(s), in the space(s) provided, and enclose it with his quote, bid, or proposal. If you are submitting a quote, bid or proposal on behalf of dealers or suppliers who will ship commodities and receive payment from the resulting Agreement, it is your responsibility to see that copy(ies) of the form are executed by them and are included with your quote, bid, or proposal. Corrections to the form will not be allowed after the quote, bid, or proposal opening time and date. Failure to complete this form in every detail and submit it with your quote, bid, or proposal may result in immediate disqualification of your bid or proposal.

The 1989 Florida Legislature passed Senate Bill 458 creating Section 287.132 – 133, Florida Statutes, effective July 1, 1989. Section 287.132(3) (d), Florida Statutes requires the Florida Department of General Services to maintain and make available to other political entities a “convicted vendor” list consisting of persons and affiliates who are disqualified from public and purchasing process because they have been found guilty of a public entity crime. A public entity crime is described in Section 287.133, Florida Statutes, as a violation of any State or Federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or Agreement for goods or services to be provided to any public entity or with an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

By law no public entity shall accept any bid from, award any Agreement to, or transact any business in excess of the threshold amount provided in Section 287-017, Florida Statutes, for category two (currently \$35,000) with any person or affiliate on the convicted vendor list for a period of thirty-six (36) months from the date that person or affiliate was placed on the convicted vendor list unless that person or affiliate has been removed from the list pursuant to Section 287.133 (3)(f), Florida Statutes.

Therefore, effective October 1, 1990, prior to entering into an Agreement (formal Agreement or purchase order) in excess of the threshold amount of \$35,000 to provide goods or services to THE CITY OF FELLSMERE, a person shall file a sworn statement with the Contract/Agreement officer or Purchasing Director, as applicable. The attached statement or affidavit will be the form to be utilized and must be properly signed in the presence of a notary public or other officer authorized to administer oaths and properly executed.

**THE INCLUSION OF THE SWORN STATEMENT OR AFFIDAVIT SHALL BE SUBMITTED CONCURRENTLY WITH YOUR QUOTE OR BID DOCUMENTS. NON-INCLUSION OF THIS DOCUMENT MAY NECESSITATE REJECTION OF YOUR QUOTE OR BID.**

**SWORN STATEMENT UNDER SECTION 287.133(3) (a)  
FLORIDA STATUTES ON PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted with Bid, Proposal or Agreement No. \_\_\_\_\_ for THE CITY OF FELLSMERE.
2. This sworn statement is submitted by \_\_\_\_\_ (name of entity submitting sworn statement) whose business address is \_\_\_\_\_ and (if applicable) its Federal Employer Identification (FEIN) is \_\_\_\_\_ (if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_).
3. My name is \_\_\_\_\_ (please print name of individual signing) and my relationship to the entity above is \_\_\_\_\_.
4. I understand that a “public entity crime” as defined in Paragraph 287.133 (1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including but not limited to, any bid or Agreement for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  - (1) A predecessor or successor of a person convicted of a public entity crime; or
  - (2) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executive, partners, shareholders, employees, members, and agents who are active in the management of the affiliate. The ownership by one person of share constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.
7. I understand that a “person” as defined in Paragraph 287.133(1) (e), Florida Statutes, means any person or entity organized under the laws of any state or of the United States with the



legal power to enter into a binding Agreement and which bids or applies to bid on Agreements for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies).

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, share holders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, share holders, employees, members or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (Please indicate which additional statement applies).

\_\_\_\_\_ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order).

\_\_\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_\_\_ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_, \_\_\_\_\_ (title) on behalf of \_\_\_\_\_ (name of partnership), a partnership. He/she is personally known to me or has produced \_\_\_\_\_ as identification and did ( ) did not ( ) take an oath.

\_\_\_\_\_  
Notary Public  
My Commission Expires  
My Commission Number: