



REQUEST FOR
LETTERS OF INTEREST
H-06-11

CONTINUING CONTRACT FOR
PROFESSIONAL ENGINEERING AND
CONSULTING SERVICES FOR THE
MUNICIPAL AIR PARK

RLI OPENING: NOVEMBER 18, 2010, 2:00 P.M.
PURCHASING OFFICE
1190 N.E. 3RD AVENUE, BUILDING C (Front)
POMPANO BEACH, FLORIDA 33060



CITY OF POMPANO BEACH, FLORIDA
REQUEST FOR LETTERS OF INTEREST
H-06-11

Pursuant to Florida Statutes, Chapter 287.055(2)(g) (Consultants Competitive Negotiations Act), the City of Pompano Beach, Florida invites qualified engineering firms to submit Letters of Interest, qualifications and experience for consideration to provide:

CONTINUING CONTRACT FOR PROFESSIONAL ENGINEERING AND CONSULTING
SERVICES FOR THE MUNICIPAL AIR PARK

The City intends to issue a single contract to an engineering firm to provide professional services to the City for the various airport-related projects at the City's Municipal Air Park. Tasks to be assigned are identified in the Airport Master Plan or City Capital Improvement Program. Additionally, the City may assign tasks which may arise in support of the development and operation of the Airpark. Professional services under this contract will be restricted to those required for any project for which construction costs will not exceed \$2 million, and for any study activity for which fees will not exceed \$200,000. The contract will be for an initial term of one year, with an option for up to four one-year extensions as agreed to by the Consultant and the City.

The types of projects to be undertaken include, but are not limited to:

- Review and update of the Air Park Master Plan and Capital Improvement Plan
- Review and/or preparation of noise abatement/mitigation studies
- Complete design and construction phase services for Air Park Capital Improvement Projects
- Review of plans and projects submitted to Air Park for private developments to ensure compliance with all appropriate FAA Advisory Circulars and Regulations
- Preparation or review of plats that may be periodically required or processed for specific on-site developments
- Grant support services
- Stormwater/Drainage improvement projects and NPDES compliance

- Civil and Structural projects (i.e., structures, fencing, roofing, on-site water and sewer, pavements, etc.)
- Preparation and submittals of Air Space Study Checklists and FAA Form 7460 (Notice of Proposed Construction or Alterations) for required airport construction projects

The scope of services may include, but is not limited to the following:

1. Prepare preliminary design reports and/or design alternative recommendations. This may include various types of modeling, surveying, and field data analysis.
2. Prepare all required bidding/construction documents for projects. This will include preparing surveys, design plans and construction drawings, technical specifications, and cost estimates. Attendance at City Commission, Advisory Board, pre-design, design, bidding and bid award meetings may be required.
3. Attend pre-bid conference(s); prepare possible bid addendums for plan revisions. Assist in making bid award recommendations for contracting/construction services.
4. Prepare all required permit applications and submittal packages as required for permit issuance of all agency permits (i.e. Federal, State, County and City)
5. Provide construction engineering/management services for projects. Services during construction may include shop drawing/contractor submittal reviews and approvals, inspection and approval of project improvements, possible plan revisions, and review and approval of contractor pay applications.
6. Provide project close-out services. This may include preliminary and final acceptance of projects, preparation and approval of punch list items and project certification as required to all permitting agencies.
7. Review of various development submittals for projects at the Air Park by outside parties.

Firms must have previous experience in aviation projects and must be licensed to practice Professional Engineering in the State of Florida, Florida State Statute 481, by the Board of Professional Regulation.

A. SUBMITTAL FORMAT

The City of Pompano Beach, Florida will receive sealed proposals until 2:00 p.m. (local), November 18, 2010, in the City's Purchasing Office, 1190 N.E. 3rd Avenue, Building C, Pompano Beach, Florida, 33060. Late submittals, additions, or changes will not be accepted. Submittal packages should be marked on the exterior RLI # H-06-11 Continuing Contract for Professional Engineering and Consulting Services for the Municipal Air Park.

Submit one (1) original unbound and five (5) bound copies of the proposal. All copies will be on 8 ½" x 11" plain white paper, typed, and signed by the Proposer's contractually binding authority. The text size used in the response shall be 11 point or larger.

To assure consistency, proposals must conform to the following format, and include the following items, in the order presented below, with tabs or dividers between the sections:

- 1) Table of contents with page numbers referenced.
- 2) Letter of Interest. In your letter, include the complete corporate name of the primary firm responding, address, telephone, fax number, and name of the person in your firm who the City should contact regarding your response.
- 3) Firms or teams shall submit their technical approach to the tasks described in the scope, including details of how each phase of the project would be completed, and how their firm proposes to maintain time schedules and cost controls.
- 4) Completed "Project Team" form.
- 5) Statement of Skills and Experience of Project Team.
- 6) Resumes of key personnel.
- 7) References for past municipal and aviation/airport projects in the tri-county area (Broward, Palm Beach, and Miami-Dade.)
- 8) Location of the office from which services will be rendered, and the number of professional and administrative staff at the prime office location.
- 9) Location of office(s) of the prime and/or sub consultants that may be utilized to support any or all of the professional services listed above and the number of professional and administrative staff at the prime office location.
- 10) For any member of your team that is a certified minority business enterprise (as defined by the State of Florida) you must include copies of their certifications for them to be considered toward Item 5 in the evaluation criteria.
- 11) Completed SBE program forms, Exhibits A-D, if applicable for your team. Include copies of all certifications for firms listed on these forms.
- 12) Completed Local Business program forms, Exhibits E-H, if applicable.
- 13) All other information requested herein. Each item in the evaluation criteria must be addressed in your response.

- 14) Return all RLI pages, initialed where indicated.

If firms are situated outside the local area, (Broward, Palm Beach, and Miami-Dade counties) include a brief statement as to whether or not the firm will arrange for a local office during the term of the contract, if necessary.

Skills and experience of the Project Team must be included as indicated above. Describe the experience of the entire project team as it relates to these types of projects. Include the experience of the prime consultants as well as other members of the project team; i.e., additional personnel, sub-consultants, branch office, team members, and other resources anticipated to be utilized for this project. Name specific projects (successfully completed within the past five years) where the team members have performed similar projects previously.

Specifically identify the management plan (if needed) and provide an organizational chart for the team. The organizational chart will be in addition to the **Skills and Experience of the Project Team** as indicated above. The proposer must describe at a minimum, the basic approach to these projects, to include reporting hierarchy of staff and sub-consultants, clarify the individual(s) responsible for the co-ordination of separate components of the scope of services.

It is the intent of the City of Pompano Beach to encourage minority and women owned firms to participate in the process. The methods by which this is accomplished should be developed and presented by the respondents in their submissions.

Responses should include all pages of this solicitation properly initialed in the lower right hand corner.

B. SMALL BUSINESS ENTERPRISE PROGRAM

The Pompano Beach City Commission has established a voluntary Small Business Enterprise (SBE) Program to encourage and foster the participation of Small Business Enterprises in the central procurement activities of the City. The City of Pompano Beach is strongly committed to ensuring the participation of Small Business Enterprises (SBE's) as contractors and subcontractors for the procurement of goods and services. The definition of a SBE, for the purpose of the City's voluntary program, is taken from the State of Florida Statute 288.703(1).

As of the date of publication of this solicitation, a small business means an independently owned and operated business concern that employs 200 or fewer permanent full-time employees and that, together with its affiliates, has a net worth of not more than \$5 million or any firm based in Florida that has a Small Business Administration 8(a) certification. As applicable to sole proprietorships, the \$5 million net worth requirement shall include both personal and business investments.

The City encourages all firms to undertake good faith efforts to identify appropriate Small Business Enterprise partners. Sources of information on certified Small Business Enterprises include the Broward County Small Business Development Division, the State of Florida Office of Supplier Diversity, South Florida Water Management District, and other agencies throughout the State. The City includes links to these organizations from the City's website www.mypompanobeach.org. Please indicate in your response if your firm is a certified Small Business Enterprise.

Please note that, while no voluntary goals have been established for this solicitation, the City encourages small business participation in *all* of its procurements.

Please indicate in your response if your firm, or a subconsultant, is a certified Small Business Enterprise, and include the completed "Good Faith Effort Report" form with your proposal. SBE forms are included at the end of this solicitation. Firms should submit Exhibit A, detailing the list of SBE firms to be used on the proposed contract, and a completed Letter of Intent, Exhibit B, for all participating SBE firms. Submit Exhibit C listing SBE firms that were solicited but not selected. Submit Exhibit D explaining your firm's good faith efforts to include SBE firms on this contract.

C. LOCAL BUSINESS PROGRAM

On March 23, 2010, the City Commission approved a Resolution establishing a Local Business Program, a policy to increase the participation of City of Pompano Beach businesses in the City's procurement process. You can view the list of City businesses that have a current Business Tax Receipt on the City's website, and locate local firms that are available to perform the work required by the RLI. The business information, sorted by business use classification, is posted on the webpage for the Business Tax Receipt Division: <http://mypompanobeach.org/directory/btr/index.html>

Please note that, while no voluntary goals have been established for this solicitation, the City encourages Local Business participation in *all* of its procurements.

The City of Pompano Beach is strongly committed to insuring the participation of City of Pompano Beach Businesses as contractors and subcontractors for the procurement of goods and services. Proposers are encouraged to participate in the City of Pompano Beach's voluntary Local Business Program by including, as part of their submittal package, the Local Business Participation Form, listing the local businesses that will be used on the contract, and the Letter of Intent Form from each local business that will participate in the contract. Proposers should utilize businesses that are physically located in the City of Pompano Beach with a current Business Tax Receipt. Proposers who are unable to meet the recommended voluntary goals should also provide the Local Business Unavailability Form, listing firms that were contacted but not available, and the Good Faith Effort Report describing the efforts made to include local business participation in the contract.

D. SELECTION/EVALUATION PROCESS

A Selection/Evaluation Committee will be appointed and will be responsible for selecting the most qualified firms. The Selection/Evaluation Committee will then present their findings to the City Commission and upon their approval, negotiate contract with the most qualified firm.

The Committee will rank responses based upon the following criteria:

1. Prior experience of the firm with projects of similar size and complexity: 0-30 points
 - a. Number of similar projects
 - b. Complexity of similar projects
 - c. References from past projects performed by the firm
 - d. Previous projects performed for the City (provide description)
 - e. Litigation within the past 5 years arising out of firm's performance (list, describe outcome)

2. Qualifications of personnel including sub consultants: 0-20 points
 - a. Organizational chart for project
 - b. Number of technical staff
 - c. Qualifications of technical staff:
 - (1) Number of licensed staff
 - (2) Education of staff
 - (3) Experience of staff on similar projects

3. Proximity of the nearest office to the project location: 0-10 points
 - a. Location
 - b. Number of staff at the nearest office

4. Technical approach to perform the tasks described in the Scope of Services: 0-30 points
 - a. Level of effort
 - b. Effectiveness of the technical approach to complete each phase of the project, maintain time schedules and cost control

5. Is the firm a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985? (Certification of any sub-contractors should also be included with the response.) 0-10 points

Value of Work Previously Awarded to Firm (Tie-breaker) - In the event of a tie, the firm with the lowest value of work as a prime contractor on City of Pompano Beach projects within the last five years will receive the higher ranking, the firm with the next lowest value of work shall receive the next highest ranking, and so on. The analysis of past work will be based on the City's Purchase Order and payment records.

The Committee will have the option to use the above criteria for the initial ranking to short-list proposers, and to use an ordinal ranking system to score short-listed proposers following presentations, with a score of “1” assigned to the short-listed proposer deemed most qualified by the Committee.

Each firm should submit documents that provide evidence of capability to provide the services required for the committee’s review for shortlisting purposes. The shortlisted firms may be contacted to provide public presentations regarding their qualifications and ability to furnish the required services. When more than three responses are received, the committee shall furnish the City Commission (for their approval) a listing, in ranked order, of no fewer than three firms deemed to be the most highly qualified to perform the service. If three or less firms respond to the RLI, the list will contain the ranking of all responses.

The City Commission has the authority to (including, but not limited to); approve the recommendation; reject the recommendation and direct staff to re-advertise the solicitation; or, review the responses themselves and/or request oral presentations and determine a ranking order that may be the same or different from what was originally presented to the City Commission.

E. CONTRACT AWARD

It is the intent of the City to issue multiple one-year contracts with four (4) possible one-year renewal terms for the work described herein.

F. INSURANCE

The insurance described herein reflects the insurance requirements deemed necessary for this project by the City. It is not necessary to have this level of insurance in effect at the time of submittal, but certificates indicating that the insurance is currently carried or a letter from the Carrier indicating upgrade ability will speed the review process to determine the most qualified Proposer.

The successful Proposer shall not commence operations, construction and/or installation of improvements until certification or proof of insurance, detailing terms and provisions of coverage, has been received and approved by the City of Pompano Beach Risk Manager.

The following insurance coverage shall be required.

1. Worker’s Compensation Insurance covering all employees and providing benefits as required by Florida Statute, Chapter 440, regardless of the size of the company (number of employees). The Contractor further agrees to be responsible for employment, control and conduct of its employees and for any injury sustained by such employees in the course of their employment.

2. Liability Insurance

- a) Naming the City of Pompano Beach as an additional insured, on General Liability Insurance only, in connection with work being done under this contract.
- b) Such Liability insurance shall include the following checked types of insurance and indicated minimum policy limits.

3. Real & Personal Property Insurance

The Contractor is responsible for any loss or damage to tools, equipment and supplies at the job site and is also responsible for any loss or damage to buildings being constructed until that building is completed and a certificate of occupancy is issued.

LIMITS OF LIABILITY

Type of Insurance		each occurrence	aggregate
GENERAL LIABILITY			
XX comprehensive form			
XX premises - operations	bodily injury	\$1,000,000.	\$1,000,000.
XX explosion & collapse hazard	property damage	\$1,000,000.	\$1,000,000.
— underground hazard			
XX products/completed operations hazard	bodily injury and property damage combined	\$1,000,000.	\$1,000,000.
XX contractual insurance			
XX broad form property damage			
XX independent contractors			
XX personal injury	personal injury	\$1,000,000.	\$1,000,000.

AUTOMOBILE LIABILITY			
	bodily injury (each person)	\$1,000,000.	
XX comprehensive form	bodily injury (each accident)	\$1,000,000.	\$1,000,000.
XX owned	property damage	\$1,000,000.	\$1,000,000.
XX hired			
XX non-owned	bodily injury and property damage combined	\$1,000,000.	\$1,000,000.

REAL & PERSONAL PROPERTY

XX comprehensive form Organization must show proof they have this coverage.

EXCESS LIABILITY

XX umbrella form	bodily injury and property damage		
___ other than umbrella	combined	\$2,000,000.	\$2,000,000.

XX **PROFESSIONAL LIABILITY** \$2,000,000. \$2,000,000.

The certification or proof of insurance must contain a provision for notification to the City ten (10) days in advance of any material change in coverage or cancellation.

The successful Proposer shall furnish to the City the certification or proof of insurance required by the provisions set forth above, within ten (10) days after notification of award of contract.

G. GOVERNING LAW

Interested vendors will agree that agreements shall be governed by the laws of the State of Florida, and the venue for any legal action will be Pompano Beach, Florida.

H. CONFLICT OF INTEREST

For purposes of determining any possible conflict of interest, each Proposer must disclose if any City employee is also an owner, corporate officer, or an employee of his business. If any City employee is also an owner, corporate officer, or an employee, the Proposer must file a statement with the Broward County Supervisor of Elections pursuant to Florida Statutes 112.313.

I. DRUG FREE WORKPLACE

The selected Proposer with whom an agreement will be negotiated will be required to verify they will operate a “Drug Free Workplace” as outlined in Florida Statute, Section 287.087.

J. PUBLIC ENTITY CRIMES

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute, Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

K. CONTACT INFORMATION

For additional information regarding this solicitation, please contact Ms. Leeta Hardin, General Services Director (954) 786-4098.

PROJECT TEAM

RLI NUMBER _____

Federal I.D.# _____

PRIME

Role	Name of Individual Assigned to Project	Number of Years Experience	Education, Degrees
Principal-In-Charge	_____	_____	_____
Project Manager	_____	_____	_____
Asst. Project Manager	_____	_____	_____
Other Key Member	_____	_____	_____
Other Key Member	_____	_____	_____

SUB-CONSULTANT

Role	Company Name and Address of Office Handling This Project	Name of Individual Assigned to the Project
Surveying	_____	_____
	_____	_____
Landscaping	_____	_____
	_____	_____
Engineering	_____	_____
	_____	_____
Other Key Member	_____	_____
	_____	_____
Other Key Member	_____	_____
	_____	_____

(use attachments if necessary)

EXHIBIT "A"
CITY OF POMPANO BEACH, FLORIDA
SMALL BUSINESS ENTERPRISE
PARTICIPATION FORM

RLI Number & Title: _____ Contractor's Name: _____

<u>Name of Firm</u>	<u>Contact Person, Telephone Number</u>	<u>Type of Work to be Performed</u>	<u>Contract Amount/Percentage</u>

(INCLUDE CERTIFICATES FOR ANY FIRMS LISTED ON THIS PAGE)

FOR CITY USE ONLY

Total SBE Contract Participation _____

Are documents requested submitted accordingly YES NO

EXHIBIT "B"
SMALL BUSINESS ENTERPRISE
LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR

RLI Number _____

TO: _____
(Name of Prime or General Contractor)

The undersigned intends to perform subcontracting work in connection with the above contract as (check below)

_____ an individual

_____ a corporation

_____ a partnership

_____ a joint venture

The undersigned is prepared to perform the following work in connection with the above Contract, as hereafter described in detail:

(Date)

(Name of SBE Contractor)

BY: _____

EXHIBIT "C"
SMALL BUSINESS ENTERPRISE
UNAVAILABILITY FORM

RLI # _____

I, _____
(Name and Title)

of _____, certify that on the _____ day of _____, _____, I invited the following SBE CONTRACTOR(s) to bid work items to be performed in the City of Pompano Beach:

SBE Contractor Address	Work Items Sought	Form of Bid Sought (i.e., Unit Price, Materials/Labor, Labor Only, etc.)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Said SBE CONTRACTOR(s):

- ___ Did not bid in response to the invitation
- ___ Submitted a bid that was not the low responsible bid
- ___ Other: _____

Signature: _____ Date: _____

Note: Attach additional documents as available.

EXHIBIT "D"
SMALL BUSINESS ENTERPRISE
GOOD FAITH EFFORT REPORT

RLI # _____

1. What portions of the contract have you identified as SBE opportunities?

2. Did you provide adequate information to identified SBE? Please comment on how you provided this information.

3. Did you send written notices to SBEs?

Yes No

If yes, please include copy of the notice and the list of individuals who were forwarded copies of the notices.

4. Did you advertise in local publications?

Yes No

If yes, please attach copies of the ads, including name and dates of publication.

5. Did you contact any organizations with large constituents of SBE members for possible sub-contractors? Please attach list of resource organizations used.

6. What type of efforts did you make to assist SBEs in contracting with you?

7. List the SBEs you will utilize and subcontract amount/percentage.

8. Other comments: _____

Note: Please attach the unavailability letters with this report.

EXHIBIT G
LOCAL BUSINESS
UNAVAILABILITY FORM

RLI # _____

I, _____
(Name and Title)

of _____, certify that on the _____ day of

_____, _____, I invited the following LOCAL BUSINESSES to bid work items to be performed in the City of Pompano Beach:

Business Name, Address	Work Items Sought	Form of Bid Sought (i.e., Unit Price, Materials/Labor, Labor Only, etc.)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Said Local Businesses:

- ___ Did not bid in response to the invitation
- ___ Submitted a bid which was not the low responsible bid
- ___ Other: _____

Signature: _____

Date: _____

Note: Attach additional documents as available.

EXHIBIT H
GOOD FAITH EFFORT REPORT
LOCAL BUSINESS PARTICIPATION

RLI # _____

1. What portions of the contract have you identified as Local Business opportunities?

2. Did you provide adequate information to identified Local Businesses? Please comment on how you provided this information.

3. Did you send written notices to Local Businesses?

____ Yes ____ No

If yes, please include copy of the notice and the list of individuals who were forwarded copies of the notices.

4. Did you advertise in local publications?

____ Yes ____ No

If yes, please attach copies of the ads, including name and dates of publication.

5. What type of efforts did you make to assist Local Businesses in contracting with you ?

7. List the Local Businesses you will utilize and subcontract amount.

_____	\$ _____
_____	\$ _____
_____	\$ _____

8. Other comments: _____

STATEMENT OF NO RESPONSE

If you do not intend to submit on this requirement, please complete and return this form by the submittal deadline to the City of Pompano Beach Purchasing Division, Building C, 1190 N.E. 3rd Avenue, Pompano Beach, Florida 33060; this form may be faxed to (954) 786-4168. Failure to respond, either by submitting a proposal, or by submitting a "Statement of No Response" form, may result in your firm's name being removed from our mailing list.

WE, the undersigned, have declined to submit on this solicitation for the following reason(s):

- _____ We do not offer this product or an equivalent
- _____ Our workload would not permit us to perform
- _____ Insufficient time to respond to the Request for Letters of Interest
- _____ Unable to meet specifications (explain below)
- _____ Other (specify below)

Remarks _____

COMPANY NAME _____

ADDRESS _____

TELEPHONE _____

SIGNATURE/TITLE _____

DATE _____