

REQUEST FOR QUALIFICATIONS  
FOR  
TOWN PLANNING AND TRAFFIC ENGINEERING PROFESSIONAL SERVICES  
FOR S.E. OCEAN BLVD. (A1A)

TOWN OF SEWALL'S POINT  
ONE SOUTH SEWALL'S POINT ROAD  
SEWALL'S POINT, FL 34996

ADVERTISEMENT, INSTRUCTIONS TO OFFERORS  
STATEMENT OF WORK, QUALIFICATION FORMS

**QUALIFICATIONS TO BE OPENED**

**AUGUST 6, 2010 AT 1:00 P.M.**

**PUBLIC ANNOUNCEMENT**

Sealed qualifications will be received by the Town of Sewall’s Point, Florida, at the Town Clerk’s office, Town Hall, Sewall’s Point, Florida, until:

1:00 P.M.                      AUGUST 6, 2010  
Time                                      Date

at which time they will be opened and recorded. Such qualifications to provide for the furnishing of:

**TOWN PLANNING AND TRANSPORTATION ENGINEERING  
PROFESSIONAL SERVICES FOR S.E. OCEAN BLVD. (A1A)**

The resulting contract shall be awarded to the responsible offeror that best meets the needs of the Town of Sewall’s Point, taking into consideration, among other things, overall qualifications, capabilities, adequacy of personnel, past record, experience, whether the firm is a certified minority business enterprise, location, the financial responsibility of the offeror, proven skill and experience, abilities to timely perform the contract, previous satisfactory performance, willingness to meet time and budget requirements, recent, current and projected workloads of firm, and such other abilities of the offeror that the Town in its sole discretion determines will enable it to perform effectively and efficiently the contract being qualifications upon.

The envelope containing the qualifications shall be marked as follows:

**SEALED QUALIFICATIONS – S.E. OCEAN BLVD. PROJECT (A1A)**

**OFFEROR’S NAME**

**TO BE OPENED**                      1:00 P.M.                      AUGUST 6, 2010  
Time                                      Date

No offeror may withdraw his or her qualifications for a period of sixty (60) days after submission by the date set for the opening thereof.

The Town of Sewall’s Point reserves the right to reject any or all qualifications, in whole or in part, and/or make awards either as individual items or as a total combined qualifications, whichever it considers in the best interest of the Town, and to waive any informalities in any qualifications.

The complete Request for Qualifications including statement of work and qualifications forms may be obtained by bona fide offerors upon application at the office of the Town Clerk, One South Sewall’s Point Road, Sewall’s Point, Florida 34996.

THE TOWN OF SEWALL’S POINT  
Robert Kellogg, Town Manager

**POSTED: TOWN HALL on July 27, 2010.**

**REQUEST FOR QUALIFICATIONS FOR  
TOWN PLANNING AND TRANSPORTATION ENGINEERING  
PROFESSIONAL SERVICES FOR S.E. OCEAN BLVD.**

1. REQUEST FOR QUALIFICATIONS: The Town of Sewall's Point, Florida municipal corporation in Martin County ("Town" hereafter), is accepting sealed qualifications for the provision of Town Planning and Transportation Engineering professional services ("professional services" hereinafter) (as more fully described herein) until 1:00 p.m., local time, on August 6, 2010, at the Town Clerk's office, Town Hall, One South Sewall's Point Road, Sewall's Point, Florida, 34996. Qualifications received after the aforementioned date and time will be returned unopened.

2. PREPARATION OF QUALIFICATIONS: This Request for Qualifications ("RFQ" hereafter) provides the complete set of terms and conditions, statement of work and qualifications forms for the required professional services. The statement of work for the professional services is attached hereto and incorporated by reference as Exhibit "A". The qualification forms are attached hereto and incorporated by reference as Exhibits "B" to "D" and are the following:

- |                            |             |
|----------------------------|-------------|
| - Offeror's Acknowledgment | Exhibit "B" |
| - Qualifications Form      | Exhibit "C" |
| - Drug Free Workplace      | Exhibit "D" |

All qualifications forms must be completed in full and include a manual signature, in ink, where applicable. The signature must be of an authorized representative who has the legal ability to bind the proposing entity in contractual obligations. Unsigned qualifications will not be accepted.

All qualification forms must be typed or legibly printed in ink. Use of erasable ink is not permitted. All corrections made by an offeror to any part of a qualifications form must be initialed in ink. It is an offeror's sole responsibility to assure that his/her qualifications are complete and delivered at the proper time and place of the qualifications opening. The Town will not be responsible for any expenses incurred in connection with the preparation and/or delivery of qualifications.

An original of all qualification forms and eight (8) copies along the other required information (as stated below) must be submitted in a sealed envelope to the address provided above via hand-delivery or mail. Faxed or emailed qualifications are not acceptable. The face of the sealed envelope shall state "**SEALED QUALIFICATIONS**" and contain the offeror's name, return address, title of the qualifications, qualifications number (if applicable) and the date and time for qualifications opening. Qualifications not submitted in a sealed envelope or on the enclosed qualification forms may be rejected.

Town Manager, Robert Kellogg, at (772) 287-2455 is available to answer any non-technical questions regarding this RFQ. Any technical questions regarding this RFQ should be submitted in writing via facsimile to Robert Kellogg at (772) 220-4765 for review and response. If any technical question requires a response, which the Town in its sole discretion determines should be provided to all potential offerors, the Town will issue an official addendum to this RFQ. The Town will endeavor to make sure all potential offerors receive such addendum by posting the addendum at Town Hall for the respective qualifications solicitation; however, it is the sole responsibility of every offeror to verify with the Town whether any addendum has been issued prior to submitting qualifications. The Town will not issue an addendum three (3) days or less before qualifications opening.

3. QUALIFICATIONS EVALUATION AND AWARD: On the date and time specified in this RFQ, the Town will open and announce aloud all qualifications received on time. The evaluation of the qualifications and selection of the top-ranked offeror will occur at the next scheduled Town Commission meeting. **ALL OFFERORS ARE REQUIRED TO ATTEND AND SHALL BE PREPARED TO ANSWER QUESTIONS FROM THE TOWN COMMISSION REGARDING THE RFQ.** The qualifications opening and/or the evaluation and selection may be delayed if, at the sole discretion of the Town, it is considered to be in the Town's best interests.

The Town Commission will evaluate the qualifications in order to select the top-ranked offeror and award of a resulting contract. Certain top-ranked offerors may be requested to make a brief presentation and/or oral interview to the Town Commission. The top-ranked offeror will be selected on the basis of, among other things, overall qualifications, capabilities, adequacy of personnel, past record, experience, whether the firm is a certified minority business enterprise, location, the financial responsibility of the offeror, proven skill and experience, abilities to timely perform the contract, previous satisfactory performance, willingness to meet time and budget requirements, recent, current and projected workloads of firm, and such other abilities of the offeror that the Town in its sole discretion determines will enable it to perform effectively and efficiently the contract being qualifications upon. Upon selecting the top-ranked offeror, the Town will endeavor to negotiate a mutually agreeable contract with that offeror. In the event that the Town is unable to reach agreement with the top-ranked offeror, the Town will proceed, at its sole discretion, to negotiate with the next ranked offeror as ranked by the Town sequentially until a mutually satisfactory contract is reached. As agreed to in negotiations with the Town, the resulting contract will include the terms and conditions found in a standard Town contract, a copy of which may be obtained from the Town Attorney, and will incorporate the terms and conditions of this RFQ and the selected offeror's qualifications.

Venue for any dispute regarding this RFQ shall be in Martin County, Florida.

**The Town, in its sole discretion, reserves the right to waive all technicalities or irregularities, to reject any or all qualifications or any part of the qualifications, to**

**award to a single offeror or to divide the award between offerors, and to re-solicit this RFQ or any part of this RFQ. The Town further reserves the right, in its sole discretion, to award a contract to the offeror (or offerors) whose qualifications best serve the interests of the Town.**

4. INSURANCE REQUIREMENTS:

A. Prior to the approval of a resulting contract, the selected offeror shall provide to the Town certificates evidencing insurance coverage in the minimum amounts as required hereunder or as otherwise agreed to in the negotiated contract. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The certificates shall clearly indicate that the selected offeror has obtained insurance of the type, amount, and classification as required for strict compliance with this Section and that no material change or cancellation of the insurance shall be effective without thirty (30) days' prior written notice to the Town. Failure to comply with the foregoing requirements shall not relieve the selected offeror of its liability and obligations under a resulting contract.

B. The selected offer shall maintain, during the life of a resulting contract, standard Professional Liability Insurance in the minimum amount of \$1,000,000 annual aggregate.

C. The selected offeror shall maintain, during the life of a resulting contract, commercial general liability, including contractual liability insurance in the amount of \$500,000 per occurrence for personal injury and advertising injury liability, and general aggregate of not less than Five Hundred Thousand Dollars (\$500,000).

D. The selected offeror shall maintain, during the life of a resulting contract, comprehensive automobile liability insurance in the minimum amount of \$1,000,000 annual aggregate to protect the selected offeror from claims for damages for bodily and personal injury, including death, as well as from claims for property damage, which may arise from the ownership, use, or maintenance of owned and non-owned automobiles, including rented automobiles whether such operations be by the selected offeror or by anyone directly or indirectly employed by the selected offeror.

E. The parties to the resulting contract shall carry Workers' Compensation Insurance and Employer's Liability Insurance for all employees as required by Florida Statutes. In the event that a party does not carry Workers' Compensation Insurance and chooses not to obtain same, then such party shall in accordance with Section 440.05, Florida Statutes, apply for and obtain an exemption authorized by the Department of Insurance and shall provide a copy of such exemption to the other party.

F. All insurance, other than Worker's Compensation, to be maintained by the selected offeror shall specifically include the Town as an Additional Insured.

5. LICENSES AND REGULATIONS: The selected offeror will be required to obtain and maintain at their expense all licenses required to provide the professional services sought under this RFQ. The selected offeror must comply with all Federal, State and local laws and regulations that may apply to said professional services.

6. PUBLIC ENTITY CRIMES: In accordance with section 287.133, Fla. Stat., any person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a qualifications, qualifications, or reply on a contract to provide any goods or services to a public entity; may not submit a qualifications, qualifications, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals or replies on leases of real property to a 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 \$25,000 for a period of 36 months following the date of being placed on the convicted vendor list.

7. PUBLIC RECORDS: Upon receipt, all qualifications and information submitted with each qualification package become "public record", property of the Town and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes (Public Records Law). In order to possibly be exempt from disclosure, offerors must invoke the specific exemptions to disclosure provided by law in their qualifications by providing the specific statutory authority for the claimed exemption, identifying the data or other materials to be protected, and stating the reasons why such exclusion from public disclosure is necessary. Any resulting contract may be reviewed by any person after the contract has been executed by the Town. The Town has the right to use any or all information/material submitted in response to this RFQ and/or any resulting contract from it. Disqualification of an offeror does not eliminate this right.

8. OFFEROR'S CERTIFICATION: Each offeror submitting a qualifications acknowledges, agrees and certifies as follows:

A. The offeror and its qualifications are subject to all terms and conditions specified herein with no exceptions unless authorized in writing by the Town;

B. The qualifications constitute an offer to the Town which shall remain open, irrevocable and unchanged for sixty (60) days after qualifications opening;

C. The offeror has not given, offered nor intends to give or offer any economic opportunity, future employment, favor or gratuity in any kind to any employee of the Town in connection with this RFQ;

- D. The offeror has not divulged or discussed its qualifications with other offeror;
- E. The qualifications are made based on independent determination of the offeror without collusion with other offerors in an effort to restrict competition;
- F. The offeror has not made any attempt to induce any potential offeror from submitting or declining to submit a qualifications in response to this RFQ;
- G. The offeror is financially solvent and sufficiently experienced and competent to provide all the professional services required in this RFQ;
- H. That the offeror shall indemnify, defend and hold harmless the Town, its officers, employees and agents from any and all claims, damages, causes of action or liability related to or arising from this RFQ;
- I. That pursuant to § 287.133, Fla. Stat., the offeror is not a person or affiliate on the convicted vendor list subject to the prohibitions stated therein and may lawfully respond to this RFQ and may lawfully accept an award if selected; and,
- J. That all information provided in the qualifications is true and correct in all respects.

If any offeror or its qualifications fails to comply with the foregoing certifications, said failure will include, but may not be limited to, grounds for rejecting that offeror's qualifications or disqualification of the offeror.

9. QUALIFICATIONS FORMAT AND REQUIREMENTS: All qualifications shall be submit in a clear, concise format, on 8½ X 11 paper. Each set of qualifications shall contain all information requested herein to be considered for award. Omission of required information may be cause for disqualification.

**A. Cover Letter of Transmittal** (limit one (1) page): The cover letter will summarize in a brief and concise statement the offeror's qualifications, how it is organized, and its location relative to the Town. Minimum qualifications should be stated and must include:

1. A statement that the offeror is licensed and qualified to provide all professional services requested under this RFQ and as stated in the qualifications;
2. A statement that the offeror is able and will comply with all applicable laws, rules, regulations and ordinances of the Town, Martin County, the State of Florida and the United States if selected by the Town Commission; and,

3. A statement that the offeror is able and will provide the required insurance as stated herein if selected by the Town Commission.

The Cover Letter should also identify who will be the primary point of contact for the offeror. An official authorized to bind the offeror and to negotiate for the offeror must sign the letter of transmittal.

The following qualification forms should be attached to the Cover Letter:

- Offeror's Acknowledgment                      RFQ Exhibit "B"
- Qualifications Form                              RFQ Exhibit "C"
- Drug Free Workplace                            RFQ Exhibit "D"

**B. Offeror's References** (limit three (3) pages): This section of the qualifications must include a list of no more than three (3) other municipalities, public entities or other entities which the offeror has provided similar professional services as those requested in this RFQ. Offeror shall indicate a contact person's name, address and telephone number for each reference, and a general description of the professional services, total cost and if the services were provided on time and within budget.

**C. Offeror's Qualifications** (limit ten (10) pages): This section of the qualifications shall include all professional services to be provided by the offeror as requested in this RFQ. The minimum requirements stated in the statement of work shall be included and re-stated in this section of the qualifications.

**D. Subcontractors/Subconsultants** (limit two (2) pages): This section of the qualifications shall identify all subcontractors the offeror plans to utilize in the provision of all the professional services under this RFQ. Subcontractors'/Subconsultants' costs shall be a direct pass through cost to the Town.

**E. Conflict of Interest** (limit one (1) page): All offerors must disclose with their qualifications the name(s) of any officer, director, agent, or immediate family member (spouse, parent, sibling, and child) who is also an employee or officer of the Town. Further, all offerors must disclose the name of any Town employee or officer who, either directly or indirectly, owns a material interest in the offeror's company, firm or group or in that of any of its affiliates. If no such conflict of interests exists, the offeror should clearly state this in its qualifications.

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**RFQ EXHIBIT “A”  
STATEMENT OF WORK**

THIS RFQ IS GOVERNED BY THE PROCEDURES ESTABLISHED IN FLORIDA’S CONSULTANT’S COMPETITIVE NEGOTIATIONS ACT, §287.055, FLA. STAT.

This Statement of Work contains the minimum professional services required by the Town under this RFQ. Offerors must be able to provide these professional services at a minimum. Additional professional services consistent with the RFQ must be proposed and must be separately identified in the qualifications.

**In cooperation with the Town of Sewall’s Point, the Florida Department of Transportation (FDOT) will be making improvements to approximately 0.36 miles of road between MP 3.14 and MP 3.50, known as SE Ocean Blvd (A1A) within the Town of Sewall’s Point. The project will consist of resurfacing, restoration, and rehabilitation of the road surface. In addition, the Town is considering making landscaping improvements to the area at the same time which would consist of installing trees and plantings in the island medians that separate east and west bound traffic. All of these improvements will be guided by a conceptual Master Plan which will be completed prior to the commencement of this Statement of Work.**

**The consultant chosen for this Statement of Work will work in cooperation with the FDOT to provide all planning, design, engineering and other services necessary to oversee and guide the implementation of the Master Plan. The consultant may be required to redesign or build upon the existing design found in the Master Plan when necessary to meet the FDOT’s or the Town’s requirements. The consultant will be required to ensure that the implementation of the Master Plan will be in accordance with all applicable Federal, State and local laws and regulations.**

**The Town is seeking qualifications from those firms or individuals with the necessary experience to interface with FDOT to insure the Town’s objectives are met. Strong consideration will be given to those firms or individuals with demonstrated experiences of successfully securing approval from FDOT for these types of projects.**

**RFP EXHIBIT "B"**  
**OFFEROR'S ACKNOWLEDGMENT**

**SUBMIT ONE ORIGINAL AND eight (8) COPIES OF YOUR QUALIFICATIONS TO:**

Town of Sewall's Point  
Attn: Town Clerk  
One South Sewall's Point Road  
Sewall's Point, FL 34996

**RFQ TITLE: TOWN PLANNING AND TRAFFIC ENGINEERING  
PROFESSIONAL SERVICES FOR S.E. OCEAN BLVD.  
(A1A)**

**RFQ NO: # TSP 72710-1**

Qualifications must be received **PRIOR TO 1:00 p.m., AUGUST 6, 2010**, at which time Qualifications will be opened.

Offeror's Name: \_\_\_\_\_  
(Please specify if a corporation, partnership, other entity or individual)

Fed. ID# or SSN: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact representative: \_\_\_\_\_

The undersigned authorized representative of the offeror agrees to all terms and conditions stated in the RFQ, and proposes and agrees that if this qualifications is accepted by the Town, the offeror will negotiate with the Town in order to enter into a standard Town contract to provide all goods and services as stated in this qualifications and in accordance with the terms and conditions of the RFQ.

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Position:

**RFQ EXHIBIT "C"**  
**QUALIFICATIONS FORM**

**In accordance with the terms and conditions stated in the Request for Qualifications (RFQ) requesting all goods and services for the S.E. OCEAN BLVD. (A1A) Project, the undersigned proposes the following to the Town of Sewall's Point:**

\_\_\_\_\_ **(Offeror's Legal Name)** certifies that it is licensed to perform the requested services in the State of Florida and Martin County. Applicable License number(s): \_\_\_\_\_.

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Position:

**RFQ EXHIBIT "D"**  
**CONFIRMATION OF DRUG-FREE WORKPLACE FORM**

In accordance with Section 287.087, Florida Statutes, whenever two or more proposals are equal with respect to price, quality, and service which are received by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a 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's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and 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 proposal a copy of the statement specified in subsection (1).
- (4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, 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 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 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 so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement on behalf of \_\_\_\_\_,  
I certify that \_\_\_\_\_ complies fully with the above  
requirements.

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Position: