

REQUEST FOR PROPOSALS

For
Department of Economic Opportunity Grant

Construction Engineering Inspection Services

Florida Job Growth Infrastructure Grant
FFY 2019 Federal Fiscal Year

RFP #DEO-ENG-FFY 2019 (Engineering)

DUE:

3:00PM LOCAL TIME

September 20, 2018

DATE

City of Bushnell
117 E. Joe P. Strickland, Jr. Ave. (P.O. Box 115)
Bushnell, FL 33513

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PART I - INTRODUCTION

1.1 Intent

The City of Bushnell requests proposals for engineering to include project inspection and construction contract management services for the State of Florida Department of Economic Opportunity Grant Program.

1.2 Consultant Services, Construction Engineering Inspection Services

Proposals from individuals or firms are requested for providing Engineering services for the following grant category and program year:

| Program Year | Name of Program | Services Requested |
|---------------------|-----------------------------------|-------------------------------------|
| FFY 2019 | Florida Job Growth Infrastructure | Construction Engineering Inspection |

The anticipated DEO grant will not to exceed \$838,860. Procurement and contracting will follow DEO regulations, and proposals will be evaluated separately for each DEO service requested. Certain federal and state requirements (such as equal employment opportunity provisions) will apply to the contract(s) for this project.

Grant funds will be used for the Construction of the Water System upgrades in Sumterville, FL. This construction project is scheduled for 180 day time frame. It is expected for this to be a part time position on an as needed basis during construction.

1.3 About the City of Bushnell

The City of Bushnell provides electric, water, sewer, sanitation, street maintenance, and parks services. A five (5) member City Council and Mayor govern the City.

PART II – INFORMATION REQUIRED

2.1 Submittals

Proposals for DEO engineering services must be clear, concise and specific. To facilitate effective evaluation by the City, proposals shall be limited to a total of 30 pages, sectional dividers and front and back covers will not be counted toward the total. Proposals which exceed this length will be considered non-responsive and will not be evaluated.

2.2 Company Information

The Engineer shall provide the following information about their firm:

1. Name of firm and parent company, if any.

2. Nature of firm's principal business.
3. Name, address and telephone number of person to receive notification and to reply to City inquiries.

2.3 Experience

The Engineer shall provide, rather than a standard resume, only relevant experience and qualifications of each technical person who will be involved in the project, including:

1. Educational background, academic degrees, professional association.
2. Current job title, responsibilities and type of work performed.
3. Experience on projects similar to that requested in this RFP

2.4 Engineer Capability

The Engineer shall provide evidence of their firm's capability to apply and commit staff and equipment successfully to the project and to complete the required services in a timely manner.

2.5 Financial and Legal Information

The Engineer shall list any and all bankruptcy filings within the last ten years, and any and all litigation involving the firm within the last five years. Failure to provide full information may result in the engineering proposal being deemed non-responsive.

2.6 Indemnification

Should the Engineer be invited to negotiate a contract for the work identified in this RFP, it shall indemnify the City as follows

- The Engineer shall at all times indemnify, defend, and hold harmless the City of Bushnell, the State of Florida, and their respective officers, agents, servants and employees on account of any and all claims, damages, losses, litigation, expenses, counsel fees and compensation arising out of injury (including death) sustained by or alleged to have been sustained by the servants, employees, or agents of the City of Bushnell or the State of Florida, or of the Engineer, or anyone directly or indirectly employed by them, from injuries (including death) sustained by or alleged to have been sustained by the public or by any other person or property, real or personal (including property of the City) to the extent caused by the negligent, willful or wanton acts or omissions of the Engineer, or anyone directly or indirectly employed by them or any of them while engaged in the performance of the work.

2.7 Submission of Engineering Proposals

All engineering proposals, upon submission to the City, shall become City property. Submit one original and five (5) copies of your firm's engineering proposal, clearly labeled "Response to City of Bushnell RFP #DEO-ENG-FFY 2019 (Engineering)" on the outside of the envelope.

Sealed proposals shall be mailed or delivered to the City of Bushnell at 117 E. Joe P. Strickland, Jr. Ave. (P.O. Box 115), Bushnell, Florida 33513 no later than 3:00 P.M. on Thursday, September 20, 2018. The City assumes no liability for submittals received after that time or which are labeled incorrectly.

Part III - EVALUATION

3.1 Evaluative Criteria

Proposals for engineering services will be evaluated by the City Council or its designee. The following criteria will be used in the evaluation process:

Engineering

1. Successful Florida Engineering Experience, 30 points.
2. Qualifications of the Project Manager, including a description of DEO Experience, 25 points.
3. Familiarity or ability to become familiar with the project, 25 points.
4. Approach to tasks to be performed, 15 points
5. Ability to stay within the confines of the project budget, 5 points

Upon completion of the review, the highest ranked firm or individual will be recommended for providing the requested services.

3.2 Format

Proposals shall be formatted in the following manner:

Cover Letter and Table of Contents

Section 1: Company Information

-Provide Company Information

Section 2: Experience and Past Performance

-Successful Florida Engineering Experience (30 Points)

Section 3: Staff Experience

-Qualifications of the Project Manager (25 points)

Section 4: Company Capability

-Familiarity or Ability to Become Familiar with the Project (25 pts)

-Approach to tasks to be performed (15 points)

Section 5: Financial and Legal Information

-Provide Statement Regarding Bankruptcy and Litigation

Section 6: Indemnification and Public Entity Crimes

-Provide a statement regarding indemnification (as per section 2.6 of RF) and a statement that the firm or individual has not been convicted of a public entity crime and that firm or individual agrees to sign a certification to this effect prior to contracting.

Section 7: Ability to stay within the confines of the project budget (5 points)

3.3 Special Considerations

All submittals shall be complete in all material respects and failure to provide a complete submittal may result in rejection of the response.

3.4 Statement of Public Entity Crimes

The City will not accept bids from any person or affiliate that has been placed on the convicted vendor list. In addition, any contract document described by Section 287.058, Florida Statutes, shall contain a statement informing persons of the provisions of paragraph (2) (a) of Section 287.133, F.S., which reads as follows:

“A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids 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 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.

Fair Housing/Handicap Access/Equal Opportunity Employer

DEO PROJECT - RANKING SHEET
Engineering
(Florida Job Growth Infrastructure Grant Program)

| | |
|----------------------------------|--|
| Name of Person Ranking Firms: | |
|----------------------------------|--|

| | |
|---------|--|
| Firm A: | |
| Firm B: | |
| Firm C: | |
| Firm D: | |
| Firm E: | |
| Firm F: | |

| EVALUATION FACTORS (DEO Engineering) | POSSIBLE POINTS | A | B | C | D | E | F |
|--|--------------------|---|---|---|---|---|---|
| Successful Florida Engineering Experience | 30 | | | | | | |
| Qualifications of the Project Manager, including a description of DEO Experience | 25 | | | | | | |
| Familiarity or ability to become familiar with the project | 25 | | | | | | |
| Approach to Tasks to be Performed | 15 | | | | | | |
| Ability to stay within the confines of the project budget | 5 | | | | | | |
| TOTAL | 100 | | | | | | |

First Ranked Firm is: _____

Second Ranked Firm is: _____

Third Ranked Firm is: _____

Signature and date (*this ranking is for DEO Grant Engineering*)