

SECTION 1: PROJECT INFORMATION

- 1.1 PURPOSE:** The City of Chiefland (City) is soliciting Request for Qualifications from professional firms, registered in the State of Florida, pursuant to Section 287.055, Florida Statutes, known as the Consultant Competitive Negotiation Act (CCNA), to provide Construction Engineering Inspection (CEI) services for the FDOT SCOP FY 24 Roadway Improvements Project.
- 1.2 PROJECT SUMMARY:** The City is seeking the services of a professional engineering firm to provide CEI services for the FDOT SCOP FY 24 Roadway Improvements Project. The project consists of resurfacing approximately 8,700 feet of existing roadway. Resurfacing primarily consists of full depth reclamation with added lime rock base material, followed by construction of a final asphalt layer. Associated work includes minor shoulder improvements, driveway connections, roadway connections, striping, and other related minor improvements. The selected firm will perform services as listed under the “Scope of Services, attached hereto as Attachment “A”, or services not specifically mentioned, but directly related to the project.
- 1.3 PROJECT DOCUMENTS:** The design and permitting for the Project have been completed. The Bidding process is to begin soon. The Drawings will be provided as a separate attachment for the CEI Firm’s review and use in developing the RFQ response.

SECTION 2: INSTRUCTION AND INFORMATION TO PROPOSERS

2.1 Tentative Schedule of Selection Process

The City’s intended schedule is as follows:

Event	Date
Request for RFQ Available	October 17, 2024
Deadline for Questions	November 18, 2024
Proposal Due Date/Opening Date	November 21, 2024
Committee Evaluation/Ranking	November 21, 2024
Recommendation/Award	November 25, 2024
Design Completion	Completed
Estimated Project duration	180 days

These dates are estimates only and the City reserves the right, in its sole discretion, to alter this schedule, as it deems necessary or appropriate.

- 2.2 SUBMISSION OF PROPOSALS:** An original and seven (7) copies of the proposal plus one (1) copy in electronic format shall be sealed and clearly marked on the outside: **“Request for Qualifications – FDOT SCOP FY 24 Roadway Improvements Project Engineering Inspection Services”**.

To be considered for evaluation, proposers must demonstrate highly relevant experience on similar FDOT projects and each CEI firm shall be pre-qualified by FDOT. Responses to the RFQ must be received by **November 21, 2024, at 3:00 PM** local time, RFQs received after this deadline will not be considered. RFQ packages shall be mailed, or hand delivered, to the attention of Carol Gore, Planning Project Coordinator, at the following address:

City of Chiefland
214 East Park Avenue,
Chiefland, Florida 32626

In addition to the information as stated above to be marked on the outside of the envelope, it should also provide the date and time of opening and company name and address.

NOTE: THIS REQUEST FOR QUALIFICATIONS IS A NON-PRICED QUALIFICATIONS-BASED PROCESS. PRICING WILL BE CONSIDERED DURING THE NEGOTIATION PHASE ONLY.

The City will allow electronic submittals of the RFQ response with an original and seven (7) copies to follow via mail. All electronic submittals must be sent to Carol Gore's attention at cgore@chieflandfla.com. Proposers are responsible for confirming file sizes are sufficient for receipt by the City's e-mail system.

Any electronic submittal that is received by the City with a time stamp after the established due date and time will not be considered by the City.

2.3 Proposers are directed not to contact evaluating committee members, City Commission Members, Elected Officials, City departments or divisions until the award has been made by the City Commission. ALL QUESTIONS FROM PROPOSERS SHALL BE ADDRESSED IN WRITING TO THE CITY MANAGER.

2.4 Additional Information/Addenda. Any ambiguity, conflict, discrepancy, omissions or other error discovered in this solicitation must be reported immediately in writing to the jurisdiction and a request made for modifications or clarification. Requests for additional information or clarifications must be made in writing by the date listed in **Section 2.1**. Requests for additional information or clarifications will be received by letter or email. The request must contain the proposer's name, address, phone number, facsimile number, and email address and addressed to:

Carol Gore, Planning Project Coordinator
City of Chiefland
214 East Park Avenue,
Chiefland, Florida 32626
Phone: 352-493-6711
Email: cgore@chieflandfla.com

The City will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the bid opening date. Proposers should not rely on any representations, statements or explanations other than those made in this solicitation or in any addendum to this solicitation. Where there appears to be a conflict between the RFQ and any addenda issued, the last addendum issued will prevail.

It is the proposer's responsibility to be sure all addenda were received. The proposer should verify with the designated contact person prior to submitting a proposal that all addenda have been received. Proposers are required to acknowledge the number of addenda received as part of their submission of the proposal. Proposers shall submit the Addendum Acknowledgment form attached hereto as Attachment "B".

2.5 Proposals and Presentation Cost. The City will not be liable in any way for any cost incurred by the offerors in the preparation of their proposal in response to the RFQ nor for the presentation of their proposals or participation in any discussions or negotiations.

- 2.6 PROPOSAL – STATEMENT OF QUALIFICATIONS SUBMITTAL FORMAT.** To facilitate and expedite review, the City asks that all proposers follow the response format outlined below. Failure to submit your response in the format requested may result in the reduction of your overall evaluation score. To assist you in preparing your response, the City’s selection procedures are also described herein. Please abide by all requirements set forth to avoid any risk of disqualification.

Introduction

Provide a cover letter no longer than two (2) pages in length, signed by an authorized representative of your firm. The cover letter should contain the following:

- A brief statement of the proposers’ understanding of services to be provided under this contract.
- The name, title, phone number, fax number, e-mail address, and street address of the person in the consultant’s organization who will respond to questions about the proposal.
- Highlights of the consultant’s qualifications and ability to perform the project services.

The table of contents should follow the cover letter.

Table of Contents

Include a clear identification of the material included in the proposal by page number.

Tab 1 – Consultant Profile

Please provide the following information about your firm:

- a. Provide a brief description of your firm’s organization, structure and philosophy.
- b. Provide firm’s background and years of experience.
- c. Number of employees.
- d. The location of office(s) and identify the office(s) that would provide the project services.
- e. Describe any significant or unique awards received or accomplishments in previous, similar projects.

Tab 2 – Qualifications and Experience

Please provide the following information regarding your firm’s qualifications and experience:

- a. Describe your firm’s ability to provide quality, cost-effective, CEI services.
- b. Describe experience and expertise of the firm on similar projects.
- c. Demonstrate your firm’s ability to communicate, work effectively in a group and build consensus with staff, elected officials, boards, committees and the public.
- d. Describe experience regarding project budgets and schedules, and your firm’s demonstrated ability to meet both.

Tab 3 – Staff Qualifications and Project Team – Start the section by introducing the designated project manager and the project team. Include a project team organizational chart.

Then, for each key person that would be assigned to the project, include:

- a. A one or two-page résumé that includes a summary of relevant professional qualifications, relevant project experience, education, and professional registration.
- b. Include a copy of the current Department of Business and Professional Regulation License for each key person with a professional registration.
- e. Describe the services the individuals will provide to the City.
- f. Contact information.

For the project team:

- a. Describe the responsibilities of the management and staff personnel that will perform work on the Project; describe methods employed to ensure prompt service, customer satisfaction, prompt compliant resolution, effective employee performance and training, and timely initiation and completion of all work.
- b. List and provide background information for any subconsultant to be used.

Tab 4 – Quality Control – Describe your firm’s quality assurance/quality control (QA/QC) procedures.

Tab 5 – Related Experience and References –

For a minimum of three (3) relevant projects, include a one- or two-page project description that demonstrates capabilities in providing CEI services, experience with similar counties, and/or local project experience within the last three (3) years.

For the projects listed above provide references that include the following information:

- Client name, address, **phone numbers, fax numbers and email addresses**
- Client Project Manager name and contract information (if different from above)
- Description of all services provided
- Performance period
- Total amount of contract
- Identify key members of the project team

Tab 6 – References – Include a minimum of three letters of reference from clients regarding projects of similar type.

Tab 7 – Attachments –

All Attachment/Forms required by the RFQ shall be fully executed by the proposer and submitted in the following order. Failure to do so will diminish your score.

- Addendum Acknowledgement (Attachment “B”) and copies of all signed addenda
- Public Entities Crimes Statement (Attachment “C”)

- 2.7** It is the intent of the City to enter into a professional service agreement with the successful firm (see Exhibit “1”) for the duration of this project. Any contract extension will be upon mutual agreement by all parties and based upon the availability of funds and the need for services. These additional services will be added to the contract by contract amendment or change order.

- 2.8** It is expressly understood that the City’s preference/selection of any proposal does not constitute an award of a Contract with the City. It is further expressly understood that no Contractual relationship exists with the City until a Contract has been formally executed by both the City, and the selected Proposer. It is further understood, no Proposer may seek or claim any award and/or reimbursement from the City for any expenses, costs, and/or fees (including attorneys’ fees) borne by any Proposer, during the entire RFQ process. Such expenses, costs, and/or fees (including attorneys’ fees) are the sole responsibility of the Proposer.
- 2.9** **Public Entities Crimes.** A person or affiliate who has been placed on the convicted Vendors 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 Statutes, Section 287.017, for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted Vendor list. By signature on this solicitation and confirmation on the attached form (Attachment “C”), the proposer certifies that they are qualified to do business with the City in accordance with Florida Statutes.
- 2.10** The consultant by submission of their proposal warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the consultant to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the consultant any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement. For the breach or violation of this provision, the City shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

SECTION 3. EVALUATION/SELECTION OF SHORT-LIST

- 3.1** **Evaluation/Selection Committee.** The City Commission or their designee, will be responsible for evaluating and ranking each firm based upon the proposals submitted.
- 3.2** The Evaluation/Selection Committee shall evaluate the responses of the RFQ and rank the firms based on the evaluation criteria contained herein. The Committee shall select the top-ranked firm to begin negotiations. Each firm should submit documents that provide evidence of its capability to provide the services required for the committee’s review for short-listing purposes.
- 3.3** **Evaluation Criteria.** A 100-point formula scoring system will be utilized based upon the following criteria:
- 1. Compliance with RFQ Instructions – 10 Points**
 - a. The firm’s proposal complied with instructions issued in the RFQ. Noncompliance with significant instructions may be grounds for proposal disqualification. (10 points)

2. Firms Qualifications and Experience – 30 Points

- a. The ability and capability of firm to perform services of this type. (10 points)
- b. Firm's experience and expertise on similar projects. (10 points)
- c. Firm's ability to communicate, work effectively in a group and build consensus with staff, elected officials, board, committees and the public. (5 points)
- d. Firm's experience regarding project budgets and schedules, and their demonstrated ability to meet both. (5 points)

3. Project Team/Abilities and Expertise – 30 Points

- a. The adequacy of the firm's professional key personnel and project team to be assigned to the project. (10 points)
- b. Project team's previous experience demonstrates success in completing similar projects. (10 points)
- c. Project team's previous experience program schedule, budget, and technical requirements that are directly relevant to the projects described in this RFQ. (10 points)

4. Quality Control – 15 Points

- a. The proposal will be evaluated on the quality control process to be implemented to ensure that quality work products and services can be delivered in a timely manner. (15 points)

5. Previous Projects/References – 15 Points

- a. The firm's references with emphasis on similar size projects. Proposal will be evaluated on the basis of project experiences that include projects outlined in the Scope of Work and Services required. Projects completed for counties and other state, or federal, agencies will be considered. (15 points)

- 3.4** The City reserves the right to make selections based on the submittals only or to request oral presentations or questions/answer sessions with the top ranked firms before determining the final ranking.

SECTION 4. CONTRACT PROCEDURES

- 4.1** **Competitive Negotiations:** Approval of the recommendation to be awarded by the City Commission will constitute authorization to negotiate with the top-ranked firm. The proposal package, signed by the successful proposer, along with documentation included in the proposal as required by this RFQ and other additional materials submitted by the proposer, and accepted by the City, shall be the basis for negotiation of a contract. The City shall negotiate a contract with the top ranked firm for professional services at compensation which the City determines is fair, competitive, and reasonable. The firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting.

- 4.2** **Unable to Negotiate:** Should the City be unable to negotiate a satisfactory contract with the top ranked firm considered to be the most qualified at a price the City determines to be fair, competitive, and reasonable, negotiations with that firm must be formally terminated. The City shall then undertake negotiations with the next top-ranked firm. Failing accord with the next top ranked firm, the agency must terminate negotiations. The City shall then undertake negotiations

with the next top-ranked firm. Should the City be unable to negotiate a satisfactory contract with any of the selected firms, the City shall select additional firms in the order of their competence and qualification and continue negotiations in accordance with this paragraph until an agreement is reached.

- 4.3** **Contract:** A contract shall be drafted and forwarded to the City Attorney's office for review and approval. After final review the contract will be forwarded to the firm for review and execution.

Attachment A
Consultant Scope of Services for
Construction Engineering Inspection (CEI) Services
City Commission, City of Chiefland, Florida

1. SAMPLING AND TESTING

- 1.1** The Consultant shall perform sampling and testing of component materials and completed work in accordance with the Construction Contract documents for roadway reconstruction utilizing conventional road paving procedures. The minimum sampling frequencies set out in the Department's Materials Sampling, Testing and Reporting Guide and the Contract Documents shall be met. In complying with the aforementioned guide, the Consultant shall provide daily surveillance of the Contractor's Quality Control activities at the project site and perform the sampling and testing of materials and completed work items that are normally done in the vicinity of the project for verification and acceptance.
- 1.2** The Consultant shall be specifically responsible for job control samples determining the acceptability of all materials, soil cement and/or soil with emulsion mix designs and completed work items on the basis of either test results or verification of a certification, certified mill analysis, DOT label, DOT stamp, etc.
- 1.3** Sampling, testing and laboratory methods shall be as required by the FDOT Standard Specifications, Supplemental Specifications or as modified by the Supplementary Conditions & General Requirements of the Construction Contract.
- 1.4** Documentation reports on sampling and testing performed by the Consultant shall be submitted to responsible parties during the same week that the construction work is done.
- 1.5** The Consultant shall be responsible for transporting samples to be tested.
- 1.6** The Consultant will compare verification testing test results and with the contractors Quality Control testing information and notify the City of any failing samples.
- 1.7** The Testing Laboratory must be FDOT approved.

2.0 QUALITY ASSURANCE CERTIFICATION

- 2.1** Services include maintaining the required level of surveillance of Contractor activities, interpreting plans, specifications, and special provisions for the Construction Contract, maintaining complete, accurate records of all activities and events relating to the project, and properly documenting all significant project changes.
- 2.2** An officer of the Consultant firm shall certify that the inspection and documentation was done in accordance with FDOT specifications, plans, standard indexes, Department procedures, and according to the contract documents.

3.0 PERSONAL QUALIFICATION/REQUIREMENTS

3.1 SENIOR INSPECTOR. High school graduate or equivalent plus four (4) years of experience in construction inspection, two (2) years of which shall have been in bridge and/or roadway construction inspection. To be in primary control, a Senior Inspector must have supervised two or more inspectors and must have been directly responsible for all inspection requirements related to the construction operations assigned. Must have the following:

3.1.1 Qualifications:
CTQP Asphalt Roadway Level I (If applicable)
CTQP Asphalt Roadway Level II (If applicable)
CTQP Earthwork Construction Inspection Level I
CTQP Earthwork Construction Inspection Level II
FDOT Intermediate MOT
CTQP Final Estimates Level I

3.1.2 Responsible for performing CEI services for the project which will consist of roadway construction (existing is dirt) utilizing traditional method of sub-grade and base preparation. Including field surveying and construction layout, making, and checking engineering computations, inspecting construction work, and conducting field tests and is responsible for coordinating and managing the lower-level inspectors. Work is performed under the general supervision of the City.

3.2 INSPECTOR. High school graduate or equivalent plus two (2) years experience in construction inspection, one (1) year of which shall have been in bridge and/or roadway construction inspection, plus the following:

3.2.1 Qualifications:
CTQP Asphalt Roadway Level I (If applicable)
CTQP Earthwork Construction Inspection Level I
CTQP Final Estimates Level I

3.2.2 Responsible for performing assignments in assisting Senior Inspector in the performance of their duties. Receive general supervision from the Senior Inspector who reviews work while in progress. Civil Engineering graduates must obtain certifications within the first year of working as an inspector or Engineer Intern. Exceptions will be permitted on a case-by-case basis so long as qualifications and certifications are appropriate for specific inspection duties.

ATTACHMENT "B"

Addendum Acknowledgment

Acknowledgment is hereby made of receipt of addenda issued during the solicitation period.	Addendum # _____ through # _____ Initial: Date:
Person Completing RFQ (Signature)	
Name (Printed):	Title:

>>>Failure to submit this form may disqualify your response<<<

ATTACHMENT "C"

City of Chiefland

SWORN STATEMENT UNDER SECTION 287.133(3) (a), FLORIDA STATUTES,
ON PUBLIC ENTITY CRIMES**TO BE RETURNED WITH BID**THIS 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 Contract for _____.
2. This sworn statement is submitted by _____
(entity submitting sworn statement), whose business address is _____ and
its Federal Employee Identification Number (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 named 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
contract for goods or services, any leases for real property, or any contract
for the construction or repair of a public building or public work, 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 or 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:
 - a) A predecessor or successor of a person convicted of a public entity
crime; or
 - b) 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, executives, partners, shareholders, employees, members,
and agents who are active in the management of an affiliate. The
ownership by one person of shares constituting a controlling interest
in another person, or a pooling of equipment or income among persons
when not to fair market value under an arm's length agreement, shall
be 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 natural person or entity organized under the laws of any state or of the United States with the legal power to enter into binding contract and which bids or applies to bid on contracts 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 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 of its officers, directors, executives, partners, shareholders, 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 of more of the officers, directors, executives, partners, shareholders, 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 a 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
CITY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____, who, after first being sworn by me, affixed his/her signature in the space provided above on this _____ day of _____, 2023.

(Notary Public)

My Commission Expires: _____

(seal)