



# REQUEST FOR PROPOSAL

## April 10, 2019

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**REQUESTER:** City of DeFuniak Springs  
71 US Highway 90 West  
DeFuniak Springs, Florida 32433  
Contact: Christopher Mitchell, Grants Administrator  
Phone: (850) 892-8500, ext. 114

**PROJECT NAME:** Live Oak Wastewater Improvements

**SEALED BID DUE:** No later than May 6, 2019, 3pm CDT

**MAIL SEALED BID TO PHYSICAL OR MAILING ADDRESS MARKED OUTSIDE**  
"Sealed Proposal: Live Oak Wastewater Improvements"

City of DeFuniak Springs  
ATTN: Mell Smigielski, City Manager  
71 US Highway 90 West  
DeFuniak Springs, Florida 32435

City of DeFuniak Springs  
ATTN: Mell Smigielski, City Manager  
Post Office Box 685  
DeFuniak Springs, Florida 32435

# **REQUEST FOR PROFESSIONAL ENGINEERING SERVICES**

## **I. PURPOSE:**

- A. The City of DeFuniak Springs, in accordance with Department of Economic Opportunity (DEO) policy and applicable components of Section 287.055, Fla. Stat.- "Consultants' Competitive Negotiations Act," is requesting proposals from qualified firms to provide engineering project supervision and inspection services relative to the City's FFY 2017 Community Development Block Grant (CDBG) project. The project is composed of approximately 3,000 LF of 8" clay gravity sewer main with 8" PVC gravity sewer main, relining 4 manholes, construction of 12 new manholes, reconnecting approximately 30 sewer laterals, and incidental road surfacing from the installation of the gravity sewer main along Live Oak Avenue West. The total budget is \$700,000 including construction, engineering and administration. Project design documents, specifications and draft contract documents have been completed.

## **II. SCOPE OF SERVICES:**

- A. The firm selected shall be required to provide professional technical and engineering services whose level and scope will be determined by the City of DeFuniak Springs. Specific Engineering services required shall include, but not be limited to:
1. Close coordination with the CDBG Grant Administrator who is under contract to the City to administer the grant.
  2. Preparing bid documents,
  3. Soliciting and evaluating construction bids,
  4. Providing construction supervision and resident inspection,
  5. Approving contractors' pay requests,
  6. Conducting final inspection of all construction,
  7. Recommending acceptance by the City of DeFuniak Springs, providing "as-built" drawings following project completion.

## **III. SCHEDULE OF WORK PERFORMANCE:**

1. Proposers are advised that the capacity to initiate and coordinate all Engineering services in a timely and efficient manner is a significant factor. The chosen proposer must be prepared to commence engineering services immediately.
2. Proposers who cannot meet this project schedule will be automatically eliminated from further consideration.

## **IV. TYPE OF CONTRACT:**

1. The City of DeFuniak Springs intends to negotiate a firm fixed fee contract or "cost not to exceed" type contract for the final design and construction inspection services requested.
2. All proposers qualifications will be evaluated and the most qualified firm selected, subject to the negotiation of fair and reasonable compensation.

## **V. RESPONSIBILITY:**

- A. The firm selected shall be required to assume responsibility for all services offered by the firm's proposal regardless of whether they are produced "in-house" or performed under a joint or subcontractual arrangement.
- B. Such firm will be the sole point of contact regarding this project.

## **VI. SUBMITTAL INSTRUCTIONS:**

- A. All proposals must be submitted in writing by 3:00 P.M. CDT on May 6, 2019 to receive administrative consideration. Proposers mailing their proposals should allow normal delivery time to ensure receipt of their proposals by the City of DeFuniak Springs. Proposals should be addressed to the City of DeFuniak Springs, ATTN: Mell Smigielski, City Manager, 71 US Highway 90 West, DeFuniak Springs, FL 32433 OR City of DeFuniak Springs, ATTN: Mell Smigielski, City Manager, P.O. Box 685, DeFuniak Springs, FL 32435 OR hand-delivered to City Hall, Office of the City Manager in DeFuniak Springs, 71 US Highway 90 West, DeFuniak Springs, Florida 32433 prior to the submission deadline.
- B. All proposals must be sealed and clearly marked on the outside "Sealed Proposal: Live Oak Wastewater Improvements," with the proposer's name and address. Proposals should be submitted in an original and eight copies.
- C. Questions concerning the "RFP" should be directed to the Grant Administrator @ (850) 892-8500, ext. 114 or email to grants@defuniaksprings.net. Proposers not selected will be promptly notified.
- D. Please note, in accordance with 287.133, Florida Statutes, a person or affiliate who has been placed on a convicted vendor list following a conviction for a public entity crime may not submit a bid / proposal in response to this RFP.

## **VII. PROPOSAL CONTENT AND FORMAT**

- A. All proposals must be submitted in accordance with the instructions outlined herein to receive consideration. Any proposer submitting inadequate, incorrect, or incomplete information may not receive consideration. Proposals should be brief and to the point. The City of DeFuniak Springs reserves the right to waive irregularities in the proposal and reject any and all proposals and to request additional information from proposers if deemed necessary.
- B. Letter of Transmittal: The proposer shall submit a "Letter of Transmittal" which shall as a minimum contain the following:
  - 1. State the location of the office from which the work is to be accomplished.

2. Describe the firm's general qualifications and the range of activities performed by the firm.
3. Identify all persons to be assigned to this project and outline the nature of their responsibilities. Include a description of relevant work experience for each person assigned to this project.
4. Briefly state the proposer's familiarity with the needs and conditions that exist in the City of DeFuniak Springs.
5. Certify that the firm can and will comply, where applicable, with all rules and regulations of the Department of Environmental Protection, the Florida Department of Transportation and the Florida Department of Economic Opportunity. Provide any additional information that the proposer feels is essential to their proposal.
6. Indicate if your firm is a Certified Minority Business Enterprise.
7. State that the person signing the letter is authorized to bind the proposer.

C. All proposals shall include each of the following attachments:

1. Attachment A: Indicate why the proposer feels uniquely qualified to undertake the required professional services.
2. Attachment B: Describe the technical approach to be taken in addressing the proposed scope of work, including a delineation of specific tasks to be undertaken.
3. Attachment C: Describe the work management plan to be utilized by the proposer. The description should include a project schedule showing estimated start and completion dates of all major tasks and individuals responsible for implementation and completion of said tasks.
4. Attachment D: Identify the proposer's prior work experience with the CDBG program. List each project separately to include jurisdiction name, type of project, and grant amount.
5. Attachment E: Identify the proposer's prior work experience with utility design and construction, with particular attention to water and sewer systems, in the State of Florida.
6. Attachment F: It is the intent of the City of DeFuniak Springs to evaluate the qualifications of all proposers and select the proposer whose proposal is deemed most advantageous to the City (The criteria under which each proposal will be evaluated is attached to this RFP). Under this attachment, the proposer shall certify that they will negotiate a fair and reasonable fee within the Rural Development fee schedule as adopted by DEO for evaluating fee reasonableness. Further, the proposer shall certify that to the best of their knowledge and belief all the information submitted for consideration and evaluation is true, correct, and accurate.

## EVALUATION CRITERIA

CRITERIA	POINTS AVAILABLE
1. Ability to design an approach and work plan to meet the project requirements.	15
2. Ability to devote the needed time to the project based on current workload.	15
3. Ability to commence services and complete services within time parameters.	8
4. Ability to observe and advise whether plans and specifications are being complied with.	10
5. Experience of the firm in other similar Federally Funded Projects	15
6. Availability of adequate personnel and technology.	10
7. Firm's reputation and competence including technical education, training, timeliness, cost control and quality of work.	10
8. Experience in the kind of project to be undertaken.	15
9. Certified Minority Firm.	2
TOTAL	100