RESOLUTION NO. 15-01-11

A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA APPROVING THE FINAL RANKING AND RECOMMENDATIONS OF THE RFQ 14-02 REVIEW COMMITTEE FOR ENGINEERING AND ARCHITECTURAL SERVICES; AUTHORIZING THE VILLAGE MANAGER AND VILLAGE ATTORNEY TO NEGOTIATE NON-EXCLUSIVE CONTINUING SERVICES AGREEMENTS FOR THE REQUESTED SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Islamorada, Village of Islands (the “Village”) prepared and advertised a Request for Letters of Interest and Qualifications (“RFQ”) for Engineering and Architectural Services, (RFQ-14-02-Exhibit “A”); and

WHEREAS, the Village Manager created a Review Committee (the “Committee”) to review the proposals and make a recommendation to the Village Council for selection of responsive proposals; and

WHEREAS, the Committee reviewed the twenty-six (26) proposals received and utilized the evaluation and scoring criteria to score the proposals accordingly; and

WHEREAS, the Committee has recommended the highest ranking proposals for selection; and

WHEREAS, the Village Council desires to approve the rankings and select the recommended firms for engineering and architectural services; and

WHEREAS, the Village Council has determined that the procurement and utilization of these services is in the best interest of the Village and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, AS FOLLOWS:
Section 1. Recitals. The above recitals are true and correct and incorporated into this Resolution by this reference.

Section 2. Approval of Ranking. The Village Council of Islamorada, Village of Islands, hereby approves the Committee’s final rankings and recommendations as follows:

Roadway Engineering Services:
1. CSA Group
2. Stanley Consultants, Inc.
3. Weiler Engineering Corporation

Drainage Design Services:
1. E-Sciences
2. Weiler Engineering Corporation
3. Aluces Corporation

Transportation/Traffic Engineering Services:
1. Kittleson & Associates
2. Caltran Engineering

Structural Engineering Services:
1. Weiler Engineering Corporation
2. T.Y. Lynn International/HJ Ross
3. Stanley Consultants, Inc.

Environmental Engineering Services:
1. E-Sciences
2. Metric Engineering, Inc.
3. CPH Engineering, Inc.

Architectural services:
1. Nancy Perez Miller Architect, Inc.
2. Bermello, Ajamil & Partners
3. CPH Engineering, Inc.

Civil Engineering Services:
1. WadeTrim
2. CPH Engineering, Inc.
3. Weiler Engineering Group
4. Stanley Consultants, Inc.
5. Eckler Engineering, Inc.
Section 3. Authorization of Village Officials. The Village Manager and/or her designee and the Village Attorney are hereby authorized to negotiate the terms and conditions of an Agreement with the firms listed herein, to be subsequently presented to the Village Council for its approval.

Section 4. Effective Date. This Resolution shall take effect immediately upon adoption.

Motion to adopt by Councilman Jim Mooney, second by Councilman Dennis Ward.

FINAL VOTE AT ADOPTION

VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS

Mayor Mike Forster YES
Vice Mayor Deb Gillis YES
Councilman Jim Mooney YES
Councilman Chris Sante YES
Councilman Dennis Ward YES

PASSED AND ADOPTED ON THIS 22ND DAY OF JANUARY, 2015.

ATTEST:

MIKE FORSTER, MAYOR

KELLY TOTH, VILLAGE CLERK

APPROVED AS TO FORM AND LEGALITY
FOR THE USE AND BENEFIT OF ISLAMORADA,
VILLAGE OF ISLANDS ONLY

ROGET V. BRYAN, VILLAGE ATTORNEY
Islamorada, Village of Islands, Florida

REQUEST FOR LETTERS OF INTEREST AND QUALIFICATIONS
PROFESSIONAL GENERAL ENGINEERING AND ARCHITECTURAL SERVICES
(RFQ-14-02)

Issue Date: September 29, 2014

Islamorada, Village of Islands (the “Village”) will receive letters of interest and qualifications for various future projects, per specifications and scope of services established from time to time, until 3:00 p.m. on October 31, 2014.

Interested firms must submit sealed qualification packages by certified mail or in person to:

Village Clerk
Administration and Public Safety Headquarters
86800 Overseas Highway
Islamorada, Florida 33036

It is the sole responsibility of the firm to ensure that their submittal is received in a timely manner. Any qualification package submitted past the deadline and/or submitted to other locations or offices shall be deemed non-responsive and will be rejected.

Pursuant to the Florida Consultants Competitive Negotiation Act (CCNA) as set forth in Section 287.055, Florida Statutes, Islamorada, Village of Islands will retain consultants to provide professional general engineering and architectural services (Civil, Roadway, Drainage, Transportation / Traffic, Structural and Environmental Engineering) for miscellaneous Village projects. In order to fulfill such needs and meet the requirements for quick response and specialized services, the Village intends to retain three (3) qualified firms. Each selected firm shall enter into a continuing services agreement for up to five (5) consecutive years (until 2019). It is contemplated that each individual project will have an estimated construction cost that does not exceed Two Million Dollars ($2,000,000.00) and professional service fees for study activity for each project will not exceed Two Hundred Thousand Dollars ($200,000.00). Only firms with experience that is similar to the experience described in the general scope below and a proven track record of delivering successful and on-time/on-budget projects are encouraged to respond. Firms that do not possess the requisite qualifications or experience for all of the general scope of services may still respond and may
be eligible for consideration. No minimum quantity of work or compensation for the work will be assured to any of the firms retained and the Village shall not be prevented in any manner from retaining other firms at its sole discretion.

GENERAL SCOPE OF SERVICES
The general scope for the professional general engineering and architectural services is as follows:

I. Roadway Engineering: The consulting services would include streets, sidewalk, curb, gutter, drainage, associated traffic control devices, stripping, lighting, speed reduction devices and incidental landscaping.

II. Drainage Design: Includes the necessary analysis needed to implement proposed drainage improvements, preparation of paving and drainage plans for municipal building and facilities.

III. Civil Engineering: Includes other utilities system analysis, studies, design and plans review for permitting and construction engineering inspections within right-of-ways and public facilities.

IV. Transportation / Traffic Engineering Services: Includes traffic analysis (including daily volume counts, data analysis), traffic system and traffic demand management (TSM/TDM), hurricane evacuation planning, evaluation and modeling, roadway and parking improvements, parking demand studies and shared parking analysis, provides recommendations to stakeholders and preparation of final traffic engineering report.

V. Structural Engineering: Engineering services of a structural nature related to structures of concrete, steel, wood or other materials, or any combination thereof. Services may include, but are not limited to, design, investigation, evaluation recommendation, etc. relating to drainage structures, wall or any other structures with which the Village is involved.

VI. Environmental Engineering: Site investigation, studies, performing Phase I & II and design needed to prepare remediation plan.

VII. Architectural Services: Preparing parks master planning with conceptual designs and renderings; multi-purpose buildings design development and construction drawings; rehabilitation of Village facilities; and architectural landscaping activities.

VIII. Surveying and Mapping Services: Services may include, but are not limited to the following: Topographical Surveying and Mapping; Land Surveying, Parcel Mapping, and Platting; Utility System Mapping; Legal Descriptions, Digital Terrain Modeling, and Aerial Survey and Mapping.

To be eligible for selection consideration, interested consultants must submit one (1) original printed package, five (5) printed copies, and one (1) electronic copy on CD. The CD copy should be exactly identical to the original printed package, in natively converted PDF format. Qualification packages must contain the following information:

Request for Letters of Interest and Qualifications
Professional General Engineering and Architectural Services
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Page 2 of 3
1. Name of primary firm and supporting firm(s) [(sub-consultant(s)]]; specify as to type of contractual agreement between firms, and provide certificate(s) of authorization to offer professional services through the Florida Department of Professional Regulations, as applicable, from prime as well as sub-consultants.

2. Proof of authorization to transact business in the State from the Florida Secretary of State, from prime as well as sub-consultants.

3. Proposed organization chart identifying key professionals and their area of responsibilities.

4. Appropriate current Federal forms showing the firm’s data and supporting the firm’s ability to perform each category of work required. Federal forms are required for both prime and sub-consultant.

5. List of at least five (5) recent client references with contact names and telephone numbers.

All inquiries and requests for clarification or interpretation regarding this Request for Letters of Interest and Qualifications shall be made in writing to the attention of the Village Clerk by mail to 86800 Overseas Highway, Islamorada, Florida 33036; by email to clerk@islamorada.fl.us; or by fax to (305) 664-6464 no later than 3:00 p.m. on October 24, 2014.

The Village will issue appropriate addenda as necessary via DemandStar at https://www.demandstar.com/ and on the Village’s website at http://www.islamorada.fl.us/. No oral change or interpretation of the provisions contained in this Request for Qualifications is valid. Written addenda will be issued when changes, clarifications or amendments to the Request for Letters of Interest and Qualifications document are deemed necessary. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

Kelly Toth
Village Clerk
ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA

ADDENDUM NO. 1

CHANGE TO

REQUEST FOR LETTERS OF INTEREST AND QUALIFICATIONS
PROFESSIONAL GENERAL ENGINEERING
AND ARCHITECTURAL SERVICES
(RFQ-14-02)

ISSUE DATE: October 13, 2014

This addendum forms a part of the Request for Letters of Interest and Qualifications (RFQ) Documents and modifies the original Request for Letters of Interests and Qualifications as noted.

I. The RFQ is hereby revised as follows (strike-thru indicates items deleted or replaced and underline indicates items added or revised):

Islamorada, Village of Islands (the “Village”) will receive letters of interest and qualifications for various future projects, per specifications and scope of services established from time to time, until 3:00 p.m. on October 31, 2014 12:00 p.m. (noon) EST on November 14, 2014. Qualifications packages will be opened by the Village Clerk at 1:00 p.m. EST on November 14, 2014.

*     *     *

All inquiries and requests for clarification or interpretation regarding this Request for Letters of Interest and Qualifications shall be made in writing to the attention of the Village Clerk by mail to 86800 Overseas Highway, Islamorada, Florida 33036; by email to clerk@islamorada.fl.us; or by fax to (305) 664-6464 no later than 3:00 p.m. on October 24, 2014 12:00 p.m. (noon) EST on November 7, 2014.

*     *     *

II. The following clarifications are provided in response to written questions presented to the Village Clerk by potential proposers:

QUALIFICATION OF SERVICES

1. Question: Can our firm submit for only one of the services listed on the scope of work, or would it be preferred to have a company/team that qualifies for all services?
**Answer:** Firms that do not possess the requisite qualifications or experience for all of the general scope of services may still respond and may be eligible for consideration for one or more of the services.

2. **Question:** Do we need to submit qualifications for all the services described in the general scope of services?

   **Answer:** Firms need to submit qualifications for the services for which they wish to be considered.

3. **Question:** Will you be selecting only 3 firms in total, or 3 per category?

   **Answer:** The Village will select up to three (3) firms per category.

4. **Question:** If you will be selecting only 3 firms in total, would it be better for us as an architectural firm to submit as a subconsultant to a civil engineer?

   **Answer:** The Village cannot provide guidance on how a firm chooses to respond to the RFQ.

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**FEDERAL FORMS REQUIRED**

5. **Question:** Could you please provide us with copies or samples of the Federal forms requested in Page 3 item 4 of the RFQ?

   **Answer:** The required Federal form is the Standard Form 330 Architect-Engineer Qualifications (SF 330), which may be obtained online or directly from the U.S. General Services Administration.

6. **Question:** In regards to the appropriate current Federal forms, is the Village referring to the SF 330 federal forms?

   **Answer:** Yes, the required Federal form is the Standard Form 330 Architect-Engineer Qualifications (SF 330).

7. **Question:** The Federal forms mentioned in Item #4 of the RFQ would that be the 254 and 255? Or do we need to submit only Form 330.

   **Answer:** The Standard Form 330 Architect-Engineer Qualifications (SF 330) is the only required Federal form for this RFQ.
LOCAL OR DISADVANTAGE BUSINESS REQUIREMENTS

8. **Question:** Do you have any local or Disadvantage[d] Business requirements?

**Answer:** Yes, Islamorada has local preference requirements. Pursuant to Code Section 30-327(e):

(1) Local preference shall apply for purchases of or contracts for material, supplies, equipment, improvements, or services in the following manner:

(a) Any local business shall receive a preference bonus of ten percent for purchases or contracts less than $100,000.00.

(b) Any local business shall receive a preference bonus of five percent for purchases or contracts which are $100,000.00 or more but less than $500,000.00.

(c) Any local businesses shall receive a preference bonus of two and one-half percent for purchases or contracts which are $500,000.00 or more.

(2) For purposes of this subsection, the term "local business" shall mean the following:

(a) A business with a current required Monroe County occupational license or business tax receipt, which has a principal office located within the Upper Keys (Upper Keys shall be defined as that geographical area located from the southern boundary of the village at MM 72.658 north to the Miami-Dade County boundary line); and

(b) The principal office has been established a minimum of 18 consecutive months prior to the date of the solicitation of the purchase or contract and operates or performs business on a day-to-day basis that is a substantial component of the goods or services being offered to the village; and

(c) A minimum of 51 percent of the labor or personnel used to perform the purchase or contract reside in the Upper Keys at the time of submittal; and

(d) A minimum of 51 percent of the business' owners reside in the Upper Keys at the time of submittal.

(e) Post office boxes are not verifiable and shall not be used for the purpose of establishing a physical address pursuant to this subsection.

(f) Any business seeking certification as a local business shall execute and submit to the village an affidavit, in a form provided by the village, certifying that it meets the criteria established for a determination as a local business. The affidavit shall be submitted and kept on file with the village and updated at the time of submittal of any bid or proposal.

EVALUATION SCORE CRITERIA

9. **Question:** Could you please provide us with evaluation score criteria?
**Answer:** Proposals will be evaluated with regard to the firm’s ability to provide services, experience, client references, and responsiveness and completeness of qualifications package.

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ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA

ADDENDUM NO. 2

CHANGE TO

REQUEST FOR LETTERS OF INTEREST AND QUALIFICATIONS

PROFESSIONAL GENERAL ENGINEERING
AND ARCHITECTURAL SERVICES
(RFQ-14-02)

ISSUE DATE: October 28, 2014

This addendum forms a part of the Request for Letters of Interest and Qualifications (RFQ) Documents and modifies the original Request for Letters of Interests and Qualifications as noted.

*   *   *

I. The following clarifications are provided in response to written questions presented to the Village Clerk by potential proposers between October 14, 2014 and October 27, 2014:

**BID SUBMISSION**

1. **Question:** Is it allowable to make a submittal as a prime and also be a sub on another team?

   **Answer:** Yes.

**PRIOR CONSULTANTS**

2. **Question:** Can you please provide the list of consultants who were previously contracted for these services, if applicable?

   **Answer:** A list of consultants previously contracted for these services can be provided from the Village Clerk upon request.

**SAMPLE AGREEMENT**

3. **Question:** Is there a sample agreement available for review?

   **Answer:** No sample agreement is available at this time. Copies of specific previous agreements may be provided by the Village Clerk upon request.
FORM SF 330

4. **Question:** With respect to SF 330, do you just want Part I or also Part II?

   **Answer:** Parts I and II should both be completed pursuant to GENERAL INSTRUCTIONS on page 1 of the SF 330 Instructions.

*   *   *

Page 2 of 2
This addendum forms a part of the Request for Letters of Interest and Qualifications (RFQ) Documents and clarifies the original Request for Letters of Interests and Qualifications as noted.

* * *

I. The RFQ is hereby revised as follows (strike-thru indicates items deleted or replaced and underline indicates items added or revised):

Islamorada, Village of Islands (the “Village”) will receive letters of interest and qualifications for various future projects, per specifications and scope of services established from time to time, until 12:00 p.m. (noon) EST on November 14, 2014. Qualifications packages will be opened by the Village Clerk at 1:00 p.m. EST on November 14, 2014 immediately thereafter.

* * *

II. The following responses are provided in response to written questions presented to the Village Clerk by potential proposers between November 1, 2014 and November 7, 2014:

**Teaming Restrictions**

1. **Question:** Is a firm restricted to only submitting for services that they are qualified to provide in-house without sub-consultants?
   **Answer:** No. However, the Village prefers to contract directly with prime entities and the use of sub-consultants in your submission may affect the scoring of the proposal.

2. **Question:** Can a firm submit qualifications for a team made up of one Prime Consultant (the firm submitting) and several supporting Sub-Consultants (separate firms)?
   **Answer:** Yes. However, the Village prefers to contract directly with prime entities and the use of sub-consultants in your submission may affect the scoring of the proposal.
3. **Question:** Can a firm as Prime Consultant also include sub-consultants on their team who can provide experience and expertise in other disciplines, not otherwise provided by the Prime firm?

   **Answer:** Yes. However, the Village prefers to contract directly with prime entities and the use of sub-consultants in your submission may affect the scoring of the proposal.

4. **Question:** Does the Village plan to select a Team that is comprised of multiple consultants (including a Prime) who combined under one team, can provide all the services requested in the RFQ?

   **Answer:** The Village prefers to contract directly with prime entities and the use of sub-consultants in your submission may affect the scoring of the proposal.

5. **Question:** Does the Village plan to select separate Consultants who may only be able to submit on one or a couple of the eight separate “General Areas of Services” listed on page 2 of 3?

   **Answer:** The Village intends to retain three (3) qualified firms to perform the services described in the RFQ, in whichever manner the Village deems most responsive to the Village’s needs. However, the Village reserves the right to retain any number, all, or none of the firms submitting proposals in response to the RFQ.

6. **Question:** If a Prime includes subconsultants, is a complete SF 330 required from each sub? Or is a prime to incorporate the subconsultants information into theirs for one comprehensive SF 330?

   **Answer:** A complete SF 330 is required from each subcontracting entity.

7. **Question:** The RFQ does not mention limitations on cover letters or limitation of pages. Do companies submit cover letters, and if so, is there a page limit?

   **Answer:** A cover letter is not required as part of the submittal; however, the Village cannot provide guidance on how a firm chooses to respond to the RFQ. There is a 50 page limit to the proposal.

8. **Question:** Could you please send me the affidavit for the local business part.

   **Answer:** An affidavit for the local business certification is not currently available. Proposers seeking consideration as a local business shall execute and submit along with the proposal an affidavit in their own form, certifying that the proposing firm meets the criteria established in Village Code Section 30-327(e) for a determination as a local business.

   * * *
This addendum forms a part of the Request for Letters of Interest and Qualifications (RFQ) Documents and clarifies the answer to Question 7 of Addendum 3, posted on November 12, 2014.

I. The following clarification is provided in response to requests for clarification on November 13, 2014:

Page Limitations

1. **Question**: Does the 50 page limitation include the SF 330, licenses, etc. or the page limitation is only on the actual proposal write up.

   **Answer**: The required form SF 330 is not included in the 50 page limitation.