RESOLUTION NO. 15-04-27

A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA
APPROVING THE FINAL RANKING AND RECOMMENDATIONS OF THE RFQ 15-03 REVIEW COMMITTEE FOR SURVEYING AND MAPPING 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 Surveying and Mapping Services, (RFQ-15-03), a copy of which is attached as Exhibit “A”; and

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

WHEREAS, the Committee reviewed the eight (8) proposals received and utilized the evaluation and scoring criteria to score the proposals accordingly; and

WHEREAS, the Committee has recommended the three (3) highest ranking proposals for selection by the Village Council; and

WHEREAS, the Village Council desires to approve the rankings and select the recommended firms to provide surveying and mapping services to the Village; and

WHEREAS, the Village Council has determined that the procurement and utilization of these services are 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:

1. Massey-Richards Surveying and Mapping, LLC.
2. M.G. Vera & Associates, 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.
PASSED AND ADOPTED ON THIS 23RD DAY OF APRIL, 2015.

Motion to adopt by Vice Mayor Deb Gillis, second by Mayor Mike Forster.

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 NO

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 SURVEYING AND MAPPING SERVICES
(RFQ-15-03)

Issue Date: January 28, 2015

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 February 27, 2015.

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

Village Clerk
Administration and Public Safety Headquarters
86800 Overseas Highway
3rd Floor
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 surveying and mapping services 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 professional service fees not exceed Fifty Thousand Dollars ($50,000.00). Only firms that possess the minimum requirements and 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 minimum requirements listed herein...

Request for Letters of Interest and Qualifications
Professional Surveying and Mapping Services
RFQ-15-03

Page 1 of 3
should not respond. 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.

**MINIMUM REQUIREMENTS OF SUBMITTING FIRMS**

In order to be eligible for consideration, the firms must meet the following requirements:

1. Firm must be a prime stand-alone surveying firm. A prime-stand-alone firm is defined herein as a firm whose principal business is surveying and mapping and which is capable of performing surveying and mapping services without the need of subcontractors;
2. Firm will not employ sub-contractors in order to perform the services for the Village;
3. Firm has experience performing surveys and mapping services within Monroe County, Florida.

**GENERAL SCOPE OF SERVICES**

The general scope for the 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.

**QUALIFICATION PACKAGES REQUIREMENTS**

To be eligible for selection consideration, interested firms 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:

1. Name of firm
2. Provide certificate(s) of authorization to offer professional services through the Florida Department of Professional Regulations.
3. Proof of authorization to transact business in the State from the Florida Secretary of State.
4. Proposed organization chart identifying key professionals and their area of responsibilities.
5. Complete Federal form 330, (attached as Exhibit “A”), showing the firm’s data and supporting the firm’s ability to perform each category of work required. Both Parts I and II must be completed.
6. List of at least five (5) recent client references with contact names and telephone numbers.

**Local Business Preference**

Preference will be given to local businesses as defined by Village Ordinance Section 2-237.
All inquiries and requests for clarification or interpretation regarding this Request for Letters of Interest and Qualifications shall be made in writing to Ana Hernandez by mail to 86800 Overseas Highway, Islamorada, Florida 33036; by email to ana.hernandez@islamorada.fl.us or by fax to (305) 664-6464 no later than 3:00 p.m. on February 20, 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