
North Springs Improvement District

Planning, Design and Construction Services for Employees Operations Facility and High Service Pumps Improvements RFQ# 2014-3

Request for Qualifications

Legal Notice

The North Springs Improvement District (NSID), pursuant to Florida Statutes, Chapter 287.055, Consultants Competitive Negotiations Act, is seeking Professional Engineering Consulting firms to enter into a Continuing Contract for General Planning, Design and Construction Services for the planning, design and construction of miscellaneous improvements throughout the NSID service area.

A copy of the Qualifications Package may be obtained at 9700 NW 52nd St, Coral Springs, FL 33076, (954) 796-6628 or online at www.nsidfl.gov under the projects section.

Firms or individuals desiring to provide professional services for this project shall submit **six (6)** copies of a Letter of Interest and completed Qualifications Package addressed to:

Mr. Rod Colon
Director of Operations
NSID
9700 NW 52nd Street
Coral Springs, FL 33076

Phone: (954) 796-6628
Fax: (954) 755 7237

All Qualifications Packages shall be sealed in envelopes plainly marked on the outside:

“Project Name: North Springs Improvement District
Planning, Design and Construction Services for Employees
Operations Facility and High Service Pumps Improvements

Planning, Design & Construction Employees Operations Facility and HSPs Improvements RFQ-2014-3

RFQ# 2014-3

Qualifications Packages will be received until 10:00 AM, local time, on Friday, the 26th day of September, 2014.

Review of the Qualifications Packages will be performed by a selection committee on September 29, 2014 at 10:00 AM. The areas of consideration for determining the best firm qualified include, but are not limited to the following:

- Qualifications and Expertise of Firm with Similar Work
- Qualifications and Expertise of Assigned Staff with Similar Projects
- Understanding of Scope of Work
- Quality, Depth & Scope of Proposed Project Approach
- Past Performance History
- References
- Location Considerations
- Prior Work History with NSID

Only those firms or individuals submitting letters of interest and completed qualifications packages which best meet the needs of the NSID will be considered for the requested services, regardless of past contracts with the NSID.

Additional information may be obtained by contacting Rod Colon, Director of Operations, North Springs Improvement District, (954) 796-6628.

North Springs Improvement District

Request for Qualifications

***“PLANNING, DESIGN AND CONSTRUCTION SERVICES
FOR EMPLOYEES OPERATIONS FACILITY AND HIGH
SERVICE PUMPS IMPROVEMENTS RFQ-2014-3***

September 2014

Qualifications Package

**North Springs Improvement District
Request for Qualifications
“Planning, Design and Construction Services for Employees Operations Facility
and High Service Pumps Improvements RFQ# 2014-3**

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PART I GENERAL INFORMATION

1. Purpose

The North Springs Improvement District (NSID) desires to retain a professional engineering, planning and construction consultant to provide the scope of services described below. Scope of Service projects may include planning, modeling, design, testing, permitting and construction service components including design/build, construction management at risk and third party construction management. Selection of the consulting firm or individual(s) will be in accordance with Florida Statute 287.055. This Qualifications Package provides guidelines for the submission of letters of interest and qualifications information in response to this RFQ.

21. Scope of Services

- Planning, Design and Construction Services for New Employees Operations Facility (Design Build) – two story building to accommodate operations room, lockers, lunch room and changing areas
- Planning, Design and Construction Services for High Service Pumps (HSP) Improvements (Design Build) – replace all High Service Pumps and Motors and house them in custom designed ventilated enclosure

This scope of services may be expanded at the discretion of NSID to include other infrastructure and institutional engineering consulting and construction assignments throughout the NSID service area.

22. Requirements of Consultants

Consultants interested in performing these services must exhibit considerable relevant experience with this type of work, and should emphasize both the experience and capability of particular personnel who will actually perform the work. Consultants should indicate any sub-consultants proposed to be utilized for the project types listed above.

Proposers, both corporate and individual, must be fully licensed for the type of work to be performed in the State of Florida at the time of RFQ receipt. The proposal of any proposer that is not fully licensed and certified shall be rejected.

Consultants shall carry and provide NSID proof of General Liability, Professional Liability, and Workers Compensation Insurance.

PART II

PROPOSAL DUE DATE

Sealed proposals in **six (6)** complete copies must be received at the NSID no later than **10:00 AM, local time, on Friday, the 26th day of September, 2014.**

Firms or individuals desiring to provide professional services for this project shall submit a Letter of Interest and completed Qualifications Package addressed to:

Mr. Rod Colon
Director of Operations
NSID
9700 NW 52nd Street
Coral Springs, FL 33076

All Qualifications Packages shall be sealed in envelopes plainly marked on the outside:

“Project Name: North Springs Improvement District
Planning, Design and Construction Services for Employees
Operations Facility and High Service Pumps Improvements
RFQ# 2014-3

Proposals received by NSID after the time specified for receipt will not be considered. Proposers shall assume full responsibility for timely delivery at the location designated for receipt of proposals.

PART III SUBMISSION OF PROPOSAL

23. Incurred Expenses

NSID is not responsible for any expenses which proposers may incur preparing and submitting letters of interest and qualifications packages called for in this Request for Qualifications.

24. Interviews

NSID reserves the right to conduct personal interviews or require presentations on all proposers prior to selection. NSID will not be liable for any costs incurred by the proposer in connection with such interviews/presentations (i.e. travel, accommodations, etc.).

25. Proposal Acknowledgement

By submitting a qualifications package, the proposer certifies that he/she has fully read and understands the qualifications instructions and has full knowledge of the scope, nature, and quality of work to be performed.

26. Request for Additional Information

The proposer shall furnish such additional information as NSID may reasonably require. This includes information that indicates financial resources as well as ability to provide the services. NSID reserves the right to make investigations of the qualifications of the proposer as it deems appropriate.

27. Signature Requirements

Proposals must be signed by duly authorized official(s) of the proposing firm. Joint ventures or teams submitting proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one firm or legal entity which shall not be a subsidiary or affiliate with limited resources. Each proposal shall indicate the entity responsible for execution on behalf of the proposal team.

28. Acceptance/Rejection/Modifications to Proposals

NSID reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and to waive minor irregularities in the evaluation process.

PART IV INFORMATION REQUIRED OF PROPOSER – QUALIFICATION REQUIREMENTS

In order to ensure a uniform review process and to obtain the maximum degree of comparability, it is required that the qualifications packages be organized in the manner specified. The proposals should be assembled in the order listed below and utilize the headings given.

The qualifications package shall be limited to thirty (30) pages and bound in a three-ring binder no larger than a 1-inch with tabs separating the sections noted below. **Proposals of excessive length submitted in notebooks larger than 1-inch or in any other type of binding will not be considered for evaluation.**

29. Title Page

30. Table of Contents

31. Letter of Interest

Letter of Interest is limited to two pages and should include the name of the person(s) who will be authorized to make representations for the proposer, their title(s), and telephone number(s).

32. Section 1 – Consultant’s Team

This section should identify the prime consultant, subconsultants, project staffing plan, and resumes. An organization chart of the firm’s staff to be utilized for NSID projects should be included that identifies those individuals that will be most directly involved with the projects. Identify the Project Administrator that will be responsible for overall communication and coordination with the NSID. This section shall be limited to 10 pages

33. Section 2 – Firm Experience

The proposer should present recent (within the last 5 years), relative firm experience for the prime and subconsultants that is most similar to the requested scope of services. This section shall be limited to 6 pages.

34. Section 3 – Approach to Scope of Services

This section should include a statement as to the project understanding, planned project approach and a general understanding of the NSID mission and purpose. Include current workload outlook of the firm. This section shall be limited to 5 pages..

35. Section 4 – Office Location

Descriptions of primary project office location, address, and phone numbers should include the prime consultant and all subconsultants.

36. Section 5 – References

A list of client references should include name, address, telephone number, and contact person.

37. Section 6 – Qualification Forms

The proposer should complete the Qualification Forms provided in Attachment A. The forms can be copied for typed information or reproduced in word processing format. Forms may be submitted in duplicate, as needed, to present all relevant information.

38. Section 7 – Subconsultants

A list of subconsultants proposed to meet Scope of Services requirements should include name, address, telephone number, and contact person. Subconsultant experience shall be included in Section 2.

39. Section 8 – Other Information

This section should include Proof of Insurance, Statement on Public Entity Crimes, applicable business and professional licenses and other information the proposer considers pertinent for consideration.

PART V PROPOSAL EVALUATION AND REVIEW PROCEDURE

Review of the Qualifications Packages will be performed by a selection committee as determined by the Director of Operations. The areas of consideration for determining the best firm or individual qualified for the project include, but are not limited to, the following:

- Qualifications and Expertise of Firm with Similar Work
- Qualifications and Expertise of Assigned Staff with Similar Projects
- Understanding of Scope of Work
- Quality, Depth & Scope of Proposed Project Approach
- Past Performance History
- References
- Location Considerations
- Prior Work History with NSID

The NSID selection committee will evaluate the submittals and may make an immediate decision or may create a shortlist of suitable and qualified consultants. The short-listed firms may then be invited to make presentations to the NSID Selection Committee and or Board of Supervisors at a future date. The presentations provide an opportunity for the

proposer to clarify the qualifications package to NSID. The oral presentation will be incorporated into the final ranking of the short listed firms' overall evaluation. After deliberation, a recommendation to begin negotiations with the selected firm will be made by the Selection Committee and approved by the NSID Board of Directors. Final selection is contingent upon the negotiation of a mutually acceptable contract with the successful proposer. Selection committee will meet on **September 29, 2014 at 10:00 AM.**

Cone of Silence:

Other than as described above, there will be no communication with NSID staff or the Board of Supervisors concerning these qualifications and selection process from the time the qualifications package is submitted until the Selection Committee or the Board of Supervisors has made a final consultant selection.

PART VI QUESTIONS REGARDING PROPOSAL PROCESS

Inquiries regarding this RFQ should be directed to:

Mr. Rod Colon
Director of Operations
NSID
9700 NW 52nd Street
Coral Springs, FL 33076

Phone: (954) 796-6628
E-mail: rod@nsidfl.gov

Written requests (including fax or e-mail) for clarification will be received until ten (10) days prior to the submittal date.

Attachment A

Qualification Forms

**North Springs Improvement District
Request for Qualifications
“Planning, Design and Construction Services for Employees Operations Facility
and High Service Pumps Improvements RFQ# 2014-3”**

General Information

1. Submitting Firm Name: _____

2. Type of Firm:

Corporation _____

Individual _____

Other _____

3. If Corporation, complete the following:

a. Date Incorporated: _____

b. State Incorporated: _____

c. Date Authorized in Florida: _____

d. President(s) Name and Office Phone Numbers (If outside of Florida,
Regional Vice Presidents): _____

4. If Partnership, complete the following:

a. Date Organized: _____

b. Type:

General _____

Limited _____

c. Name of Partners: _____

5. Secretary of State's Charter Number (attach copy): _____

6. Florida State Board of Professional Engineering Business Registration
Number:

D

(attach copy)

7. Federal Employer's Identification Number: _____

8. Do you carry Professional Liability Insurance? Yes _____ No _____

If yes, answer the following:

Policy Number: _____

Company Name: _____

Amount of Limits: _____

Expiration Date: _____

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the _____
(print name of the public entity)

by _____
(print individual's name and title)

for _____
(print name of entity submitting sworn statement)

whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn

statement: _____.)

2. 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 of the United States, including, but not limited to, any bid or contract for goods or services 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 materiel misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means finding of guilt of a conviction of 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 in formation after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes means:

5. A predecessor or successor of a person convicted of a public entity crime; or

6. 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 for fair market value under an arm's length agreement, shall be a 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 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 a binding contract and which bids or applies to bid on contracts for the provision of goods or services 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. (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 the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members or agents who are active in the 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. However, there has been subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative hearings and the Final Order entered by the hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS

FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

Sworn to and subscribed before me this _____ day of _____, 20__

Personally known _____

Or Produced Identification _____ Notary Public – State of _____

(Type of identification)

My commission expires _____

(Printed, typed or stamped commissioned name of notary public)