



## ADDENDUM #1

TO RFQ #20-03 ENGINEERING, MAPPING & ARCHITECTURAL SERVICES

FEBRUARY 21, 2020

This addendum is provided to answer questions submitted and to revise the solicitation as indicated below.

- The RFQ and Advertisement originally posted to the City's website was an older version with incorrect dates. Please use the dates as listed below. The RFQ version that was posted on Demandstar was correct. Revisions to the RFQ posted to the City's website are included as part of this Addendum.

	<b>Date</b>
RFQ Posted	2/12/2020
<u>NON</u> -Mandatory Pre-Submission Meeting	2/26/2020 at 2:00 pm
Deadline to Submit Questions	3/4/2020 at 5:00 pm
Response to Questions posted	3/10/2020 at 5:00pm
Submittal of Qualifications (SOQ)	3/20/2020 at 1:00pm
Shortlist posted	Dates Vary based on discipline

- Revision to Page 10 of the RFQ:

**(5) Environmental/~~Geotechnical~~ Engineering**

In addition to the general tasks above, work under this discipline may entail providing environmental and services including but not limited to evaluation/rehabilitation/closures of irrigation wells, environmental planning and permitting, risk assessment, risk management, construction monitoring, wildlife assessments, sustainability planning, waste and recycling programming, FEMA Hazard Mitigation Grant Administration, Leadership in Energy and Environmental Design projects, environmental impact studies, ecosystem restoration, as requested and other services as needed by the City.

**Question 1:** Are there stand-a-lone contracts being awarded for each Discipline listed within the Scope of Services?

**Response 1:** The contracts are awarded per discipline. This solicitation could result in multiple contracts for a single consultant. In theory, a firm could be awarded seven contracts, one for each discipline.

**Question 2:** If 2-Disciplines are being pursued, do Vendors have to submit separate proposals for each?

**Response 2:** Yes, to be considered for multiple disciplines, the consultant must submit an SOQ for each discipline they wish to pursue.

**Question 3:** There are 2-solicitations that appear to be identical but only 1-# that's different. Is that correct or a duplicate adv. release within DemandStar? RFQ-20-03-0-2020/JA and RFQ-20-03-1-2020/JA

**Response 3:** The solicitations are duplicates. There were some technical difficulties during the original posting which caused a second solicitation to be posted. Both postings will be updated as Addenda are uploaded.

**Question 4:** Under the Stormwater/Transportation Engineering discipline, is it City's intent for the Stormwater/Transportation consultant to also have a survey and geotechnical capabilities on the team (either as sub-consultants or in-house)?

**Response 4:** This solicitation is not aimed at teams. The submitting consultant must be able to perform all primary aspects of the discipline as described in the RFQ. To address the question specifically, the consultants selected for the Stormwater/Transportation discipline would not be required to have survey and/or geotechnical capabilities in-house. Should those services be required for a specific project, they could be performed by a sub-consultant at the approval of the City. The submitting consultants should provide only the qualifications for their firm in the SOQ.

**Question 5:** On page 10, FEMA Hazard Mitigation Grant Administration is included under Environmental/Geotechnical Engineering section. Those services are customarily provided under the

Stormwater Engineering requiring similar H&H and Certified Floodplain Management skill sets. Is City open to also include this under the Stormwater/Transportation?

**Response 5:** Yes, the City can consider FEMA Hazard Mitigation Grant Administration as a task for Stormwater/Transportation discipline. The description of disciplines was not intended to be all inclusive. The City understands that some of the tasks listed in one discipline may overlap with other disciplines.

**Question 6:** On page 14, under Section 4 – Team Availability, City is requesting a list and description of current/projected projects planned for the next three years. In instances where consultant(s) may not have 3 years’ worth of work backlog, is it acceptable to provide backlog for lesser duration?

**Response 6:** Yes, workload projection of less than 3 years is acceptable if it encompasses all known projected work.

**Question 7:** On page 16, under Evaluation Criteria section, up to 6 points are being allocated for MBE/WBE/DBE. Whereas on page 21 under Certifications as part of required forms, in addition to MBE, WBE and DBE certificates, SBE certificate is also requested. Are there any additional points allocated for SBE certification as part of the evaluation criteria?

**Response 7:** Yes, additional points will be allocated for SBE certification. The revised scoring will be as shown below:

<b>Component</b>	<b>Maximum Points Available</b>
SOQ Format & Completeness	10
Team Experience	30
Project Approach / City Knowledge	25
Staff Availability	15
References	14
MBE/WBE/DBE/ <u>SBE</u> (2 pts each)	<del>6</del> <u>8</u>
<b>Total Points Available</b>	<del>100</del> <u>102</u>

**Question 8:** We understand that we must submit a separate proposal for each of the seven (7) disciplines the City is offering. Upon reviewing the RFQ, Section 5 requires each proposal to contain two letters of support from municipal clients. Can we use the same reference letters in each of our proposals, assuming they are applicable to the discipline?

**Response 8:** Yes, the same reference letters may be used if desired.

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## I. SOLICITATION SCHEDULE

**RFQ Title:** Request for Qualifications No. 20-03 Engineering, Mapping & Architectural Services

**Date of Issue:** February 12, 2020

**Non-Mandatory Pre-Submittal Meeting:** Potential respondents may attend a **Non-mandatory pre-submission meeting to be held on February 26, 2020 at 9-AM 2 PM** at the City Hall located at 300 Municipal Drive, Madeira Beach, FL 33708.

**Deadline for Submission of Questions:** Any inquiries or requests concerning interpretation, clarification, or additional information pertaining to the RFQ shall be submitted in writing by **5 PM on March 4, 2020** to Jamie Ahrens, Public Works Director, via mail to 300 Municipal Drive, Madeira Beach, FL 33708, or email to jahrens@madeirabeachfl.gov.

**Posting of Answers:** Responses to all written questions submitted prior to the deadline will be posted on the City’s website by 5 PM on March 10, 2020, in the form of an addendum.

**SOQ Submittal Deadline:** Statements of Qualifications (SOQs) must be submitted by **1 PM on March 20, 2020** to the attention of the City of Madeira Beach’s City Clerk at 300 Municipal Drive, Madeira Beach, FL 33708. SOQs must be clearly marked per the instruction in **V. SUBMISSION REQUIREMENTS** guidelines within. SOQs must include 1 original version with original signature(s) and two copies (“hard copies”) in a bound 8.5x11 format with discipline and firm identification on the cover, along with a digital PDF version. SOQs must be submitted in the format specified in the “Submission Requirements” section hereof. SOQs received after the submittal deadline will not be considered. The opening and recording of SOQs is open to the public and will be held at 1PM March 20, 2020 in City Hall located at 300 Municipal Drive, Madeira Beach, FL 33708.

Presentations and public meetings are to be held (**if more than 3 qualified respondents in any discipline**) in City Hall at 300 Municipal Drive, Madeira Beach, FL 33708. The tentative dates for notices, meetings and presentations are as follows:

Discipline	Shortlist Posted by End of Week	Presentation Dates/ Public Meeting to Tally Scores	Ranking Posted by COB
1 – Stormwater/Transportation	Wk of 3/23/2020	4/1/2020	4/6/2020
2 - Survey/SUE	Wk of 3/30/2020	4/7/2020	4/13/2020
3 – Architecture/Landscape Architecture	Wk of 3/30/2020	4/8/2020	4/13/2020
4 - Mapping/GIS/Asset Mgmt.	Wk of 3/23/2020	4/3/2020	4/6/2020

## **A. Description of Disciplines**

### **(1) Stormwater/ Transportation Engineering**

In addition to the general tasks above, work under this discipline may entail providing stormwater and transportation engineering services including but not limited to evaluation of the City's infrastructure, project planning, assessing pavement conditions, sidewalk and curb design and rehabilitation, providing multi-faceted pavement rehabilitation plans, providing traffic analyses or parking surveys, development of parking permit programs, lighting designs, utility design and conflict avoidance, and reviewing/preparing maintenance of traffic plans, aiding permit compliance, development of reports and maintenance schedules, lift station repair/rehabilitation, reviewing and compiling City inspection data, NPDES services, water quality monitoring and preparation of grant applications as requested and other services as needed by the City.

### **(2) Survey/ Subsurface Utilities Engineering**

In addition to the general tasks above, work under this discipline may entail data collection, planning and surveying for design, engineering surveys, boundary surveys, topographic surveys, right-of-way surveys and maps, underground utility surveys, locating and identifying subsurface utilities, easements, plan review services, and other services as needed by the City.

### **(3) Architecture/Landscape Architecture**

In addition to the general tasks above, work under this discipline may entail public facility design services for new and/or remodeling existing city buildings, landscape architectural services including but not limited to the design of public parks (active, passive, and coastal), multimodal planning, urban/landscape design, architectural renderings, roadway areas, and public spaces with an emphasis on environmentally friendly materials and native, low maintenance plants, "Green" (LEED or FGBC) site design standards, land development code regulations, development of graphic representations of proposed plans, and marketing, as requested and other services as needed by the City

### **(4) Mapping/Geographic Information Systems/Asset Management**

In addition to the general tasks above, work under this discipline may entail providing geospatial mapping, data and asset management, and analysis services which may include but not be limited to planimetric mapping, survey interpretation, geospatial application design and implementation, database design and development, metadata development and maintenance, programming, advanced data analysis and data modeling, data conversion, geospatial feature creation, editing and maintenance, software integration, GPS application design and data integration and mobile GIS application development, ArcGIS, implementation of Computerized Maintenance Management System (CMMS) software, as requested and other services as needed by the City.

### **(5) Environmental/Geotechnical Engineering**

In addition to the general tasks above, work under this discipline may entail providing environmental and services including but not limited to evaluation/rehabilitation/closures of irrigation wells, environmental planning and permitting, risk assessment, risk management, construction monitoring, wildlife assessments, sustainability planning, waste and recycling programming, FEMA Hazard Mitigation Grant Administration, Leadership in Energy and Environmental Design projects, environmental impact studies, ecosystem restoration, as requested and other services as needed by the City.

### **(6) Structural Engineering**

In addition to the general tasks above, work under this discipline may entail providing structural engineering services for fixed bridges, seawalls, boardwalks, buildings, or other structures including evaluation of infrastructure, project planning, development of reports and maintenance schedules, developing repair plans, reviewing and compiling City inspection data, and preparation of grant applications, as requested and other services as needed by the City.

### **(7) Geotechnical Engineering**

In addition to the general tasks above, work under this discipline may entail geotechnical services including but not limited to roadway subsurface evaluation, stability assessment, as requested and other services as needed by the City.

- each joint venturer. The joint venture’s address for receiving notices shall be shown.
- SOQ submission by an **individual** must show the respondent’s name and official address for receiving notices.

**B. Required SOQ Submission Format & Procedures**

All SOQs must be typewritten. Legibility, clarity, and completeness are essential. The deadline for submission of SOQs is 1PM on March 20, 2020. SOQs may not be withdrawn to be edited or modified after the submission deadline. **If interested in more than one discipline, a separate SOQ must be submitted for each of the ~~eight (8)~~ seven (7) disciplines.** Submission of a single SOQ to apply for consideration across multiple disciplines will be rejected without consideration. Please contact the Purchasing Coordinator for any clarifications.

Each SOQ must have one (1) original with original signature(s), two (2) copies (“hard copies”) and one (1) electronic copy submitted in a sealed envelope/package to:

**City Clerk  
City of Madeira Beach  
300 Municipal Drive  
Madeira Beach, FL 33708**

To prevent opening by unauthorized individuals, your SOQ should be identified on the envelope or wrapper as follows:

<b>ENGINEERING/MAPPING/ARCHITECT SERVICES</b>	
<b>Request for Qualifications No. 20-03</b>	
<b>Name of CONSULTANT:</b>	_____
<b>Address of CONSULTANT:</b>	_____
	_____
<b>Discipline applied for:</b>	_____

The SOQs must be in a bound 8.5x11 format, with the project and Consultant identification on the cover. The pages must be double-sided (one paper counts as two pages towards the page limit) with text no smaller than 11-point. The page count will include any typed text, graphics, charts, and photographs; and will be strictly enforced. Additional pages submitted in exceedance of the listed limitations will be disposed of and the City may deduct points from respondents that fail to follow the instructions presented in this RFQ. The organizational chart, to be provided in Section 3 of the SOQ, may consist of a one-sided, one page 11x17 “fold-out” which will be excluded from the page count. The following table lists the sections and corresponding information to be included in the SOQ. The SOQ must include a Table of Contents and should be tabbed in accordance with the outline presented below.



### C. Evaluation Criteria for Statements of Qualifications

In determining whether a firm is qualified, consideration will be given to, among other criteria the following:

- i. SOQ completeness;
- ii. any known past performance;
- iii. willingness and ability to meet time and budget constraints;
- iv. location and availability of staff;
- v. staff experience;
- vi. project approach; and
- vii. references.

The object of the evaluation is to have equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly-qualified firms. The following scoring chart will be used by the Evaluation Committee to score the SOQs submitted for each discipline.

<b>Component</b>	<b>Maximum Points Available</b>
SOQ Format & Completeness	10
Team Experience	30
Project Approach / City Knowledge	25
Staff Availability	15
References	14
MBE/WBE/DBE/SBE (2 pts each)	68
<b>Total Points Available</b>	<b>100</b> <b>102</b>

### D. Guidelines for Presentations

The shortlisted respondents will be required to provide presentations to further aid in the evaluation of qualifications. Presentations will be scheduled by discipline and will be held in City Hall located at 300 Municipal Drive, Madeira Beach, FL 33708. Presentations will be audio recorded and such recordings are public record. The following guidelines will additionally govern the presentations.

#### ***Time Limit***

Thirty minutes shall be allowed for each respondent's presentation with an additional fifteen minutes provided at the end for questions by the Evaluation Committee. Respondents will be given five minutes each for setup and breakdown, resulting in a total time per firm of fifty-five minutes.

#### ***Attendance***

It is highly encouraged that the presentation be performed by those staff proposed to complete the majority of the day-to-day work for the City. Project managers only responsible for the highest level of oversight should not use their experience to overshadow the experience of those that

**CONTRACT BETWEEN THE CITY OF MADEIRA BEACH AND**  
**PERTAINING TO ENGINEERING, MAPPING & ARCHITECTURAL**  
**SERVICES RFQ No. 20-03**  
**AGREEMENT FOR PROFESSIONAL SERVICES -**  
**DISCIPLINE: \_\_\_\_\_**

This Agreement is made and entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 2020, by and between the City of Madeira Beach, Florida (City) and \_\_\_\_\_ (Consultant) (collectively the "Parties").

**WITNESSETH:**

WHEREAS, the City desires to engage the Consultant to perform certain professional services pertinent to such work in accordance with this Agreement; and

WHEREAS, the Consultant desires to provide such professional services in accordance with this Agreement; and

WHEREAS, the City selected the Consultant in accordance with the competitive selection process described in Section 287.055 of the Florida Statutes, and based on information and representations given by the Consultant in a Statement for Qualifications dated March ~~19~~ 20, 2020.

NOW, THEREFORE, in consideration of the premises and the mutual benefits which will accrue to the parties in carrying out the terms of this Agreement, it is mutually understood and agreed as follows:

**1.0 AGREEMENT DOCUMENTS**

This Agreement (also referred to as "Contract") consists of this document including any and all attachments, the Request for Qualifications (RFQ) required Documents for RFQ No. 20-03, and Consultant's proposal submitted in response to the RFQ on or before March 20, 2020, as if all components were set forth in this Agreement verbatim. In the event of a conflict between the terms and conditions provided in this document including the attachments and the RFQ or proposal, the provisions in this document will prevail. No amendment will be effective until and unless reduced to writing and executed by the Parties.