

BAL HARBOUR

- V I L L A G E -

OFFICE OF THE VILLAGE MANAGER

LETTER TO COUNCIL

NO. 195-2017

To: Mayor Gabriel Groisman and Members of the Village Council

From: Jorge M. Gonzalez, Village Manager 

Date: November 22, 2017

Subject: **Issuance of a Request for Qualifications (RFQ) 2017-04, for the Provision of Engineering and Professional Consulting Services**

The purpose of this Letter to Council (LTC), is to transmit to you information concerning the issuance of a Request for Qualifications (RFQ) for the provision of engineering and professional consulting services.

On April 14, 1999, Bal Harbour Village entered into a continuing services agreement with Craig A. Smith and Associates of Florida, Inc., for professional engineering services consisting of design, engineering, permitting, and construction administration services for miscellaneous projects on an as-needed basis. This agreement has remained in effect to date. This consultant has performed numerous assigned tasks and projects on a continuous basis over the course of eighteen (18) plus years and has served as the Village "engineer of record" during this period.

In light of extended length of time this agreement has remained in effect, it is now appropriate to solicit local professional civil engineering firms in order to select one or more engineering firms to, subsequently develop, and execute a new continuing services agreement with the selected firm or firms.

In furtherance of this approach, I directed Parks and Public Spaces Department Director, John Oldenburg to develop a Request for Qualifications (RFQ), which incorporates all pertinent services that best meet the needs of the Village. The selected primary firm will serve as the Village "engineer of record" on a continuing basis. The anticipated services delivered will be in accordance with the latest version of the Consultants' Competitive Negotiation Act, FS 287.055, which provides specific requirements for the procurement of professional architectural, engineering, landscape architectural or land surveying services by governmental agencies. The responsive proposals are due to the Village Clerk at 3:00 p.m. on December 11, 2017. It is anticipated that the results of the procurement process will be presented to the Bal Harbour Village Council for consideration and action in early 2018.

The following information provides a summary of the scope of services sought, minimum qualifications and the evaluation criteria to be used to select one or more firms for further consideration.

Scope of Engineering Services

- Preparation of plans and specifications for construction projects varying in complexity, for a portion or the entire project. Services may include preliminary plans and cost estimates, necessary fieldwork, design, surveying, bid assistance, construction, and inspection, project management and, utilities plans reviews for contractors submitting plans at the Village Building Department.
- Preparation of specialized engineering studies on a variety of subjects including, but not limited to drainage studies, and construction feasibility studies.
- Coordinate, facilitate and/or attend project-related meetings, such as pre-bid, preconstruction and project progress meetings.
- Construction administration and engineering including, but not limited to review and approval of material submittals, daily construction observation and documentation, coordinating contractor's work and preparation of Engineer's Certificates.
- Surveying activities including, but not limited to topographic survey, title search, easement legal description preparation, construction staking and cut-sheet preparation.

Minimum Qualifications

Proposers must be able to demonstrate an exemplary record of performance the past five years, and have sufficient financial capacity equipment, and organization to ensure that they can satisfactorily provide the services if awarded an agreement under the terms and conditions of this solicitation. To satisfy the minimum qualifications requirement, the respondents will organize proposals into the following sections:

A. Professional Qualifications

1. Proposer's Experience:

Proposer must have a minimum of five years' experience providing the services to municipalities. A provide a list is to be provided of current municipalities for which the proposer is providing civil engineering and professional consulting services and describe those services.

2. Principal in Charge's Experience:

Proposer will provide a comprehensive summary of the experience and qualifications of the chief executive of the proposer. This individual must have completed have a minimum of ten years' experience providing civil engineering and professional consulting services.

3. Project Manager's Experience:

Proposer will provide a comprehensive summary of the experience and qualifications of the individual who will serve as the Project Manager. This

individual must have completed a minimum of five years' experience providing civil engineering and professional consulting services. This individual must be capable of speaking and making decisions on behalf of the Proposer.

- B. Proposer will provide past involvement with similar projects
- C. Proposer will designate an authorized negotiator

Evaluation of Submissions:

It is anticipated that an evaluation committee consisting of the Bal Harbour Village Parks and Public Spaces Director, Building Director, Utility Compliance Officer and one or more engineers from neighboring municipalities such as the Cities of North Miami Beach and Miami Beach will evaluate the submissions and recommend one or more firms for further consideration.

Evaluation Criteria

The Evaluation Committee will rank the Consultants according to and base its recommendation to the Village Council on the following factors:

A. Professional Qualifications

The number of executive and professional personnel by skill and qualification that will be employed in the work, will be evaluated along with the history of the firm, in terms of length of existence, types of services provided

B. Past involvement with Similar Services

An evaluation will be conducted of the provided list of specific experience, ability to have projects completed within the budgeted amounts, summary of related projects and client references.

C. Proposed Work Plan

A review will be conducted of the submitted work plan for potential projects, demarcated available resources, methods of defining progress milestones, along with timelines depicting the sequence and duration of tasks showing how the work will be organized and executed.

Procurement Process

The anticipated RFQ, response period will be thirty (30) calendar days beginning on November 8, 2017. The RFQ has been sent electronically to seven (7) local engineering firms and our current service provider, Craig A. Smith and Associates, Inc. Additionally, the RFQ was placed on the "Public Purchase" web site for public notification, and we anticipate interest from the engineering community and will review all submissions accordingly.

Should you have any questions, please contact me directly.

JMG/JO