



# REQUEST FOR QUALIFICATION

## RFQ 17-02

### PROFESSIONAL ENGINEERING SERVICES

#### Project Contact

Tanya Cannady, General Manager  
Sun 'n Lake of Sebring Improvement District  
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The Sun 'n Lake of Sebring Improvement District is requesting qualifications for Professional Electrical Engineering Services. Qualifications will be accepted until 2:00 pm, April 18, 2017. (Late or incomplete submittals will not be accepted)

The purpose of this Request for Qualifications (RFQ) is for the District to receive responses from qualified Professional Engineering Firms for electrical engineering services related to utilities projects.

#### **Scope of Services**

The "Engineer" will be required to fulfill duties as directed by the General Manager and work together with the District Engineer. The approved contract for services will commence once the District's Board of Supervisors makes their selection. The services listed below are for the purpose of illustration only and services may not be limited to the items listed here.

#### **Advisory Services**

1. Attendance at meetings of the Board of Supervisors: The "Engineer" shall attend any meeting of the Board, as requested and be able to answer questions about current projects.
2. Advising Officials. The "Engineer" shall advise District officials, employees, etc. through telephone conferences, meetings, and correspondence.
3. Consultation on District utilities. The "Engineer" shall furnish advice and consultation on the electrical design, operation and maintenance of the District's water treatment plant, wastewater collection, pump stations and waste water treatment plant under the direction of the General Manager.
4. Consultation on development projects/permits. The "Engineer" shall review project plans and proposals by private parties for compliance with the Florida statutes, County Code, and other applicable requirements. The "Engineer" shall meet with contractors and engineers as requested.

5. Provide inspection services. The “Engineer” shall be available to conduct site inspections on conformance with the approved plan, or consultation as needed.

#### Utility Construction Projects

1. Analyze/study improvement projects. The “Engineer” will be required to prepare preliminary electrical engineering analysis, cost estimate and feasibility studies for various improvements.
2. Prepare bid/contract. Provided that the requirements of Section 287.005, Florida Statutes can be observed, the “Engineer” will be requested to prepare detailed plans and specifications for bid and contract documents for their assigned portions of Public Works projects. In addition, the “Engineer” will prepare a final cost estimate and required applications of approval of the construction by other governmental agencies.
3. Review bids. The “Engineer” shall assist the District in the review of bids submitted for construction, in the selection of qualified contractors and in the inspection of construction work for their assigned portions of the project.

#### Submittal Procedures

Firms shall submit three (3) original submittals. Responses must be submitted by 2:00 pm on Tuesday, April 18, 2017. Statements of qualifications not submitted by that time will be refused. Statements of qualifications shall not be valid unless sealed in a single envelope or box marked:

Sun ‘n Lake of Sebring Improvement District  
Request for Qualifications RFQ 17-02  
Professional Electrical Engineering Services  
Attention: General Manager  
5306 Sun ‘n Lake Boulevard  
Sebring, FL 33872

#### Submittal Requirements

Firms or individuals wishing to provide electrical engineering services to the Sun ‘n Lake of Sebring Improvement District pursuant to this request shall apply for consideration as follows. The response must be organized according to the following format. Information should be concise and specific to address each request and be limited to a total of 25 pages (25 sheets of paper, including tabs). Include a table of contents and tabs to organize the material. All responses shall:

- Contain a letter of interest (no more than one page long);

- Provide the name of each engineer proposed to provide services to the District and the name of the lead engineer who will have the main contact with the District. This individual is expected to remain the responsible engineer throughout the engagement. The lead engineer must be licensed to practice electrical engineering in the State of Florida, and must have at least five (5) years experience practicing as an engineer with a practice focused on representation of local government(s);
- Provide a brief description of the history and capabilities of the firm including organizational chart and the resumes of the key persons who may be assigned, from time to time;
- Provide information about the Respondent's experience in providing engineering services to Florida local governments. List the similar projects or engagements that have been completed by the assigned persons within the past three years;
- Provide at least three references from these organizations including names, contact persons, and phone numbers;
- Provide a list of all other local governments currently being represented by the Respondent;
- Provide information about the Respondent's capacity and capability to perform on short notice and in a timely manner, and the Respondent's proposed approach to communicating with the Sun 'n Lake of Sebring Improvement District;
- Describe any conflicts of interest or ethical considerations related to representation or affiliation with any boards, organizations, committees, or clients, including, but not limited to, other municipalities, governmental, and/or quasi-governmental entities;
- Provide a list and explanation of any ethic complaints filed against the Respondent(s), and a list of any other, similar claims against the Respondent(s), in the last five (5) years;
- The location of staffing and firm resources expected to be made available to serve the Sun 'n Lake of Sebring Improvement District;
- Information on the Respondent's ability to handle the assigned work with the current staff and the workload already assigned to the key person;
- The firm's ability to research, apply for and obtain project funding (in the form of grants, loans, and legislative appropriations), and its success rate doing so for other clients;
- The firm's ability to assist Sun 'n Lake of Sebring Improvement District with preparing and submitting project documentation (including reports and permits) required by local, state and federal regulatory agencies;
- The basis on which compensation will be determined and the method by which payment for services rendered is to be made; and
- Submit a current copy of Standard Form 330.

## **Evaluation Criteria & Selection Process**

A District review team will evaluate each firm's submission based upon the criteria stated in this Request for Qualifications and the ability to execute the services. The top 3-4 firms will be invited to an interview shortly following the submittal deadline. Following the evaluation process, the team will then select the firm that the District considers most qualified and make a recommendation to the Board of Supervisors. Upon its approval, the successful Firm will be requested to enter into negotiations to produce a contract for this assignment. The District reserves the right to negotiate modifications to Statements of Qualifications that it deems acceptable. The District reserves the right to terminate negotiations in the event it deems the progress towards a contract to be insufficient.

Firms will be evaluated in accordance with the weighted criteria listed below.

Criteria	Weight
1. Experience and qualifications; no conflicts	30%
2. Past performance and references	20%
3. Understanding of the District's needs	20%
4. Location of Firm and Staff Assigned to this Project	15%
5. Overall Ability to Execute Services	15%

### **Other Provisions:**

- **Reserves the Right**  
The District reserves the right to reject any and all submittals, or any part of any submittal, to waive any irregularities or informalities in submittal, and to accept that submittal which is deemed to be in the best interest of the District. The District reserves the right to establish additional contracts that may be similar in nature to any contract resulting for this RFQ as best serves the needs of the District.
- **Insurance Requirements**  
The Respondent, if awarded a contract, shall maintain insurance coverage reflecting the minimum amounts and conditions as required by the District. The awarded firm must file with the District certificates of insurance prior to commencement of work evidencing the District as a certificate holder as additionally insured.

- No Collusion  
By offering a submission to this RFQ, the responder certifies that no attempt has been made or will be made by the responder to induce any other person or firm to submit or not to submit a submission for the purpose of restricting competition. The only person(s) or principal(s) interested in this submission are named therein and that no other person other than those therein mentioned has/have any interest in this submission or in agreement to be entered. Any prospective firm should make an affirmative statement in its proposals to the effect that, to its knowledge, its retention would not result in a conflict of interest with any party.
- Application of Drug Free Workplace Act  
All Respondents shall represent that they have established drug free workplaces.
- Public Entity Crime  
Section 287.122(2)(a), Florida Statutes, states “A person or affiliate who has been placed on the convicted vendor list, following a conviction for a public entity crime, may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount, provided in s.287.017 for CATEGORY TWO, for a period of 36 months following the date of being placed on the convicted vendor list.” All submittals must be accompanied by an executed form PUR 7068.
- Costs for Submittals  
The Board of Supervisors will not reimburse for any costs associated with the preparation and submittal of any proposal, for any travel and/or per diem costs.
- Submittal Withdrawal  
After submittals are opened, corrections or modifications to submittals are not permitted, but a respondent may be permitted to withdraw an erroneous submittal prior to the award by the Board of Supervisors.

**CERTIFICATION OF INFORMATION PROVIDED**

I certify that the information and responses provided on this submittal are true, accurate and complete. The Sun 'n Lake of Sebring Improvement District or its representatives may contact any entity or reference listed in this submittal. Each entity or reference may make any information concerning the Respondent available to the Owner.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

As \_\_\_\_\_ (title)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

STATE OF \_\_\_\_\_ }

COUNTY OF \_\_\_\_\_ }

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me the undersigned authority, personally appeared \_\_\_\_\_, to me known to be the individual described in and who executed the foregoing instrument as \_\_\_\_\_ (title) of the firm of \_\_\_\_\_ and acknowledged the execution of the same, for and on behalf of and as the act and deed of said firm, for the uses and purposes therein expressed.

WITNESS my hand and official seal the date aforesaid.

\_\_\_\_\_  
Signature of Notary Public – State of Florida

\_\_\_\_\_  
Print, Type or Stamp Commissioned Name

Personally known \_\_\_\_\_

Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_