



CCNA SUNSWEPT COMMUNITY WATER SYSTEM REPLACEMENT PROGRAM

REQUEST FOR QUALIFICATION # PSUT-25-14

Issuance of Solicitation: Tuesday, February 10, 2026

Questions Due Date: Tuesday, March 3, 2026

Bid Submission Deadline: Tuesday, March 17, 2026

**THE CITY OF PEMBROKE PINES
PROCUREMENT DEPARTMENT
8300 SOUTH PALM DRIVE
PEMBROKE PINES, FLORIDA 33025
(954) 518-9020**

Table of Contents

1. NOTICE
2. GENERAL PROJECT INFORMATION & TIMELINE
3. PURPOSE AND BACKGROUND
4. SCOPE OF WORK
5. SUBMITTAL DOCUMENTS
6. EVALUATION OF PROPOSALS & PROCESS OF SELECTION
7. INSURANCE REQUIREMENTS
8. GENERAL TERMS AND CONDITIONS

Attachments:

A - Specimen Contract - Professional Services (CCNA Non-Continuing Services)
B - Sample Insurance Certificate



SECTION 1 - NOTICE

Notice is hereby given that the City Commission of the City of Pembroke Pines is seeking sealed proposals for:

RFQ # PSUT-25-14

CCNA Sunswept Community Water System Replacement Program

Solicitations may be found on the City of Pembroke Pines website under the Procurement Department at <http://www.ppinies.com/index.aspx?NID=667>, and may be downloaded directly from the OpenGov platform at <https://procurement.opengov.com/portal/pembrokepines>.

For Technical Support, proposers can reach the OpenGov Service Desk between 7:00 am to 10:00 pm from Monday through Friday via the following methods:

- Chat (preferred method): Click the button in the lower right-hand corner of the portal.
- E-mail: procurement-support@opengov.com
- Phone: 1 (650) 336-7167

If additional help is needed with downloading the solicitation package please contact the Procurement Department at (954) 518-9020 or by email at purchasing@ppines.com. The Procurement Department hours are between 7:00 am to 6:00 pm on Monday through Thursday and is located at 8300 South Palm Drive, Pembroke Pines, FL 33025.

Bidders shall submit all questions regarding this bid via the City's e-Procurement Portal, located at <https://procurement.opengov.com/portal/pembrokepines>. Please note the deadline for submitting questions. All answers will be posted on the City's e-Procurement Portal. Bidders may also click "Follow" on this bid to receive an email notification when answers are posted. It is the bidder's responsibility to check the portal for updates. Only written responses issued through the OpenGov platform will be considered official for interpretations or clarifications.

Proposals will be accepted until 2:00 pm on Tuesday, March 17, 2026, electronically at <https://procurement.opengov.com/portal/pembrokepines/projects/226524>.

Bid Opening: The sealed electronic proposals will be publicly opened at 2:30 pm, on the bid due date, by the City Clerk's Office, in the **City Clerk's Office Conference Room located on the 4th Floor in the Charles F. Dodge City Center**/City Hall Administration Building, located at 601 City Center Way, Pembroke Pines, Florida, 33025.

Virtual Bid Opening: In light of public health concerns and to ensure accessibility for all, the City encourages interested parties and the public to participate virtually via live streaming instead of attending the meeting in person. As a result, meetings may be a combination of in-person and virtual, all as provided by law. To virtually attend the bid opening, please use the Cisco Webex Meetings platform.

Virtual Meeting Details:



- WebEx Meeting Link: <https://ppines.webex.com/meet/purchasing>
- Cisco Webex Meeting Number: 717 019 586
- Join by Phone Number: +1-408-418-9388

The public may download the **Cisco Webex Meetings app** from
<https://www.webex.com/downloads.html/>.

To ensure an efficient meeting process, participants are requested to mute their audio and camera during the meeting. While the public is welcome to attend the virtual bid opening, **please note that active participation and commenting will not be allowed during the proceedings.**

For further information about the bid opening or assistance in accessing the virtual meeting, please contact:

Jamie Chen or other Procurement Staff in the Procurement Department
City of Pembroke Pines
8300 South Palm Drive,
Pembroke Pines, FL 33025
(954) 518-9061 or 954-518-9020
purchasing@ppines.com



SECTION 2 - GENERAL PROJECT INFORMATION & TIMELINE

2.1 Tentative Schedule of Events

Issuance of Solicitation (Posting Date):	February 10, 2026
Question Due Date:	March 3, 2026, 11:30pm
Issuance of Final Answers to Questions:	March 9, 2026
Bid Submission Deadline:	March 17, 2026, 2:00pm
Bid Opening:	Will be held at 2:30 pm on the day of bid submissions are due.
Evaluation Committee Meeting:	To Be Determined (TBD)

2.2 Pre-Bid Meeting

This project will not have a pre-bid meeting.

2.3 Estimated Project Cost

Staff estimates the related Capital Improvement Project will total \$15,120,000; this solicitation is exclusively for a consultant to provide engineering design and professional engineering services during the construction phase.

2.4 Grant/Federal Funding

Not applicable for this project.

2.5 Proposal Security/Bid Bond

A Proposal Security shall not be required for this project.

2.6 Payment and Performance Bonds

Payment and Performance Bonds shall not be required for this project.

**SECTION 3 - PURPOSE AND BACKGROUND****3.1 Purpose**

The City of Pembroke Pines is seeking statements of qualifications from qualified firms, hereinafter referred to as the Consultant, to provide engineering design and related services for the replacement of aging potable water mains, as presented in its 5-Year Capital Improvement Plan (CIP), in accordance with the terms, conditions, and specifications contained in this solicitation.

This solicitation is being conducted in accordance with the Consultants' Competitive Negotiation Act (CCNA), Florida Statutes 287.055. Due to the anticipated construction value of individual projects, the City will not be utilizing its continuing contracts for these services.

The design and construction phases are anticipated to span multiple years and will include water main replacement, water service replacements, meter connections, and some meter box replacements, and fire hydrants within the listed residential community and adjacent commercial areas. The City anticipates the need for these services due to the age and condition of the infrastructure, customer service complaints, and to improve reliability and level of service to the city's customers. Water meters are located in rear yards with inadequate piping that require relocation to the right-of-way. Existing inadequately sized water mains will be upsized to meet minimum domestic and fire service requirements.

3.2 Background

Pembroke Pines, Florida, ranked as the eleventh largest city among the state's four hundred plus municipalities and the second largest in Broward County, maintains a welcoming small-town ambiance that resonates with its residents. Located conveniently in southwest Broward County, the city provides seamless access to major highways, employment centers, entertainment venues, parks, golf courses, and a diverse array of dining and shopping options.

With a population of approximately 170,000 residents spread across 32.68 square miles, Pembroke Pines is renowned as one of the best cities to live in America. The city boasts 28 superior parks, lush landscaping, and a distinctive South Florida charm that contributes to its natural beauty. Notably recognized as 2024's Best Place to Raise a Family in Florida, and 2024's Best City of Hispanic Entrepreneurs by WalletHub, Pembroke Pines also earned a place as the on Money Magazine's esteemed Best Places to Live list in 2014, as the sole Florida representative, ranking in at #32 in the nation.

Incorporated in 1960, Pembroke Pines is celebrated as a safe and desirable community, having received accolades such as the All-America City designation. The city's commitment to arts and culture, exceptional schools, diverse population, numerous parks, and forward-thinking approach in an ever-evolving world make it a standout destination.

Pembroke Pines is also the home to the largest municipal-run charter school system in the nation, serving over 6,000 students across five separate campuses. The City's award-winning charter school system is located in the Broward County School District, which is the sixth largest school district in the nation.

**SECTION 4 - SCOPE OF WORK****4.1 Scope of Work**

The Professional Engineering Firm (Consultant) shall provide engineering, design, and related services using the traditional Design-Bid-Build format.

The Consultant shall act as the Engineer of Record (EOR) for design and construction. The Consultant shall prepare and obtain all necessary permits associated with this project, provide bidding assistance, and engineering services during the construction phase.

The Consultant will be required to conduct coordination meetings with the City and other Consultants throughout the course of this project including the planning, design and construction phases.

This project may include, but not limited to, the following Scope of Work:

- Provide the most cost effective means, via open cut or Close Tolerance Pipe Slurrification, for constructing new PVC/HDPE water main, replacement of existing water main, upsizing of existing undersized water mains, abandonment of old water mains, relocation of backyard water meters to the front of properties, installation of new water services, new meters/meter boxes, dual check valves, replacement of existing hydrants, private plumbing to reconnect residential services, restoration, milling and resurfacing to be considered.
- Meetings/Workshops with the City to determine project scope details and design kick-off.
- Design development and submission of Schematic Level 30% design drawings and schematic Engineer's Opinion of Probable Cost (EOPC).
- Apply for, and obtain, all required permits and licenses.
- Design development and submission of 90% complete drawings and specifications with updated EOPC.
- Submittal of 100% complete Construction Documents with final EOPC.
- Post-Design Services may include:
 - a. Conducting a project pre-construction kick-off meeting.
 - b. Reviewing and coordinating the Contractor's Critical Path Method (CPM) construction schedules and monthly schedule updates.
 - c. Conducting and documenting monthly project construction meetings.
 - d. Maintaining records of all meetings, including follow-up task lists and responsible parties



- e. Managing and maintaining all construction logs.
- f. Reviewing and managing all shop drawings, samples, mock-ups, and similar submittals.
- g. Coordinating and observing all required testing during construction.
- h. Reviewing and managing all requests for payment.
- i. Reviewing and managing all interim as-built documents.
- j. Coordinating responses to Requests for Information (RFIs).
- k. Issuing revisions to the Contract Documents to support permitted construction and final project completion.
- l. Conducting and documenting daily construction observations.
- m. Preparing final certifications.
- n. Reviewing and transmitting all final as-built documents and operation and maintenance manuals to the City.



SECTION 5 - SUBMITTAL DOCUMENTS

Bids must be submitted electronically at <https://procurement.opengov.com/portal/pembrokepines> on or before **2:00 pm on Tuesday, March 17, 2026**. Please note vendors should be registered on OpenGov under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation. In addition, the vendor must complete the required documents in this section and provide any additional information requested throughout this solicitation. Any additional information requested in the solicitation should be scanned and uploaded. The City recommends for proposers to submit their proposals as soon as they are ready to do so. Please allow ample time to submit your proposals on the <https://procurement.opengov.com/portal/pembrokepines> website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals.

PLEASE DO NOT SUBMIT ANY PROPOSALS VIA MAIL, E-MAIL OR FAX.

Prospective proposers interested in responding to this solicitation are requested to provide all of the applicable information listed in this section. Submittals that do not respond completely to all of the requirements specified herein may be considered non-responsive and eliminated from the process. Brevity and clarity are encouraged.

1 CONFIRMATION TO BIND

1.1 I certify that I have read, understood and agree to the terms in this solicitation, and that I am authorized to submit this response on behalf of my company.*

Please confirm

*Response required

2 CERTIFICATION OF INSURANCE COMPLIANCE AND INTENT TO PROCURE REQUIRED COVERAGE

NOTE: Vendors are not required to purchase any additional insurance in order to submit a bid. However, they must certify that they either currently hold, or are able and willing to obtain, all required insurance coverages, endorsements, and limits prior to award and execution of the contract.

2.1 I certify that, if awarded this contract, I will be required to obtain and maintain all insurance policies as detailed in the INSURANCE REQUIREMENTS Section of this solicitation before any work may commence, and throughout the life of the contract.*

Please confirm

*Response required

2.2 Do you confirm that you will only use insurance carriers licensed to do business in the State of Florida and rated no less than "A" as to management, and no less than "Class VI" as to financial strength by A.M. Best, and that you understand all endorsements required (e.g., Additional Insured, Waiver of Subrogation, etc.) must be included?*

Yes

No



*Response required

2.3 Do you currently carry insurance policies that meet or exceed the minimum requirements outlined in the INSURANCE REQUIREMENTS section of this solicitation?*

Yes

No

*Response required

When equals "Yes"

2.3.1 Please upload your current certificate(s) of insurance that demonstrate compliance with the insurance requirements outlined in this solicitation.*

*Response required

When equals "No"

2.3.2 Please upload documentation showing that you have obtained a letter from your insurance broker or carrier, such as a Letter of Intent to Insure, Evidence of Insurability, or a Conditional Certificate of Insurance.*

Documentation should show that:

- You can obtain the required insurance.
- The limits and types of coverage will meet the INSURANCE REQUIREMENTS outlined in the solicitation.
- You will provide a COI upon contract award.

*Response required

When equals "No"

2.3.3 Please upload your current certificate(s) of insurance.*

Yes

No

*Response required

2.4 Do you believe you are exempt from one or more insurance requirements (e.g., Workers' Compensation)?*

Yes

No

*Response required

When equals "Yes"

2.4.1 Please upload written documentation requesting an exemption on your company letterhead, subject to City approval.*

*Response required



2.5 Do you plan on using subcontractors for this project?*

Yes
 No

*Response required

When equals "Yes"

2.5.1 Do you acknowledge that all subcontractors must also carry the same insurance or be covered under your policy, and that proof of such coverage must be provided to the City?*

Yes
 No

*Response required

3 PRIMARY LOCATION & SINGLE POINT OF CONTACT

3.1 Identify the firm's, single point of contact that is a professionally licensed Engineer for this project. *

*Response required

3.2 Identify the primary location of firm in which the work will be completed in.*

*Response required

4 EXPERIENCE AND CAPABILITIES

The relative experience and qualification of each applicant's proposed team, with respect to the project scope, will be judged and a relative rating assigned. This parameter expresses the general and specific project-related capability of the team and indicates the adequate depth and abilities of the organization which it can draw upon as needed. This will include management, technical, and support staff.

4.1 Explain your firm's interest in working on this project, a positive commitment to perform the required work and a description of the firm.*

*Response required

4.2 Describe the size of your firm.*

*Response required

4.3 Describe your firm's financial history, strength and stability.*

*Response required

4.4 Describe your firm's range of activities.*

*Response required

4.5 Describe the specialized experience and technical competence of the firm or persons with respect to working on similar projects.*

*Response required



4.6 Do you have a minimum of five (5) years of experience? Please provide proof of such experience.*

*Response required

4.7 The firm must provide information on their proximity to and familiarity with the area in which the project is located.*

*Response required

4.8 Explain the availability and access to the firm's top level management personnel.*

*Response required

4.9 List any applicable qualifications, including education, experience, honors and awards received, and professional associations of which the firm and/or its personnel are members, which are not already listed on Standard Form 330.*

*Response required

4.10 What similar or related projects have you worked on within the past three years and what challenges did you face and how did you overcome them?*

*Response required

4.11 What is your reputation compared to your peers in the market?*

*Response required

4.12 What is your reputation like among customers and how have you developed it?*

*Response required

4.13 How does your service differ from similar competitors? How do you win and retain business?*

*Response required

4.14 A brief statement must be included which explains why your proposal would be the most effective and beneficial to the City of Pembroke Pines.*

*Response required

5 FIRM'S UNDERSTANDING AND APPROACH TO THE WORK

The understanding that the applicant and consultants demonstrate as to the requirements and needs of the project, including an evaluation of the thoroughness demonstrated in analyzing and investigating the scope of the project.

5.1 Provide a narrative statement demonstrating an understanding of the overall intent of this solicitation, as well as the methods used to complete assigned tasks.*

*Response required

5.2 Please clearly describe all aspects of the project proposed.*

*Response required

5.3 Include details of your approach and work plans.*

*Response required



5.4 How would you organize this project in terms of milestones?*

*Response required

5.5 Identify any issues or concerns of significance that may be appropriate.*

*Response required

5.6 How do you ensure the quality of your services?*

*Response required

5.7 What criteria do you use to measure your quality?*

*Response required

5.8 How often do you find mistakes or errors in your work and what is done to correct these errors, and what is the average correction time?*

*Response required

5.9 Describe the firm's techniques for quality control. At a minimum describe the firm's technique to control design and contract documentation, including record keeping.*

*Response required

6 WILLINGNESS TO MEET TIME AND BUDGET REQUIREMENTS

Please explain your firm's approach in meeting "project specific" time and budget requirements and indicate whether CONSULTANT is committed to meet these requirements:

Project:	Sunswept Community
Estimated Start Date:	August 1, 2026
Estimated Completion Date:	February 1, 2028
Estimated Professional Cost:	\$1,120,000
Estimated Construction Cost:	\$14,000,000

Please note that during this portion of the process, the City is NOT asking for the firms to submit pricing. After the evaluation committee has selected the firms in order of preference, the City shall negotiate a contract with the most qualified firm for professional services at compensation which the agency determines is fair, competitive, and reasonable. Should the agency be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price the agency determines to be fair, competitive, and reasonable, negotiations with that firm must be formally terminated. The agency shall then undertake negotiations with the next most qualified firm.

Budget: Staff estimates the related Capital Improvement Project will total \$15,120,000; this solicitation is exclusively for a consultant to provide engineering design and professional engineering services during the construction phase.



Timeline: The estimated timeline for the design services is 18 months, with an estimated start date of August 1, 2026 and estimated completion date of February 1, 2028.

6.1 In general, please explain your firm's approach in meeting "project specific" budget requirements and indicate whether Consultant is committed to meet these requirements when identified in this agreement.*

*Response required

6.2 Please advise if your firm is willing to meet the stated budget requirements.*

*Response required

6.3 What percentage of your completed projects have had cost overruns?*

*Response required

6.4 Tell me about a time when you went over budget and how you handled the situation?*

*Response required

6.5 What cost-saving measures do you implement at your firm?*

*Response required

6.6 Who will be in charge of maintaining the budget on projects and how many accounts is this person assigned to at a given time?*

*Response required

6.7 In general, please explain your firm's approach in meeting "project specific" time requirements and indicate whether Consultant is committed to meet these requirements when identified in this agreement.*

*Response required

6.8 Please advise if your firm is willing to meet the stated time requirements.*

*Response required

6.9 What is the average turnaround time for a project that is similar to the one(s) identified in this solicitation?*

*Response required

6.10 What is your average on-time completion rate?*

*Response required

6.11 How many projects does your firm typically take on at a given time?*

*Response required

6.12 Tell me about a time when the project timeline was delayed and how did you handle the situation?*

*Response required

6.13 Describe the firm's design and construction management methods and techniques. Include details on firm's ability to make decisions and facilitate resolution of disputes.*

*Response required



6.14 Describe the firm's knowledge and experience with scheduling.*

*Response required

7 RECENT, CURRENT, AND PROJECTED WORKLOADS OF THE FIRMS

Please provide any information regarding your firm's recent, current, and projected workloads for the Evaluation Committee to review.

7.1 Recent Workload: Describe your recent workload.*

*Response required

7.2 Current Workload: Describe your current workload.*

*Response required

7.3 Projected Workload: Describe your projected workload.*

*Response required

8 REFERENCE # 1

The minimum experience for this project is **five (5) years**. Provide specific examples of similar experience conducting licensed work of equal or similar scope of work, preferably delivered by the proposed team members. A **minimum of 3** references should be from the last **five years** and should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. As part of the proposal evaluation process, the City may conduct an investigation of references, including a record check or consumer affairs complaints. Proposers' submission of a proposal constitutes acknowledgment of the process and consent to investigate. The City is the sole judge in determining Proposers qualifications. In this section you will have the ability to enter information for 5 different references including their contact details and specific project information.

Please note that the City prefers references who are not current employees of the City of Pembroke Pines, as we generally do not contact our own employees for reference checks.

Proposers are advised to confirm that:

- A. Each reference provided by the Respondent has up to date contact persons and contact information;
- B. The contact person provided for each reference is someone who has personal knowledge of the Proposer's performance during the referenced project; and
- C. The contact person for each reference has been contacted by the Proposer regarding this specific bid submittal and such person confirmed their willingness to serve as a reference.

The projects listed in this section shall be the firm's best examples of previous projects that are similar in size and scope. These projects and additional projects may also be listed on Standard Form 330.

8.1 Reference Contact Information - Name of Firm, City, County or Agency*

*Response required



8.2 Reference Contact Information - Reference's Business Address*

*Response required

8.3 Reference Contact Information - Reference's Contact Name & Title*

*Response required

8.4 Reference Contact Information - Reference's E-mail Address*

*Response required

8.5 Reference Contact Information - Reference's Phone Number*

*Response required

8.6 Project Information - Was your firm the prime contractor for the listed project?*

Yes

No

*Response required

8.7 Project Information - Name of Contactor Performing the Work*

*Response required

8.8 Project Information - Name and location of the project*

*Response required

8.9 Project Information - Nature of the firm's responsibility on the project and work for which staff was responsible for*

*Response required

8.10 Project Information - Project Duration*

*Response required

8.11 Project Information - Completion (Anticipated) Date*

*Response required

8.12 Project Information - Size of Project*

*Response required

8.13 Project Information - Cost of Project*

*Response required

9 REFERENCE # 2

9.1 Reference Contact Information - Name of Firm, City, County or Agency*

*Response required

9.2 Reference Contact Information - Reference's Business Address*

*Response required

9.3 Reference Contact Information - Reference's Contact Name & Title*

*Response required



9.4 Reference Contact Information - Reference's E-mail Address*

*Response required

9.5 Reference Contact Information - Reference's Phone Number*

*Response required

9.6 Project Information - Was your firm the prime contractor for the listed project?*

Yes

No

*Response required

9.7 Project Information - Name of Contactor Performing the Work*

*Response required

9.8 Project Information - Name and location of the project*

*Response required

9.9 Project Information - Nature of the firm's responsibility on the project and work for which staff was responsible for*

*Response required

9.10 Project Information - Project Duration*

*Response required

9.11 Project Information - Completion (Anticipated) Date*

*Response required

9.12 Project Information - Size of Project*

*Response required

9.13 Project Information - Cost of Project*

*Response required

10 REFERENCE # 3

10.1 Reference Contact Information - Name of Firm, City, County or Agency*

*Response required

10.2 Reference Contact Information - Reference's Business Address*

*Response required

10.3 Reference Contact Information - Reference's Contact Name & Title*

*Response required

10.4 Reference Contact Information - Reference's E-mail Address*

*Response required

10.5 Reference Contact Information - Reference's Phone Number*

*Response required



10.6 Project Information - Was your firm the prime contractor for the listed project?*

Yes
 No

*Response required

10.7 Project Information - Name of Contactor Performing the Work*

*Response required

10.8 Project Information - Name and location of the project*

*Response required

10.9 Project Information - Nature of the firm's responsibility on the project and work for which staff was responsible for*

*Response required

10.10 Project Information - Project Duration*

*Response required

10.11 Project Information - Completion (Anticipated) Date*

*Response required

10.12 Project Information - Size of Project*

*Response required

10.13 Project Information - Cost of Project*

*Response required

11 REFERENCE # 4

11.1 Reference Contact Information - Name of Firm, City, County or Agency

11.2 Reference Contact Information - Reference's Business Address

11.3 Reference Contact Information - Reference's Contact Name & Title

11.4 Reference Contact Information - Reference's E-mail Address

11.5 Reference Contact Information - Reference's Phone Number

11.6 Project Information - Was your firm the prime contractor for the listed project?

Yes
 No

11.7 Project Information - Name of Contactor Performing the Work

11.8 Project Information - Name and location of the project

11.9 Project Information - Nature of the firm's responsibility on the project and work for which staff was responsible for

11.10 Project Information - Project Duration

11.11 Project Information - Completion (Anticipated) Date

11.12 Project Information - Size of Project

11.13 Project Information - Cost of Project

12 REFERENCE # 5



12.1 Reference Contact Information - Name of Firm, City, County or Agency
12.2 Reference Contact Information - Reference's Business Address
12.3 Reference Contact Information - Reference's Contact Name & Title
12.4 Reference Contact Information - Reference's E-mail Address
12.5 Reference Contact Information - Reference's Phone Number
12.6 Project Information - Was your firm the prime contractor for the listed project?

Yes
 No

12.7 Project Information - Name of Contactor Performing the Work
12.8 Project Information - Name and location of the project
12.9 Project Information - Nature of the firm's responsibility on the project and work for which staff was responsible for
12.10 Project Information - Project Duration
12.11 Project Information - Completion (Anticipated) Date
12.12 Project Information - Size of Project
12.13 Project Information - Cost of Project

13 PROJECT DOCUMENTS

13.1 STANDARD FORM 330 (PARTS I and II)*
▪ Firms shall complete both Part I and II of the Standard Form 330 so that the City can obtain adequate information for this RFQ.

- [Standard Form 330.pdf](#)

*Response required

13.2 PROPOSERS BACKGROUND INFORMATION FORM*
a. Please download the attached document, complete all required fields, and upload the completed form here.

- [Proposers Background Inform...](#)

*Response required

14 SWORN STATEMENT ON PUBLIC ENTITY CRIMES UNDER FLORIDA STATUTES CHAPTER 287.133(3)(a)

14.1 SWORN STATEMENT ON PUBLIC ENTITY CRIMES FORM*
a. Please download the attached document, complete all required fields, and upload the completed form here.

- [Sworn Statement on Public E...](#)

*Response required

14.2 Public Entity Crimes Status*
▪ Which option did you select on the Sworn Statement on Public Entity Crimes Form:



- A) Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- B1) The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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, AND There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)
- B2) The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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, AND The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)
- B3) The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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, AND The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

- A) No convictions.
- B1) Convicted, final order did not place on the convicted vendor list.
- B2) Convicted, listed, then removed.
- B3) Convicted, not listed, action pending.

*Response required

14.3 Did you select option B1 or B2 above?*

- Yes
- No



*Response required

When equals "Yes"

14.3.1 Please upload a copy of the final order issued by the hearing officer of the State of Florida, Division of Administrative Hearings.*

*Response required

14.4 Did you select option B3 above?*

Yes

No

*Response required

When equals "Yes"

14.4.1 Please describe any action taken by or pending with the Department of General Services.*

*Response required

15 DRUG-FREE WORKPLACE CERTIFICATION

15.1 VENDOR DRUG FREE WORKPLACE CERTIFICATION*

a. Please download the attached document, complete all required fields, and upload the completed form here.

- [Vendor Drug-Free Workplace ...](#)

*Response required

15.2 Drug-Free Status*

Complies fully.

Does not comply.

*Response required

16 STANDARD DOCUMENTS

The following documents are standard documents that the City generally requires for every solicitation. As a result, we recommend vendors to keep these documents updated and readily available so that they can be easily uploaded for each project that the vendor would like to participate in. In the event that the City does not have one of the forms or documents listed below for your company, the City may reach out to your company after the bid has closed to obtain the document(s).

16.1 NON-COLLUSIVE AFFIDAVIT*

a. Please download the attached document, complete all required fields, and upload the completed form here.

- [Non-Collusive_Affidavit.pdf](#)

*Response required



16.2 **SCRUTINIZED COMPANY CERTIFICATION***

- a. Please download the attached document, complete all required fields, and upload the completed form here.

- [Scrutinized Company Certifi...](#)

*Response required

16.3 **E-VERIFY SYSTEM CERTIFICATION***

- a. Please download the attached document, complete all required fields, and upload the completed form here.
- b. Effective January 1, 2021, pursuant to Section 448.095. Florida Statues, the City may not enter into a contract with a vendor/contractor/subcontractor unless that vendor/contractor/subcontractor is registered with and uses the E- Verify system administered by the U.S. Department of Homeland Security (“DHS”).
- c. Contractor shall also require all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract.

- [E-Verify System Certificati...](#)

*Response required

16.4 **HUMAN TRAFFICKING AFFIDAVIT***

- a. Please download the attached document, complete all required fields, and upload the completed form here.

- [Human Trafficking Affidavit...](#)

*Response required

17 VENDOR REGISTRATION

17.1 Do you currently have a City of Pembroke Pines Vendor Number registered in the PaymentWorks System?*

- The City of Pembroke Pines utilizes OpenGov as its e-Procurement platform for solicitation and bid submission purposes. However, please be advised that **vendor registration for onboarding and processing payments is handled separately** through the City's Accounts Payable Division using **PaymentWorks**, a secure online vendor management platform.
- All vendors that will be submitting invoices and requiring payments from the City are required to register on the PaymentWorks platform. If the vendor is not currently



registered with the City via PaymentWorks and does not have a Vendor Number, the City will have to invite the vendor to register.

- For formal solicitations such as this project, the Procurement Department will send PaymentWorks registration invitations to vendor(s) who are under active consideration for award. Please be aware that not all vendors who submit proposals will receive an invitation, in order to manage system usage and avoid onboarding vendors who are unlikely to receive payments from the City.
- Invitations will typically be sent to the contact listed on the submitted Vendor Information Form.

Yes
 No

*Response required

When equals "Yes"

17.1.1 What is your Vendor Number?*

*Response required

17.2 VENDOR INFORMATION FORM*

- a. Please download the attached document, complete all required fields, and upload the completed form here.

- [Vendor_Information_Form.pdf](#)

*Response required

17.3 FORM W-9 (REVISED MARCH 2024)*

- a. Please download the attached document, complete all required fields, and upload the completed form here.
- b. Note - Please use the March 2024 version of the form as previously dated versions of this form may delay the processing of any payments to the selected vendor.

- [Form_W-9_\(Rev_March_2024\).pdf](#)

*Response required

18 OPTIONAL DOCUMENTATION

18.1 TRADE SECRETS

- a. The Proposer's response to this solicitation is a public record pursuant to Florida law, which is subject to disclosure by the City under the State of Florida Public Records Law, Florida Statutes Chapter 119.07 ("Public Records Law"). The City shall permit public access to all documents, papers, letters or other material submitted in



connection with this solicitation and the Contract to be executed for this solicitation, subject to the provisions of Chapter 119.07 of the Florida Statutes.

- b. Any language contained in the Proposer's response to the solicitation purporting to require confidentiality of any portion of the Proposer's response to the solicitation, except to the extent that certain information is in the City's opinion a Trade Secret pursuant to Florida law, shall be void. If a Proposer submits any documents or other information to the City which the Proposer claims is Trade Secret information and exempt from Florida Statutes Chapter 119.07 ("Public Records Laws"), the Proposer shall clearly designate that it is a Trade Secret and that it is asserting that the document or information is exempt. The Proposer must specifically identify the exemption being claimed under Florida Statutes 119.07. The City shall be the final arbiter of whether any information contained in the Proposer's response to the solicitation constitutes a Trade Secret.
- c. EXCEPT FOR CLEARLY MARKED PORTIONS THAT ARE BONA FIDE TRADE SECRETS PURSUANT TO FLORIDA LAW, DO NOT MARK YOUR RESPONSE TO THE SOLICITATION AS PROPRIETARY OR CONFIDENTIAL. DO NOT MARK YOUR RESPONSE TO THE SOLICITATION OR ANY PART THEREOF AS COPYRIGHTED. ALL DOCUMENTS THAT THE FIRM PURPORTS TO BE CONFIDENTIAL, PROPRIETARY OR A TRADE SECRET SHALL BE UPLOADED TO THE OPENGOV WEBSITE AS A SEPARATE ATTACHMENT, IN THIS SECTION, CLEARLY IDENTIFYING THE EXEMPTION BEING CLAIMED UNDER FLORIDA STATUTES 119.07.
- d. The city's determination of whether an exemption applies shall be final, and the proposer agrees to defend, indemnify, and hold harmless the city and the city's officers, employees, and agent, against any loss or damages incurred by any person or entity as a result of the city's treatment of records as public records.

18.2 FINANCIAL STATEMENTS

- a. The City is NOT requesting the vendor to submit any financial statements for this project and prefers if the vendor does not submit financial statements. In addition, if the City needs a copy of the vendor's financial statements, the City can contact the vendor after the bid due date to request those documents. However, if the vendor does submit the financial statements, they should be uploaded in this section.
- b. Any claim of confidentiality on financial statements must be asserted at the time of submittal. The firm must identify the specific statute that authorizes the exemption from the Public Records Law. Please note that the financial statement exemption



provided for in Section 119.071(1)c, Florida Statutes only applies to submittals in response to a solicitation for a “public works” project.

18.3 ADDITIONAL INFORMATION

- a. Please provide any additional information that you deem necessary to complete your proposal in this section, if it has not been requested in another section.

19 VENDOR CLASSIFICATION

19.1 Is your firm a Local Pembroke Pines Vendor (LPPV) and Local Broward County Vendor (LBCV)?*

- a. The evaluation of competitive bids is subject to section 35.36 of the City's Procurement Procedures which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria as of the bid or proposal submission date stated in the solicitation. A local business shall be defined as:
 1. **"Local Pembroke Pines Vendor"** shall mean a business entity which has maintained a permanent place of business with full-time employees within the City limits for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the City of Pembroke Pines, **OR**;
 2. **"Local Broward County Vendor"** shall mean or business entity which has maintained a permanent place of business with full-time employees within the Broward County limits for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the Broward County or the city within Broward County where the business resides.
- b. A preference of five percent (5%) of the total evaluation point, or five percent (5%) of the total price, shall be given to the Local Pembroke Pines Vendor(s); A preference of two and a half percent (2.5%) of the total evaluation point for local, or two and a half percent (2.5%) of the total price, shall be given to the Local Broward County Vendor(s).

Yes

No



*Response required

When equals "Yes"

19.1.1 Please indicate your Local Vendor Status*

- Local Pembroke Pines Vendor (LPPV)
- Local Broward County Vendor (LBCV)

*Response required

When equals "Yes"

19.1.2 Local Vendor Preference Certification*

1. Please download the attached document, complete all required fields, and upload the completed form here.

- [Local Vendor Preference Cer...](#)

*Response required

When equals "Yes"

19.1.3 Local Business Tax Receipts*

1. If claiming Local Vendor Preference, please upload any previous business tax receipts to indicate that the business entity has maintained a permanent place of business for a minimum of one (1) year.

*Response required

19.2 Is your firm a Veteran Owned Small Business (VOSB)?*

- a. The evaluation of competitive bids is subject to section 35.37 of the City's Procurement Procedures which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to veteran owned small businesses. To satisfy this requirement, the vendor shall affirm in writing its compliance with the following objective criteria as of the bid or proposal submission date stated in the solicitation.
- b. A preference of two and a half percent (2.5%) of the total evaluation point, or two and a half percent (2.5%) of the total price, shall be given to the Veteran Owned Small Business (VOSB).

Yes

No

*Response required

When equals "Yes"



19.2.1 Upload the "Determination Letter" from the United States Department of Veteran Affairs Center notifying the business that they have been approved as a Veteran Owned Small Business (VOSB)

When equals "Yes"

19.2.2 Upload Veteran Owned Small Business Certification(s) from any relevant agency(ies)

19.3 Is your firm a Minority-Owned Business Enterprise (MBE)?*

Yes

No

*Response required

When equals "Yes"

19.3.1 Please indicate the classification of your Minority-Owned Business Enterprise (MBE)*

Select all that apply

African-American MBE

Asian-American MBE

Hispanic-American MBE

Native-American MBE

Other option not listed above

*Response required

When equals "Yes"

19.3.2 MBE Certification Documentation*

1. Upload your MBE Certification Documentation here, preferably with the State of Florida's Office of Supplier Diversity. If you have multiple MBE certifications, please combine them into one (1) document and upload.

2. Note for CCNA Projects: Pursuant to the Consultants' Competitive Negotiation Act ("CCNA"), a certified minority business enterprise is defined in accordance with the Florida Small and Minority Business Assistance Act. Pursuant to the Florida Small and Minority Business Assistance Act, a certified minority business enterprise is an entity that has been certified by the Florida Department of Management Services, Office of Supplier Diversity ("OSD"). Please provide proof of your certification by the Florida Department of Management Services, Office of Supplier Diversity ("OSD").

*Response required

19.4 Is your firm a Woman-Owned Business Enterprise (WBE)?*

Yes

No



*Response required

When equals "Yes"

19.4.1 WMBE Certification Documentation*

1. Upload your WMBE Certification Documentation here, preferably with the State of Florida's Office of Supplier Diversity. If you have multiple WMBE certifications, please combine them into one (1) document and upload.

*Response required

19.5 Is your firm a HubZone Business / Labor Surplus Area Firm?*

Yes

No

*Response required

When equals "Yes"

19.5.1 HubZone Business / Labor Surplus Area Firm Certification Documentation*

1. Upload your HubZone Business / Labor Surplus Area Firm Certification Documentation, preferably with the U.S. Small Business Administration (SBA). If you have multiple certifications, please combine them into one (1) document and upload.

*Response required

19.6 Is your firm a Broward County Small Business Enterprise (SBE)?*

Yes

No

*Response required

When equals "Yes"

19.6.1 SBE Certification Documentation*

1. Upload your SBE Certification Documentation from Broward County's Office of Economic and Small Business Development (OESBD). If you have multiple certifications, please combine them into one (1) document and upload.

*Response required

19.7 Is your firm a Broward County Business Enterprise (CBE)?*

Yes

No

*Response required

When equals "Yes"



19.7.1 CBE Certification Documentation*

1. Upload your CBE Certification Documentation from Broward County's Office of Economic and Small Business Development (OESBD). If you have multiple certifications, please combine them into one (1) document and upload.

*Response required

19.8 Is your firm a Broward County Disadvantaged Business Enterprise (DBE)?*

Yes
 No

*Response required

When equals "Yes"

19.8.1 DBE Certification Documentation*

1. Upload your DBE Certification Documentation from Broward County's Office of Economic and Small Business Development (OESBD). If you have multiple certifications, please combine them into one (1) document and upload.

*Response required

19.9 Does your firm have a Vendor Classification that was not listed above?*

Yes
 No

*Response required

When equals "Yes"

19.9.1 Other Vendor Classification Certification Documentation*

1. Upload your other Certification Documentation here. If you have multiple certifications, please combine them into one (1) document and upload.

*Response required



SECTION 6 - EVALUATION OF PROPOSALS & PROCESS OF SELECTION

A. Phase 1 - Qualifying Firms

1. Staff will evaluate all responsive qualification statements received from proposers who meet or exceed the bid requirements contained in the solicitation. Evaluations shall be based upon the information and references contained in the proposals as submitted. As such, the submittals should be as comprehensive as possible; clearly describing the details of services that the Proposer intends to provide.
2. The City will convene an Evaluation Committee and brief its members on the scope of the project and the services required. The Evaluation Committee will evaluate submittals based on the criteria outlined in this solicitation.
3. The Evaluation Committee shall have the option to short-list the qualified firms to **no less than three firms**. In addition, the Evaluation Committee **shall conduct discussions** and may require presentations from each of the short-listed firms regarding their:
 - a. **Qualifications;**
 - b. **Approach to the project; and**
 - c. **Ability to furnish the required services.**
4. As part of this process, the firms shall have officials of the appropriate management level present and representing the firm. The project manager should be available. The firm shall be prepared to present an overall briefing regarding the manner in which the contractual obligations will be accomplished.

B. Phase 2 - Selecting the Most Highly Qualified Firms

1. The Evaluation Committee shall select in order of preference **no fewer than three firms** deemed to be the most highly qualified to perform the required services based on the criteria outlined in this solicitation.

C. Tie-Breaker for the Aggregate Score Sheets

1. **Volume of Work Previously Awarded** - In the event a score results in a tie, the ranking for the tied vendors will be broken based on the volume of work previously awarded to each firm by the City, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms, as outlined in Florida Statute 287.055(4)(b).
2. **Drug-Free Workplace** - In the event the score still results in a tie, the ranking for the tied vendors will be broken by giving preference to a business that certifies that it has



implemented a drug-free workplace program on the Vendor Drug-Free Workplace Certification Form, as outlined in Florida Statute 287.087.

3. **Drawing Lots** - In the event the score still results in a tie, the ranking for the tied vendors will be broken by publicly drawing lots, as outlined in Chapter 35 of the City's Code of Ordinances.

D. Recommendation for Award

1. The Evaluation Committee will make a recommendation to the City Commission for award of contract and approval for the City Manager to negotiate a contract with the most qualified firm. The contract shall be awarded to the most responsive/responsible proposer whose proposal is determined to be the most advantageous to the City taking into consideration the evaluation criteria.
2. The City may request, accept and consider proposals for the compensation to be paid under the contract **only** during competitive negotiations.

E. Competitive Negotiation

1. In accordance with Florida Statute 287.055(5) "Competitive Negotiation," the City's Administrative Staff shall negotiate a contract with the most qualified firm for professional services at compensation which the agency determines is fair, competitive and reasonable. In making such determination, the City's Administrative Staff shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For any lump-sum or cost-plus-a-fixed-fee professional service contract **over \$195,000** (*the threshold amount provided in s. 287.017 for CATEGORY FOUR*), the City shall require the firm receiving the award to execute a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. Any professional service contract under which such a certificate is required must contain a provision that the original contract price and any additions thereto will be adjusted to exclude any significant sums by which the City determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments must be made within 1 year following the end of the contract.
2. Should the City's Administrative Staff be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price the City's Administrative Staff determines to be fair, competitive, and reasonable, negotiations with that firm must be formally terminated. The City's Administrative Staff shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm,



the City's Administrative Staff must terminate negotiations. The City's Administrative Staff shall then undertake negotiations with the third most qualified firm.

3. Should the City's Administrative Staff be unable to negotiate a satisfactory contract with any of the selected firms, the City's Administrative Staff shall select additional firms in the order of their competence and qualification and continue negotiations in accordance with this subsection until an agreement is reached.

F. Prohibition Against Contingent Fees

1. In accordance with Florida Statute 287.055(6) "Prohibition against Contingent Fees," each contract entered into by the City for professional services must contain a prohibition against contingent fees as follows:
 - a. "The architect (or registered surveyor and mapper or professional engineer, as applicable) warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the architect (or registered surveyor and mapper, or professional engineer, as applicable) to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the architect (or registered surveyor and mapper or professional engineer, as applicable) any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement."
2. For the breach or violation of this provision, the City shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

Evaluation Committee - Phase 1

No.	Evaluation Criteria							Scoring Method	Weight (Points)														
1.	Adequacy of Personnel / Ability of Professional Personnel The Evaluation Committee will utilize the following scale for scoring the "Quality Level" for the weighted criteria: <table border="1" style="margin-top: 10px;"> <tr> <td>Quality Level:</td> <td>Deficient</td> <td>Poor</td> <td>Fair</td> <td>Good</td> <td>Very Good</td> <td>Excellent</td> </tr> <tr> <td>Quality Score:</td> <td>0</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>							Quality Level:	Deficient	Poor	Fair	Good	Very Good	Excellent	Quality Score:	0	1	2	3	4	5	0-5 Points	25 (25% of Total)
Quality Level:	Deficient	Poor	Fair	Good	Very Good	Excellent																	
Quality Score:	0	1	2	3	4	5																	



2.	<p>Past Record / Past Performance</p> <p>The Evaluation Committee will utilize the following scale for scoring the "Quality Level" for the weighted criteria:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Quality Level:</td><td>Deficient</td><td>Poor</td><td>Fair</td><td>Good</td><td>Very Good</td><td>Excellent</td></tr> <tr> <td>Quality Score:</td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </table>	Quality Level:	Deficient	Poor	Fair	Good	Very Good	Excellent	Quality Score:	0	1	2	3	4	5	0-5 Points	25 (25% of Total)
Quality Level:	Deficient	Poor	Fair	Good	Very Good	Excellent											
Quality Score:	0	1	2	3	4	5											
3.	<p>Capabilities</p> <p>The Evaluation Committee will utilize the following scale for scoring the "Quality Level" for the weighted criteria:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Quality Level:</td><td>Deficient</td><td>Poor</td><td>Fair</td><td>Good</td><td>Very Good</td><td>Excellent</td></tr> <tr> <td>Quality Score:</td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </table>	Quality Level:	Deficient	Poor	Fair	Good	Very Good	Excellent	Quality Score:	0	1	2	3	4	5	0-5 Points	25 (25% of Total)
Quality Level:	Deficient	Poor	Fair	Good	Very Good	Excellent											
Quality Score:	0	1	2	3	4	5											
4.	<p>Experience (of the firm or individual)</p> <p>The Evaluation Committee will utilize the following scale for scoring the "Quality Level" for the weighted criteria:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Quality Level:</td><td>Deficient</td><td>Poor</td><td>Fair</td><td>Good</td><td>Very Good</td><td>Excellent</td></tr> <tr> <td>Quality Score:</td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </table>	Quality Level:	Deficient	Poor	Fair	Good	Very Good	Excellent	Quality Score:	0	1	2	3	4	5	0-5 Points	25 (25% of Total)
Quality Level:	Deficient	Poor	Fair	Good	Very Good	Excellent											
Quality Score:	0	1	2	3	4	5											

Evaluation Committee - Phase 2

No.	Evaluation Criteria	Scoring Method	Weight (Points)														
1.	<p>Adequacy of Personnel / Ability of Professional Personnel</p> <p>The Evaluation Committee will utilize the following scale for scoring the "Quality Level" for the weighted criteria:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Quality Level:</td><td>Deficient</td><td>Poor</td><td>Fair</td><td>Good</td><td>Very Good</td><td>Excellent</td></tr> <tr> <td>Quality Score:</td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </table>	Quality Level:	Deficient	Poor	Fair	Good	Very Good	Excellent	Quality Score:	0	1	2	3	4	5	0-5 Points	25 (25% of Total)
Quality Level:	Deficient	Poor	Fair	Good	Very Good	Excellent											
Quality Score:	0	1	2	3	4	5											



2.	<p>Past Record / Past Performance</p> <p>The Evaluation Committee will utilize the following scale for scoring the "Quality Level" for the weighted criteria:</p> <table border="1" data-bbox="290 354 992 544"> <thead> <tr> <th>Quality Level:</th><th>Deficient</th><th>Poor</th><th>Fair</th><th>Good</th><th>Very Good</th><th>Excellent</th></tr> </thead> <tbody> <tr> <td>Quality Score:</td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </tbody> </table>	Quality Level:	Deficient	Poor	Fair	Good	Very Good	Excellent	Quality Score:	0	1	2	3	4	5	0-5 Points	25 (25% of Total)
Quality Level:	Deficient	Poor	Fair	Good	Very Good	Excellent											
Quality Score:	0	1	2	3	4	5											
3.	<p>Firm's Understanding and Approach to the Work</p> <p>The Evaluation Committee will utilize the following scale for scoring the "Quality Level" for the weighted criteria:</p> <table border="1" data-bbox="290 692 992 882"> <thead> <tr> <th>Quality Level:</th><th>Deficient</th><th>Poor</th><th>Fair</th><th>Good</th><th>Very Good</th><th>Excellent</th></tr> </thead> <tbody> <tr> <td>Quality Score:</td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </tbody> </table>	Quality Level:	Deficient	Poor	Fair	Good	Very Good	Excellent	Quality Score:	0	1	2	3	4	5	0-5 Points	32.5 (32.5% of Total)
Quality Level:	Deficient	Poor	Fair	Good	Very Good	Excellent											
Quality Score:	0	1	2	3	4	5											
4.	<p>Willingness to meet time and budget requirements</p> <p>The Evaluation Committee will utilize the following scale for scoring the "Quality Level" for the weighted criteria:</p> <table border="1" data-bbox="290 1030 992 1220"> <thead> <tr> <th>Quality Level:</th><th>Deficient</th><th>Poor</th><th>Fair</th><th>Good</th><th>Very Good</th><th>Excellent</th></tr> </thead> <tbody> <tr> <td>Quality Score:</td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </tbody> </table>	Quality Level:	Deficient	Poor	Fair	Good	Very Good	Excellent	Quality Score:	0	1	2	3	4	5	0-5 Points	5 (5% of Total)
Quality Level:	Deficient	Poor	Fair	Good	Very Good	Excellent											
Quality Score:	0	1	2	3	4	5											
5.	<p>Recent, current, and projected workloads of the firms</p> <p>The Evaluation Committee will utilize the following scale for scoring the "Quality Level" for the weighted criteria:</p> <table border="1" data-bbox="290 1368 992 1558"> <thead> <tr> <th>Quality Level:</th><th>Deficient</th><th>Poor</th><th>Fair</th><th>Good</th><th>Very Good</th><th>Excellent</th></tr> </thead> <tbody> <tr> <td>Quality Score:</td><td>0</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> </tbody> </table>	Quality Level:	Deficient	Poor	Fair	Good	Very Good	Excellent	Quality Score:	0	1	2	3	4	5	0-5 Points	5 (5% of Total)
Quality Level:	Deficient	Poor	Fair	Good	Very Good	Excellent											
Quality Score:	0	1	2	3	4	5											



<p>6. Location</p> <p>The Evaluation Committee will utilize the following when calculating the weighted score of each vendor related to the Location criteria.</p> <p>The Location submitted by each proposer will be entered into Google Maps and the <u>shortest distance, in miles (not minutes)</u>, shown on Google Maps from the proposer's location to the City's address of City Hall, 601 City Center Way, Pembroke Pines, FL 33025 will be used to determine the Shortest Distance from of the proposer's location.</p> <p>Then the Shortest Overall Distance will be divided by Proposer "X" Shortest Distance times the Maximum Available Points for the Pricing Criteria = Proposer "X" Location Score.</p> <p><i>Example: If the Maximum Points Available for the "Location" criteria is 5 points, the scores would be calculated as follows, based on the sample data for the five firms listed below:</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; padding: 5px;">Firm</th><th style="text-align: center; padding: 5px;">Shortest Distance</th><th style="text-align: center; padding: 5px;">Calculation</th><th style="text-align: center; padding: 5px;">Points</th></tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;">A</td><td style="text-align: center; padding: 5px;">11.70 miles</td><td style="text-align: center; padding: 5px;">11.70/11.70 x 5 points</td><td style="text-align: center; padding: 5px;">5.00</td></tr> <tr> <td style="text-align: center; padding: 5px;">B</td><td style="text-align: center; padding: 5px;">12.70 miles</td><td style="text-align: center; padding: 5px;">11.70/12.70 x 5 points</td><td style="text-align: center; padding: 5px;">4.61</td></tr> <tr> <td style="text-align: center; padding: 5px;">C</td><td style="text-align: center; padding: 5px;">14.10 miles</td><td style="text-align: center; padding: 5px;">11.70/14.10 x 5 points</td><td style="text-align: center; padding: 5px;">4.15</td></tr> <tr> <td style="text-align: center; padding: 5px;">D</td><td style="text-align: center; padding: 5px;">18.20 miles</td><td style="text-align: center; padding: 5px;">11.70/18.20 x 5 points</td><td style="text-align: center; padding: 5px;">3.21</td></tr> <tr> <td style="text-align: center; padding: 5px;">E</td><td style="text-align: center; padding: 5px;">21.20 miles</td><td style="text-align: center; padding: 5px;">11.70/21.20 x 5 points</td><td style="text-align: center; padding: 5px;">2.76</td></tr> </tbody> </table> <p><i>Note - Firm "A" had the shortest overall distance of 11.70 miles when compared to all of the firms.</i></p>	Firm	Shortest Distance	Calculation	Points	A	11.70 miles	11.70/11.70 x 5 points	5.00	B	12.70 miles	11.70/12.70 x 5 points	4.61	C	14.10 miles	11.70/14.10 x 5 points	4.15	D	18.20 miles	11.70/18.20 x 5 points	3.21	E	21.20 miles	11.70/21.20 x 5 points	2.76	<p>Points Based</p> <p>2.5 (2.5% of Total)</p>
Firm	Shortest Distance	Calculation	Points																						
A	11.70 miles	11.70/11.70 x 5 points	5.00																						
B	12.70 miles	11.70/12.70 x 5 points	4.61																						
C	14.10 miles	11.70/14.10 x 5 points	4.15																						
D	18.20 miles	11.70/18.20 x 5 points	3.21																						
E	21.20 miles	11.70/21.20 x 5 points	2.76																						



7.	Local Vendor Preference/Veteran Owned Small Business Preference	Points Based	5 (5% of Total)
	<p>Please note that the Local Vendor Preference is used to evaluate the submittals received from proposers and are assigned point totals, a preference of five (5) points of the total evaluation point shall be given to the Local Pembroke Pines Vendor(s); a preference of two and a half (2.5) points of the total evaluation point shall be given to the Local Broward County Vendor(s), all other vendors shall receive zero (0) points. Vendors must submit the attached Local Vendor Preference Certification Form in order to qualify for these evaluation points.</p> <p>Veteran Owned Small Business (VOSB) is also used to evaluate the submittals received from proposers and are assigned point totals, a preference of two and a half (2.5) points of the total evaluation point shall be given to the Veteran Owned Small Businesses. Vendors must submit the attached Veteran Owned Small Business Preference Certification Form in order to qualify for these evaluation points.</p> <p>Please note that if a business qualifies for both Local Vendor Preference and Veteran-Owned Small Business Preference, only the higher point value will be awarded. Combined points for both preferences will not be granted.</p> <p>All other vendors shall receive zero (0) points.</p>		