



WASTEWATER TREATMENT PLANT PROCESS ENGINEERING, PUMPING AND FORCE MAINS

REQUEST FOR QUALIFICATION # PSUT-25-11

Issuance of Solicitation: Tuesday, November 25, 2025

Questions Due Date: Monday, December 8, 2025

Bid Submission Deadline: Tuesday, December 23, 2025

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
9. LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS



SECTION 1 - NOTICE

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

RFQ # PSUT-25-11

Wastewater Treatment Plant Process Engineering, Pumping and Force Mains

Solicitations may be found on the City of Pembroke Pines website under the Procurement Department at <http://www.ppines.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, December 23, 2025, electronically at <https://procurement.opengov.com/portal/pembrokepines/projects/195484>.

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:



City of Pembroke Pines

- 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 Project Timeline

This contract shall be for an initial **three (3) year** period with **two (2) additional one-year** renewal terms.

2.2 Tentative Schedule of Events

Issuance of Solicitation (Posting Date):	November 25, 2025
Question Due Date:	December 8, 2025, 11:30pm
Issuance of Final Answers to Questions:	December 11, 2025
Bid Submission Deadline:	December 23, 2025, 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)

2.3 Pre-Bid Meeting

This project will not have a pre-bid meeting.

2.4 Estimated Project Cost

Not applicable. Staff proposes to present every work authorization under this contract in excess of the threshold (\$25,000) stated under Section 35.21(A)(1) of the City's Code of Ordinances, as may be amended from time to time, to City Commission for approval.

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 owns and operates one (1) wastewater treatment plant with a permitted annual average daily flow of 9.5 MGD and capacity of 10.45 MGD Three Month Average Daily Flow (TMADF), approximately 420 miles of gravity sewer collection system, 197 wastewater lift stations, and about 40 miles of force mains which have been in service since the 1970's.

Similar to other infrastructure rehabilitation and replacement projects, the plant and systems need to be evaluated, and projects must be planned and funded to maintain adequate levels of service and reliability. Due to the age of several processes, equipment, and materials the City of Pembroke Pines recognizes concerns about the remaining useful life and conditions for operation and must commit a significant undertaking to extend useful life or replace much of its infrastructure.

It is the intent of the city to award projects in this Request for Qualifications that will have a construction cost greater than \$325,000 each, but no more than \$7,500,000 in accordance with the limits of the Consultants Competitive Negotiations Act (CCNA), F.S.287.055(2)(g).

In addition, due to the nature and volume of this work required, consistency is desired by the City in the capability to commit available resources for design and implementation of process improvements. Therefore, staff recommends the City advertise for a Continuing Contract for Process Engineering Services in accordance with the CCNA.

The City of Pembroke Pines is seeking statements of qualifications from qualified firms, hereinafter referred to as the Consultant, to serve in the capacity of Professional Engineering Services, in accordance with the terms, conditions, and specifications contained in this solicitation.

The City anticipates on establishing a "Continuing Contract" as defined by Florida Statute 287.055(2)(g), with a pool of firms that can be used on an as needed basis. The intent of the RFQ is to select a pool of firms that can provide all required services including planning, conceptual or detailed design, permitting, and construction services.

Firms may not submit responses which include sub-consultants, or additional firms forming a team for consideration in this selection. Firms are expected to have all the necessary expertise to design the subject improvements in-house. Sub-consultants and/or additional firms may be allowed for ancillary requirements only. Hence, the City will require the selected Consultant to submit each sub-consultant for pre-approval by the City prior to including them within each or all scope of services once the Consultant is selected.

No minimum amount of professional services or compensation will be assured to the firm that is awarded, and the CITY shall preserve its option to retain other professional service firms or perform work "in-house" for any particular project or assignment at its sole discretion.

The City shall encourage the awarded firms to submit annual statements of qualifications and performance data. In addition, the City may also re-solicit these services to replace the professional service provider, at any time, as needed.

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 scope of this Agreement includes multiple projects for the City's wastewater collection and conveyance system and wastewater treatment plant or irrigational reuse treatment processes or reuse distribution system. The location and nature of improvements for each project are subject to change by the City prior to execution of each Agreement. If any of the below listed projects do not meet the threshold of the Consultants Competitive Negotiation Act (CCNA), the City reserves its right to utilize the services of another Consultant to complete the particular project.

The following work associated with this Continuing Services Agreement (CSA) may contain new or improvements to existing grading, paving, drainage, underground utilities, and above ground utilities, structural, electrical, mechanical, and landscaping work, and may include:

1. Reconstruction projects.
2. Projects included in the City of Pembroke Pines 2023 Utilities Comprehensive Master Plan.
3. Projects included in the City of Pembroke Pines Capital Improvement Program.
4. Wastewater Infrastructure Projects at the city's wastewater treatment plant or within or outside the city's current sewer collection system.
5. Improvements and expansions to existing Wastewater Treatment processes or discharge piping or deep injection, or monitoring wells, pressure relief systems, valves, storage tanks or storage and mechanical operations buildings, surge (primary sedimentation) or effluent storage tanks, storage and distribution systems, reuse treatment, walkways and platforms.
6. Construction of, rehabilitation, repairs or replacement or abandonment of wells, construction of, rehabilitation, repairs or replacement or abandonment of monitor wells.
7. Miscellaneous repairs, improvements, replacements, additions and upgrades to engineered utility operational structures, metal buildings or roofing systems, coatings, HVAC and mechanical systems.
8. Wastewater headworks, wastewater treatment units, return activated sludge and waste activated sludge pumping stations, aeration basins, secondary or tertiary clarifiers, odor control systems, chlorine contact tanks, or disinfection systems, transfer pumping and surge control systems.
9. Sludge thickening and dewatering or thermal drying processes, solids stabilization or chemical or biological treatment processes, piping, valves, pumps, drives, electrical, computers, instrumentation and controls, programming, software, sensors and equipment.
10. Various water, wastewater, administrative or support facility site work or security systems including landscaping, irrigation, asphalt paving, concrete sidewalk, curbs and wheel stops, pavement markings, signs, fencing, lights, cameras and equipment.
11. Chemical systems and tank replacements and/or improvements.
12. Control systems and PLC testing, upgrades and replacements.
13. Improvements, replacements and new biosolids or lime sludge solids residual management systems.



14. Periodic updates to wastewater models and related calibrations, QA/QC and optimization analyses.

15. New permits, permit tracking, permit compliance monitoring and permit renewals for water or wastewater infrastructure or facilities including operating permits, hazardous materials storage, industrial user surveys, reporting or compliance investigations, perform sanitary sewer evaluation surveys (SSES), Infiltration and Inflow evaluations, assessments, basin improvements, sampling, testing, monitoring, compliance and improvements to meet existing or new rules.

16. Provide construction and operation and maintenance cost estimating, rate studies, fee analyses, cost economic analyses, feasibility studies, public education, risk assessments including collection system criticality analyses, process and system optimization analyses, treatment technologies studies pilot testing and analyses, constructability reviews, construction management services (CMS), value engineering and quality assurance/quality control (QA/QC) reviews for wastewater projects, reports and analyses.

17. Provide modeling, design and construction services for wastewater lift stations and force main projects.

18. Engineering Consultant shall be capable of providing the complementary services for water or wastewater services for those projects in which the City, in its sole discretion, deems it more economical and expedient to utilize the services of that consultant to design the EXHIBIT "A" facilities as one project. (e.g. Wastewater consultant designing a lift station must also provide water service to that station for cleaning it).

19. Treatment Plants Perimeter Buffer wall(s), fences, and access control system improvements or repairs.

20. Wastewater Master Plan, future development or periodic updates or analyses through the term of the Agreement.

21. Utility Atlas Updates, CADD, GIS, SCADA, database, asset and information management services.

4.2 Capital Project Projections

PSUT-25-11 Wastewater Engineering Services				
#	Project	Timeframe	Project Cost	Funding Year
1	Force Main, Air Release Valves and Valve Replacements	2025-2030	\$276,300	2025-2026
2	SCADA Lift Station Replacement RTU's & Telemetry Impr.	2026-2028	\$1,960,000	2026-2027
3	Infiltration & Inflow Basin Impr.	2025-2030	\$5,642,000	2025-2030
4	Lift Station Rehabilitation, Replacements, and Repairs	2025-2030	\$24,000,000	2025-2030
5	Rehabilitate WW Treatment Units	2025-2030	\$6,000,000	2025-2030
	Total		\$37,878,300	

4.3 Pool Management

The City shall use this solicitation to establish a pool of qualified firms and enter into separate agreements with each selected firm. When a new project comes up, the City will send project details to all qualified firms in the pool. Each request will include a defined scope of work and required schedule. The City will evaluate interested firms based on qualifications, approach, availability, and capacity, and will prioritize award accordingly.



The City shall first attempt to negotiate with the most qualified firm. If that firm cannot meet the required schedule, capacity, or negotiate a fair and reasonable compensation, negotiations shall be terminated, and the City may negotiate with the second-ranked firm, then third, in accordance with § 287.055.

Services shall be provided on an as-needed basis; inclusion in the prequalified pool does not guarantee any work or any right of selection for any particular project.



SECTION 5 - SUBMITTAL DOCUMENTS

Bids must be submitted electronically at <https://procurement.opengov.com/portal/pembrokepines> on or before **2:00 pm on Tuesday, December 23, 2025**. 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 PRIMARY LOCATION & SINGLE POINT OF CONTACT

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

*Response required

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

*Response required

3 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.

- 3.1 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



3.2 Describe the size of your firm.*

*Response required

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

*Response required

3.4 Describe your firm's range of activities.*

*Response required

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

*Response required

3.6 Do you have a minimum of ten (10) years of experience? Please provide proof of such experience.*

*Response required

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

*Response required

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

*Response required

3.9 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

3.10 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

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

*Response required

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

*Response required

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

*Response required

3.14 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

4 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.

4.1 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

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

*Response required

4.3 Include details of your approach and work plans.*

*Response required

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

*Response required

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

*Response required

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

*Response required

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

*Response required

4.8 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

4.9 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

5 WILLINGNESS TO MEET TIME AND BUDGET REQUIREMENTS

This solicitation is for the award of a continuing contract. The specific projects details requiring professional services under the agreement have not yet been identified. However, in general, please explain your firm's approach in meeting "project specific" time and budget requirements and indicate whether CONSULTANT is committed to meet these requirements when identified in this agreement.

The continuing contract shall be used for professional services for projects in which the estimated construction cost of each individual project under the contract does not exceed \$7.5 million, or for study activities in which the fee for professional services for each individual study under the contract does not exceed \$500,000, or as further allowed, or amended from time to time, in Florida Statute 287.055.

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.

Timeline: The City intends to award a continuing contract to one firm. The initial term of the agreement will be for an initial **three (3) year** period. The Agreement may be renewed for **two (2) additional one-year** terms upon mutual consent, evidenced by a written Amendment to the Agreement extending the term thereof.

5.1 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

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

*Response required

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

*Response required

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

*Response required

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

*Response required

5.6 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

5.7 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

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

*Response required

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

*Response required

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

*Response required

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

*Response required



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

*Response required

5.13 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

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

*Response required

6 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.

6.1 Recent Workload: Describe your recent workload.*

*Response required

6.2 Current Workload: Describe your current workload.*

*Response required

6.3 Projected Workload: Describe your projected workload.*

*Response required

7 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.

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

*Response required

7.2 Reference Contact Information - Reference's Business Address*

*Response required

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

*Response required

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

*Response required

7.5 Reference Contact Information - Reference's Phone Number*

*Response required

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

☐ Yes

☐ No

*Response required

7.7 Project Information - Name of Contactor Performing the Work*

*Response required

7.8 Project Information - Name and location of the project*

*Response required

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

*Response required

7.10 Project Information - Project Duration*

*Response required

7.11 Project Information - Completion (Anticipated) Date*

*Response required

7.12 Project Information - Size of Project*

*Response required

7.13 Project Information - Cost of Project*

*Response required

8 REFERENCE # 2



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 # 3

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 # 4

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

10.2 Reference Contact Information - Reference's Business Address

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

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

10.5 Reference Contact Information - Reference's Phone Number

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

☐ Yes

☐ No



- 10.7 Project Information - Name of Contactor Performing the Work
- 10.8 Project Information - Name and location of the project
- 10.9 Project Information - Nature of the firm's responsibility on the project and work for which staff was responsible for
- 10.10 Project Information - Project Duration
- 10.11 Project Information - Completion (Anticipated) Date
- 10.12 Project Information - Size of Project
- 10.13 Project Information - Cost of Project

11 REFERENCE # 5

- 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 PROJECT DOCUMENTS

- 12.1 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

- 12.2 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



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

13.1 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

13.2 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

13.3 Did you select option B1 or B2 above?*

- ☐ Yes
- ☐ No

*Response required

When equals "Yes"

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

*Response required

13.4 Did you select option B3 above?*

- ☐ Yes
- ☐ No

*Response required

When equals "Yes"

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

*Response required

14 EQUAL BENEFITS CERTIFICATION FOR DOMESTIC PARTNERS AND ALL MARRIED COUPLES

14.1 EQUAL BENEFITS CERTIFICATION FORM*

- a. Please download the attached document, complete all required fields, and upload the completed form here.
- [Equal Benefits Certificatio...](#)

*Response required

14.2 Equal Benefits Status*

- Which option did you select on the Equal Benefits Certification Form:
 - A. Contractor currently complies with the requirements of this section; or



- B. Contractor will comply with the conditions of this section at the time of contract award; or
- C. Contractor will not comply with the conditions of this section at the time of contract award; or
- D. Contractor does not comply with the conditions of this section because of the following allowable exemption (Check only one box below):
 - 1. The Contractor does not provide benefits to employees' spouses in traditional marriages;
 - 2. The Contractor provides an employee the cash equivalent of benefits because the Contractor is unable to provide benefits to employees' Domestic Partners or spouses despite making reasonable efforts to provide them. To meet this exception, the Contractor shall provide a notarized affidavit that it has made reasonable efforts to provide such benefits. The affidavit shall state the efforts taken to provide such benefits and the amount of the cash equivalent. Cash equivalent means the amount of money paid to an employee with a Domestic Partner or spouse rather than providing benefits to the employee's Domestic Partner or spouse. The cash equivalent is equal to the employer's direct expense of providing benefits to an employee's spouse;
 - 3. The Contractor is a religious organization, association, society, or any non-profit charitable or educational institution or organization operated supervised or controlled by or in conjunction with a religious organization, association, or society;
 - 4. The Contractor is a governmental agency;

- ☐ A) Contractor currently complies.
- ☐ B) Will comply by contract award.
- ☐ C) Will not comply.
- ☐ D1) Does not comply due to an exemption: No spousal benefits for anyone.
- ☐ D2) Does not comply due to an exemption: Provides cash equivalent after trying.
- ☐ D3) Does not comply due to an exemption: Religious or related nonprofit.
- ☐ D4) Does not comply due to an exemption: Government agency.

*Response required

14.3 Did you select option D2 above?*

- ☐ Yes
- ☐ No



*Response required

When equals "Yes"

14.3.1 Please upload a notarized affidavit detailing the reasonable efforts made to provide benefits to employees' Domestic Partners or spouses, along with the amount of the cash equivalent provided.*

*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 Statutes, 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.

18.4 PROFESSIONAL LICENSES

- a. If applicable, please upload any professional licenses that may be required to perform the services outlined in the solicitation.

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. CCNA - Continuing Contract

1. The City of Pembroke Pines intends to enter into a “continuing contract”, as defined by Florida Statute 287.055(2)(g), with one firm which can be used on an as needed basis. The continuing contract shall be used for professional services for projects in which the estimated construction cost of each individual project under the contract does not exceed \$7.5 million, or for study activities in which the fee for professional services for each individual study under the contract does not exceed \$500,000, or for work of a specified nature as outlined in the contract, or as further allowed, or amended from time to time, in Florida Statute 287.055.
2. No minimum amount of professional services or compensation will be assured to the firm that is awarded and the City shall preserve its option to retain other professional service firms or to perform work “in-house” for any particular project or assignment at its sole discretion.
3. The City shall encourage the awarded firm to submit, annually, statements of qualifications and performance data. In addition, the City may also re-solicit these services to replace the professional service provider, at any time, as needed.

B. 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.

C. 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.

D. 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.

E. 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.

F. 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.

G. 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><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 <i>(25% of Total)</i>
Quality Level:	Deficient	Poor	Fair	Good	Very Good	Excellent											
Quality Score:	0	1	2	3	4	5											
2.	Past Record / Past Performance The Evaluation Committee will utilize the following scale for scoring the "Quality Level" for the weighted criteria: <table><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 <i>(25% of Total)</i>
Quality Level:	Deficient	Poor	Fair	Good	Very Good	Excellent											
Quality Score:	0	1	2	3	4	5											
3.	Capabilities The Evaluation Committee will utilize the following scale for scoring the "Quality Level" for the weighted criteria: <table><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 <i>(25% of Total)</i>
Quality Level:	Deficient	Poor	Fair	Good	Very Good	Excellent											
Quality Score:	0	1	2	3	4	5											
4.	Experience (of the firm or individual) The Evaluation Committee will utilize the following scale for scoring the "Quality Level" for the weighted criteria: <table><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 <i>(25% of Total)</i>
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.	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><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 <i>(25% of Total)</i>
Quality Level:	Deficient	Poor	Fair	Good	Very Good	Excellent											
Quality Score:	0	1	2	3	4	5											
2.	Past Record / Past Performance The Evaluation Committee will utilize the following scale for scoring the "Quality Level" for the weighted criteria: <table><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 <i>(25% of Total)</i>
Quality Level:	Deficient	Poor	Fair	Good	Very Good	Excellent											
Quality Score:	0	1	2	3	4	5											
3.	Firm’s Understanding and Approach to the Work The Evaluation Committee will utilize the following scale for scoring the "Quality Level" for the weighted criteria: <table><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	32.5 <i>(32.5% of Total)</i>
Quality Level:	Deficient	Poor	Fair	Good	Very Good	Excellent											
Quality Score:	0	1	2	3	4	5											
4.	Willingness to meet time and budget requirements The Evaluation Committee will utilize the following scale for scoring the "Quality Level" for the weighted criteria: <table><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	5 <i>(5% of Total)</i>
Quality Level:	Deficient	Poor	Fair	Good	Very Good	Excellent											
Quality Score:	0	1	2	3	4	5											



5.	Recent, current, and projected workloads of the firms The Evaluation Committee will utilize the following scale for scoring the "Quality Level" for the weighted criteria: <table><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	5 (5% of Total)										
Quality Level:	Deficient	Poor	Fair	Good	Very Good	Excellent																					
Quality Score:	0	1	2	3	4	5																					
6.	Location The Evaluation Committee will utilize the following when calculating the weighted score of each vendor related to the Location criteria. 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. 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. <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> <table><tr><td>Firm</td><td>Shortest Distance</td><td>Calculation</td><td>Points</td></tr><tr><td>A</td><td>11.70 miles</td><td>11.70/11.70 x 5 points</td><td>5.00</td></tr><tr><td>B</td><td>12.70 miles</td><td>11.70/12.70 x 5 points</td><td>4.61</td></tr><tr><td>C</td><td>14.10 miles</td><td>11.70/14.10 x 5 points</td><td>4.15</td></tr><tr><td>D</td><td>18.20 miles</td><td>11.70/18.20 x 5 points</td><td>3.21</td></tr><tr><td>E</td><td>21.20 miles</td><td>11.70/21.20 x 5 points</td><td>2.76</td></tr></table> <i>Note - Firm "A" had the shortest overall distance of 11.70 miles when compared to all of the firms.</i>	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	Points Based	2.5 (2.5% of Total)
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 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. 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. 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. All other vendors shall receive zero (0) points.	Points Based	5 (5% of Total)
----	---	--------------	----------------------------