

# Design & Post Services – Poinciana Drive

## CCNA # PSEN-18-02-05

General Information							
Project Cost Estimate	The City anticipates the cost of the	See Section 1.5 /					
	professional services to be approximately	Tab 5					
	\$89,000.						
Estimated Timeline	The timeline for the consultant to complete	See Section 1.5 /					
	the design services would be 5 months	Tab 5					
	days from award of the contract.						
Evaluation of Proposals	Evaluation Committee	See Section 1.6					
Mandatory / Non-Mandatory	Not Applicable	Not Applicable					
Pre-Bid Meeting							
Question Due Date	May 5, 2019	See Section 1.7					
Proposals will be accepted until	2:00 p.m. on March 13, 2019	See Section 1.7					
Proposal Security / Bid Bond	Not Applicable	Not Applicable					
Payment and Performance Bonds	Not Applicable	Not Applicable					

### THE CITY OF PEMBROKE PINES PURCHASING DIVISION 8300 SOUTH PALM DRIVE PEMBROKE PINES, FLORIDA 33025 (954) 518-9020



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## **SECTION 1 - INSTRUCTIONS**

## 1.1 NOTICE

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

#### CCNA # PSEN-18-02-05 Design & Post Services – Poinciana Drive

Solicitations may be obtained from the City of Pembroke Pines website at <u>http://www.ppines.com/index.aspx?NID=667</u> and on the <u>www.BidSync.com</u> website.

If you have any problems downloading the solicitation, please contact the BidSync Support line at 1-800-990-9339.

If additional information help is needed with downloading the solicitation package please contact the Purchasing Office at (954) 518-9020 or by email at <u>purchasing@ppines.com</u>. The Purchasing Office hours are between 7:00 a.m. - 6:00 p.m. on Monday through Thursday and is located at 8300 South Palm Drive, Pembroke Pines, Florida 33025.

The City requires all questions relating to the solicitation be entered through the "Ask a Question" option tab available on the BidSync website. Responses to the questions will be provided online at www.bidsync.com. Such request must be received by the "Question Due Date" stated in the solicitation. The issuance of a response via BidSync is considered an Addendum and shall be the only official method whereby such an interpretation or clarification will be made.

**Proposals will be accepted until 2:00 p.m., Monday, May 13, 2019.** Proposals must be **submitted electronically at <u>www.BidSync.com</u>**. The sealed electronic proposals will be publicly opened at 2:30 p.m. by the City Clerk's Office, in the City Hall Administration Building, 4<sup>th</sup> Floor Conference Room located at 601 City Center Way, Pembroke Pines, Florida, 33025.

### **1.2 PURPOSE**

The City of Pembroke Pines is seeking firms to provide roadway design engineering, geotechnical, permitting and post design services for the improvements to Poinciana Drive from Pembroke Road to Cypress Drive. Improvements include but are not limited to milling and resurfacing existing 20 wide roadway, roadway widening to 24 feet, addition of a 6-foot wide sidewalk, drainage calculations, permitting with the City and South Broward Drainage District, cost estimating, bidding assistance, post design construction observation and engineering services during construction, in accordance with the terms, conditions, and specifications contained in this solicitation and in accordance with the Consultant's Competitive Negotiation Act (C.C.N.A. – Florida Statute 287.055).

The City has included Attachment A "Schematic Design Plans" by the City.

## **1.3 BACKGROUND**

At the City Commission meeting on September 17, 2018, the following firms were selected to be included in the pool of Professional Services Providers for the specified Disciplines. In accordance with 287.055 FS, the City intends to competitively select firms from the pool and negotiate a contract with the most qualified firm for the specified professional services.

#	Firm	General Civil & Environmental Engineering	Treatment Plant Process Engineering	Electrical Engineering	Geotechnical	Structural Engineering	Land Surveying	General Architectural	Landscape Architecture	Hydro-Geological	FDOT Roadway Engineering
1	3FM Engineering, Inc			X							
2	A.D.A. Engineering, Inc	Х		X							Х
3	AMBRO, Inc	Х									
4	Avirom & Associates, Inc						Х				
5	Bailey Engineering Consultants, Inc			Х							
6	Baxter & Woodman, Inc. (Matthews Consulting)	Х					Χ				
7	Biscayne Engineering Company, Inc						Х				
8	Calvin, Giordano & Associates, Inc	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
9	Carollo Engineers, Inc		Х								
10	Cartaya and Associates, P.A							Х			
11	CES Consultants, Inc	Х			Х	Х	Х		Х		Х
12	CES Engineering Services, LLC (Consulting Engineering Services)			х							
13	Chen Moore and Associates, Inc	Х							Х		
14	Connect Consulting, Inc									Х	
15	CPH, Inc	Х	Х				Х	Х	Х		Х
16	CPZ Architects, Inc							Х			
17	Craven, Thompson & Associates, Inc	Х					Х		Х		
18	Debora L. Fields (DL Fields Consultants, LLC)							Х			

19	EBS Engineering, Inc	Х									ĺ
20	Engenuity Group, Inc	Х					Х				
21	Florida Technical Consultants, LLC	Х									
22	GFA International, Inc				Х					Х	
23	Ingemel S.A. LLC	Х	Х	Х		Х	Х				
24	Keith and Schnars, P.A						Х		Х		Х
25	Kimley-Horn and Associates, Inc	Х	Х	Х	Х	Х	Х		Х	Х	Х
26	Lakdas-Yohalem Engineering, Inc					Х					
27	MARLIN Engineering, Inc						Х				Х
28	Miller Legg & Associates, Inc						Х		Х		
29	Netta Architects, LLC							Х			
30	Premiere Design Solutions	Х					Х				Х
31	R.J. Behar & Company, Inc	Х				Х					Х
32	Saltz Michelson Architects, Inc	Х		Х	Х	Х	Х	Х	Х		Х
33	Slattery & Associates Architects Planners, Inc							Х			
34	Synalovski Romanik Saye, LLC							Х			
35	Tierra South Florida, Inc				Х						
	Count	16	5	8	6	7	15	9	9	4	10

### **1.4 PROFESSIONAL SERVICE DISCIPLINES USED FOR THIS PROJECT**

The following professional service disciplines will be utilized for this project:

• General Civil and Environmental Engineering Services

### **1.5 PROPOSAL REQUIREMENTS**

The following documents will need to be completed, scanned and submitted through <u>www.bidsync.com</u> as part of the bidder's submittal. The proposer interested in responding to this solicitation must provide the information requested below. Submittals that do not respond completely to all requirements specified herein may be considered non-responsive and eliminated from the process.

Proposers must have experience in the design & construction of water main improvements of this magnitude in existing residential neighborhoods including private service line work.

# Please note: Your firm has already been pre-qualified so a marketing package is not needed for this submittal.

All proposals shall address and be tabbed/indexed as outlined below:



## **Title Page:**

List the following:

Subject: CCNA # PSEN-18-02-05 "Design & Post Services – Poinciana Drive"

- 1. Date
- 2. Name of the Firm
- 3. Address of the local office
- 4. Telephone Number
- 5. Email Address

#### Tab 1 – Letter of Interest:

Limit to two (2) pages.

- 1. Attach a letter of interest that explains your firm's interest in working on this project, a positive commitment to perform the required work and a description of the firm including:
  - a. Include the size
  - b. Range of activities
  - c. Firms strength and stability
  - d. Summary of qualifications specific to the Scope of Work.
  - e. Address your ability to furnish the required services.
  - f. Summary of past performance of the firm on similar projects
  - g. Availability and access to the firms' top level management personnel.
  - h. Identification of firm's, single, professionally licensed point of contact for this project.
- 2. This Letter of Interest must be signed by a corporate officer.

#### Tab 2 – Ability of Professional Personnel:

- 1. Provide the name of the proposed Project Manager (PM). The PM is to be a Professional Engineer with experience specific to the Scope of Services who will sign and seal the work. The PM is to be the single point of contact between the City and the Consultant.
- 2. Provide a copy of the resume of the PM and other supporting personnel.
- 3. Provide any additional information relating to the ability of the professional personnel that will work on this project.

### Tab 3 – Certified Minority Business Enterprise:

The evaluation committee has your firm's original response to RFQ # PSEN-18-02 "Professional Service Providers Architectural, Engineering, Surveying Mapping" however you may resubmit or submit updated information on the following item:



- 1. Please identify if you are a Certified Minority Business Enterprise as defined by the Florida Small and Minority Business Assistance Act.
  - a. If you are a Certified Minority Business Enterprise as defined by the Florida Small and Minority Business Assistance Act, please provide proof.

#### <u>Tab 4 – Past Performance:</u>

The evaluation committee has your firm's original response to RFQ # PSEN-18-02 "Professional Service Providers Architectural, Engineering, Surveying Mapping" as a result, please provide supplemental information regarding the following:

1. A listing of similar work signed and sealed by the proposed PM in the last 10 years with references (including names, titles, email and phone numbers).

#### Tab 5 - Willingness to meet time and budget requirements:

Please advise if your firm is willing to meet the following time and budget requirements.

- 1. **Budget:** The City anticipates the cost of the professional services to be approximately \$89,000.
- 2. **Timeline:** The timeline for the consultant to complete the design services would be 5 months from award of the contract.

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 City 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 City shall then undertake negotiations with the next most qualified firm.

### Tab 6 - Location:

Please provide the address and the primary location on where work will be performed by your firm for this project. If services will be performed by different offices (such as a joint venture) provide a location for each firm.

#### Tab 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.

### Tab 8 - 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.

- 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.
- 2. Please clearly describe all aspects of the project proposed.
- 3. Please identify any sub-consultants that shall be used for this project and their involvement, if applicable.
- 4. Include details of your approach and work plans.
- 5. Identify any issues or concerns of significance that may be appropriate.
- 6. A brief statement must be included which explains why your proposal would be the most effective and beneficial to the City of Pembroke Pines.

#### Tab 9 - Additional Information:

If there is any other supplemental information that you feel the Evaluation Committee would need to score your firm and that was not contained in your original response to RFQ # PSEN-18-02 or in the previous portion of your response, you can provide that information as well.

## Please note: Your firm has already been pre-qualified so a marketing package is not needed for this submittal.

### 1.6 EVALUATION OF PROPOSALS & PROCESS OF SELECTION

### 1.6.1 QUALIFYING & SELECTING FIRMS

- A. Staff will evaluate all responsive proposals received from proposers who meet or exceed the bid requirements contained in the RFQ. Evaluations shall be based upon the information and references contained in the proposals as submitted. As such, the Proposal should be comprehensive and succinct as possible; clearly describing the details of services that the Proposer intends to provide.
- B. The City will convene an Evaluation Committee to evaluate the current statements of qualifications and performance data on file for the pre-qualified pool of professional services providers, regarding the proposed project.
- C. The Evaluation Committee shall have the <u>option</u> of shortlisting the qualified firms to <u>no less than three firms</u>. In addition, the Evaluation Committee <u>shall conduct</u> <u>discussions</u> and may require presentations from each of the short listed firms regarding their:
  - (1) Qualifications;
  - (2) Approach to the project; and



## (3) Ability to furnish the required services.

D. The Evaluation Committee shall select in order of preference <u>no fewer than three</u> <u>firms</u> deemed to be the most highly qualified to perform the required services. In determining whether a firm is qualified, the Evaluation Committee shall utilize the following criteria:

Criteria	Points
Ability of Professional Personnel	30 points
Whether a firm is a Certified Minority Business	5 points
Enterprise	
Past Performance	30 points
Willingness to meet time and budget requirements	15 points
Location	10 points
Recent, current, and projected workloads of the firms	10 points
Total Points	100 points

- E. In the event a score for an individual evaluator results in a tie or the overall score results in a tie, the evaluator or evaluation committee will be asked to <u>break the tie</u> and rank the tied vendors based on the volume of work previously awarded to <u>each firm by the City</u>, 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.
  - i. In the event the score still results in a tie, the evaluator or evaluation committee will be asked to <u>break the tie and give preference to a business</u> <u>that certifies that it has implemented a drug-free workplace program on</u> <u>the Vendor Drug-Free Workplace Certification Form</u>.
  - ii. In the event the score still results in a tie, the evaluator or evaluation committee will be asked to break the tie by **<u>publicly drawing lots</u>**.
- F. The Evaluation Committee will make a recommendation to negotiate a contract with the most qualified firm and to request the City Commission to award the contract for services. 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.
- G. The City may request, accept, and consider proposals for the compensation to be paid under the contract only during competitive negotiations in accordance with Florida Statute 287.055(5) "Competitive Negotiation" and as stated below.

## **1.6.2 COMPETITIVE NEGOTIATION**

In accordance with Florida Statute 287.055(5) "Competitive Negotiation":



(a) 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.

(b) 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.

(c) 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.

## **1.6.3 PROHIBITION AGAINST CONTINGENT FEES**

In accordance with Florida Statute 287.055(6) "Prohibition against Contingent Fees":

(a) Each contract entered into by the City for professional services must contain a prohibition against contingent fees as follows:

"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."



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.

### **<u>1.7 TENTATIVE SCHEDULE OF EVENTS</u>**

Event	Time &/or Date
Issuance of Solicitation (Posting Date)	April 26, 2019
Question Due Date	May 5, 2019
Anticipated Date of Issuance for the	May 6, 2019
Addenda with Questions and Answers	
Proposals will be accepted until	2:00 p.m. on May 13, 2019
Proposals will be opened at	2:30 p.m. on May 13, 2019
Evaluation of Proposals by Evaluation	TBD
Committee	
Recommendation of Contractor to City	TBD
Commission	

#### **<u>1.8 SUBMISSION REQUIREMENTS</u>**

Bids/proposals <u>must be submitted electronically</u> at <u>www.bidsync.com</u> on or before 2:00 p.m. on May 13, 2019.

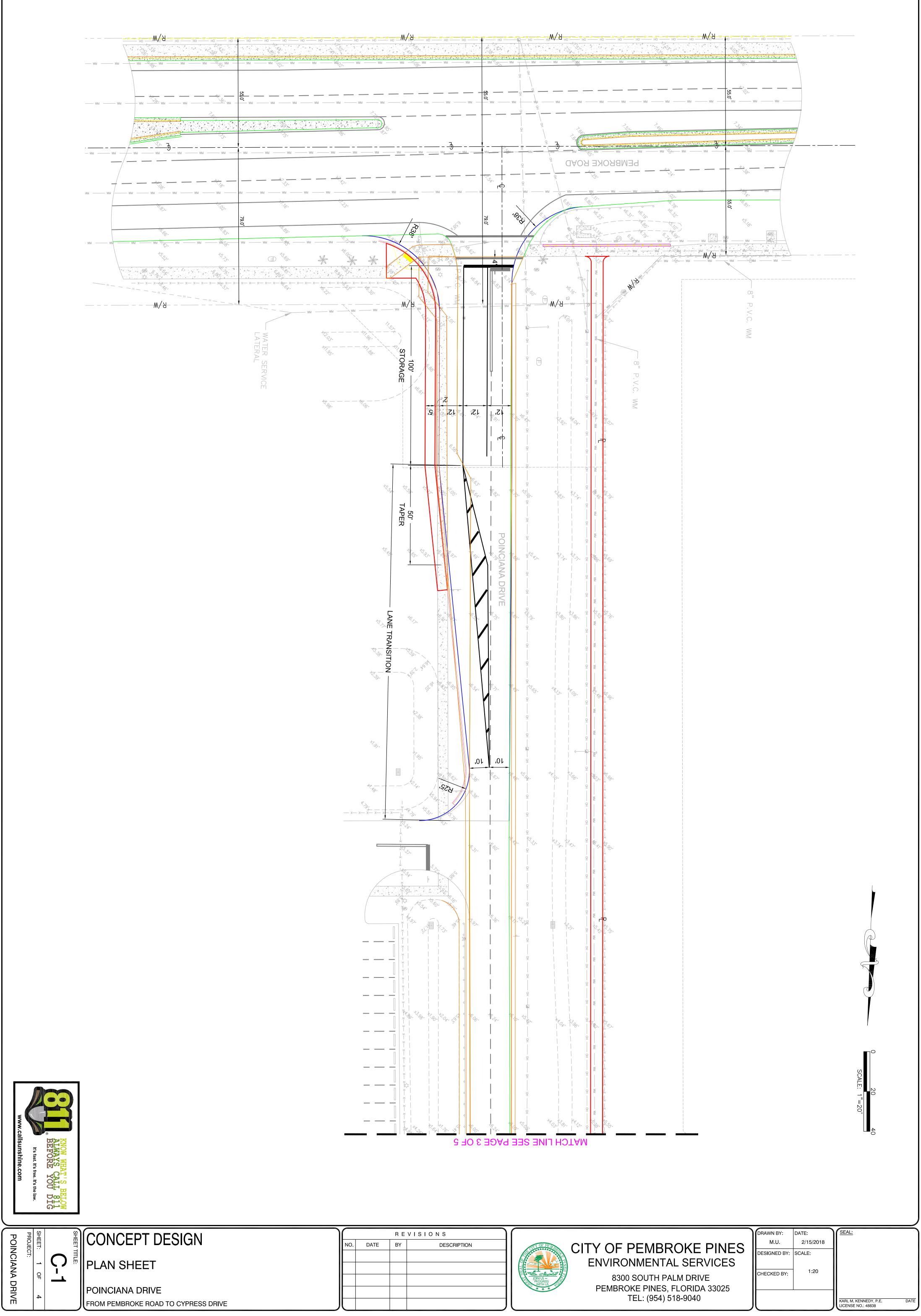
Please note vendors should be registered on BidSync under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation.

The vendor must provide their information through the designated lines items listed on the BidSync website. In addition, the vendor must complete any webforms on the BidSync website and provide any additional information requested throughout this solicitation. Any additional information requested in the solicitation should be scanned and uploaded. <u>Unless otherwise</u> <u>specified, the City requests for vendors to upload their documents as one (1) PDF</u> <u>document in the order that is outline in the bid package.</u>

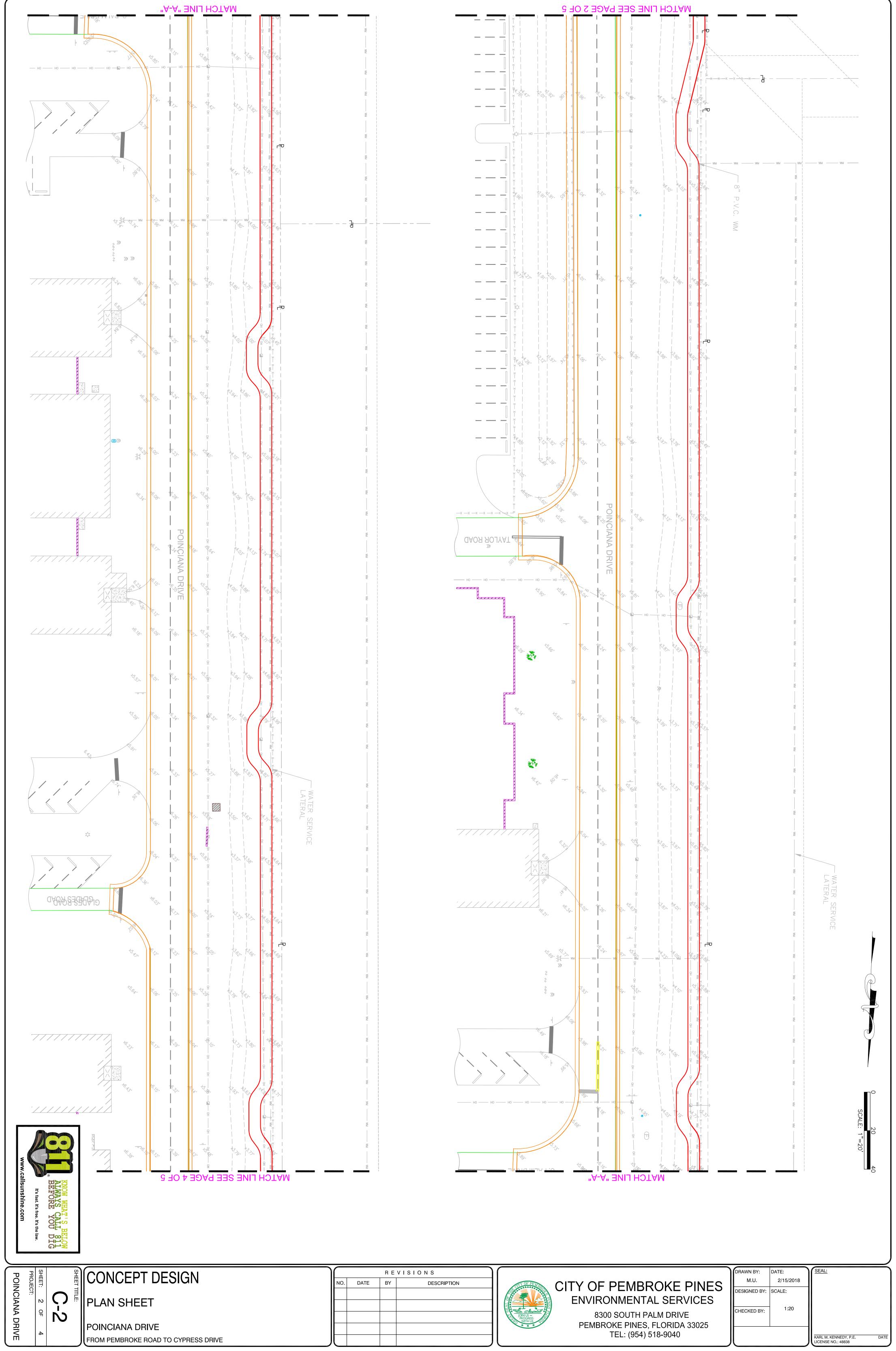
The City recommends for proposers to submit their proposals as soon as they are ready to do so. Please allow ample time to submit your proposals on the BidSync website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals. BidSync Support is happy to help you with submitting your proposal and to ensure that you are submitting your proposals correctly, but we ask that you contact their support line at 1-800-990-9339 with ample time before the bid closing date and time.

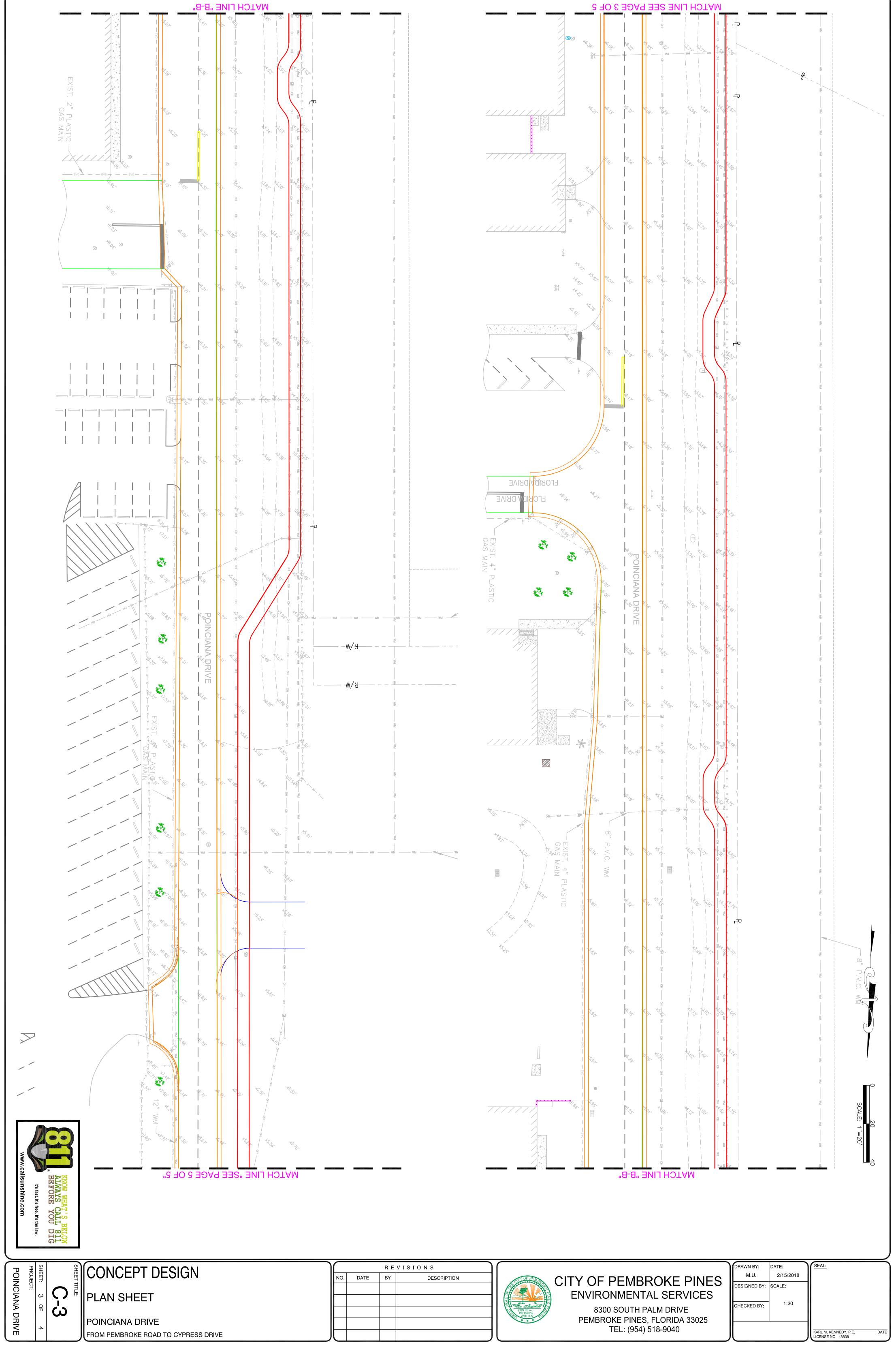
### PLEASE DO NOT SUBMIT ANY PROPOSALS VIA MAIL, E-MAIL OR FAX.

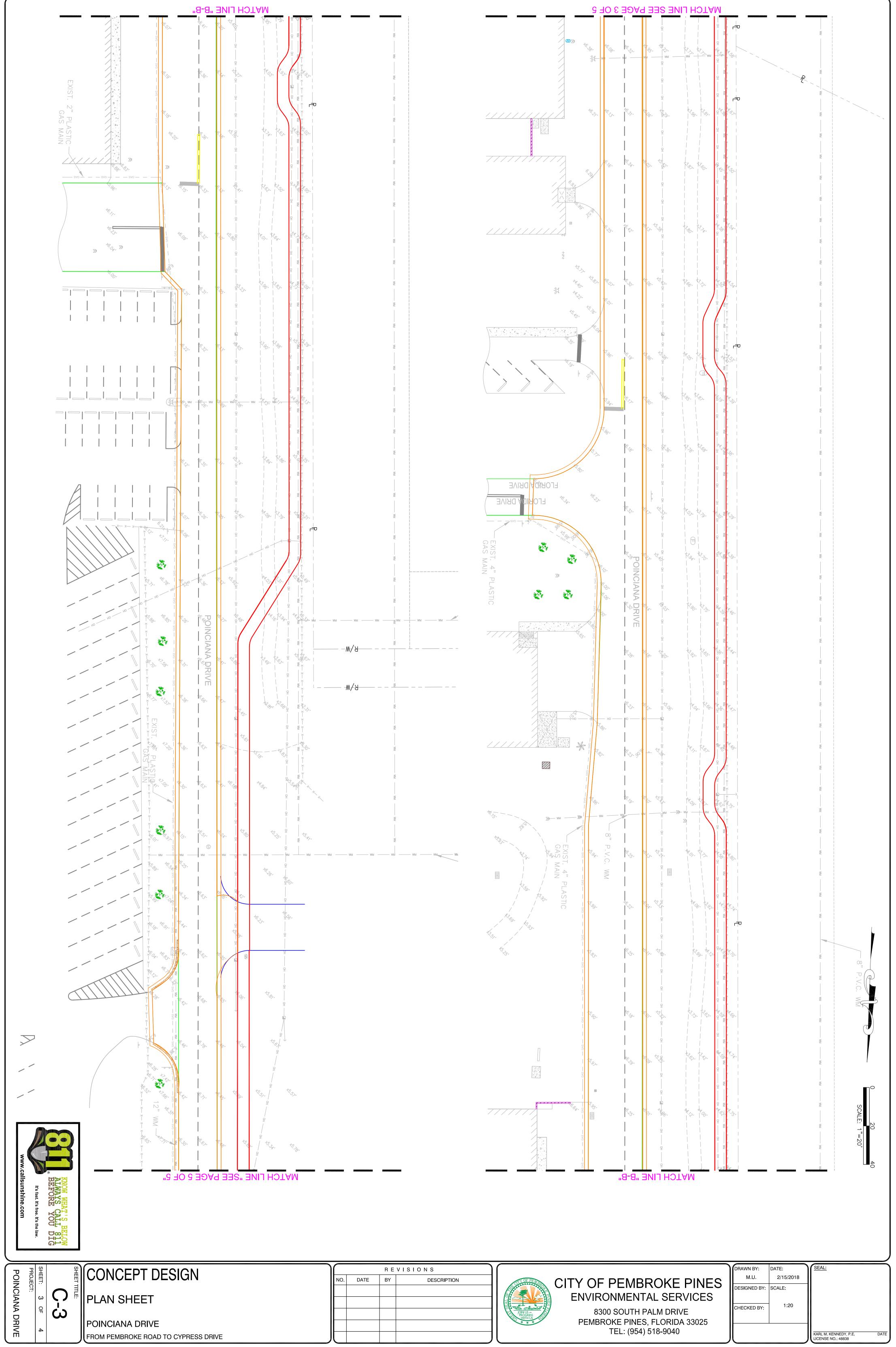




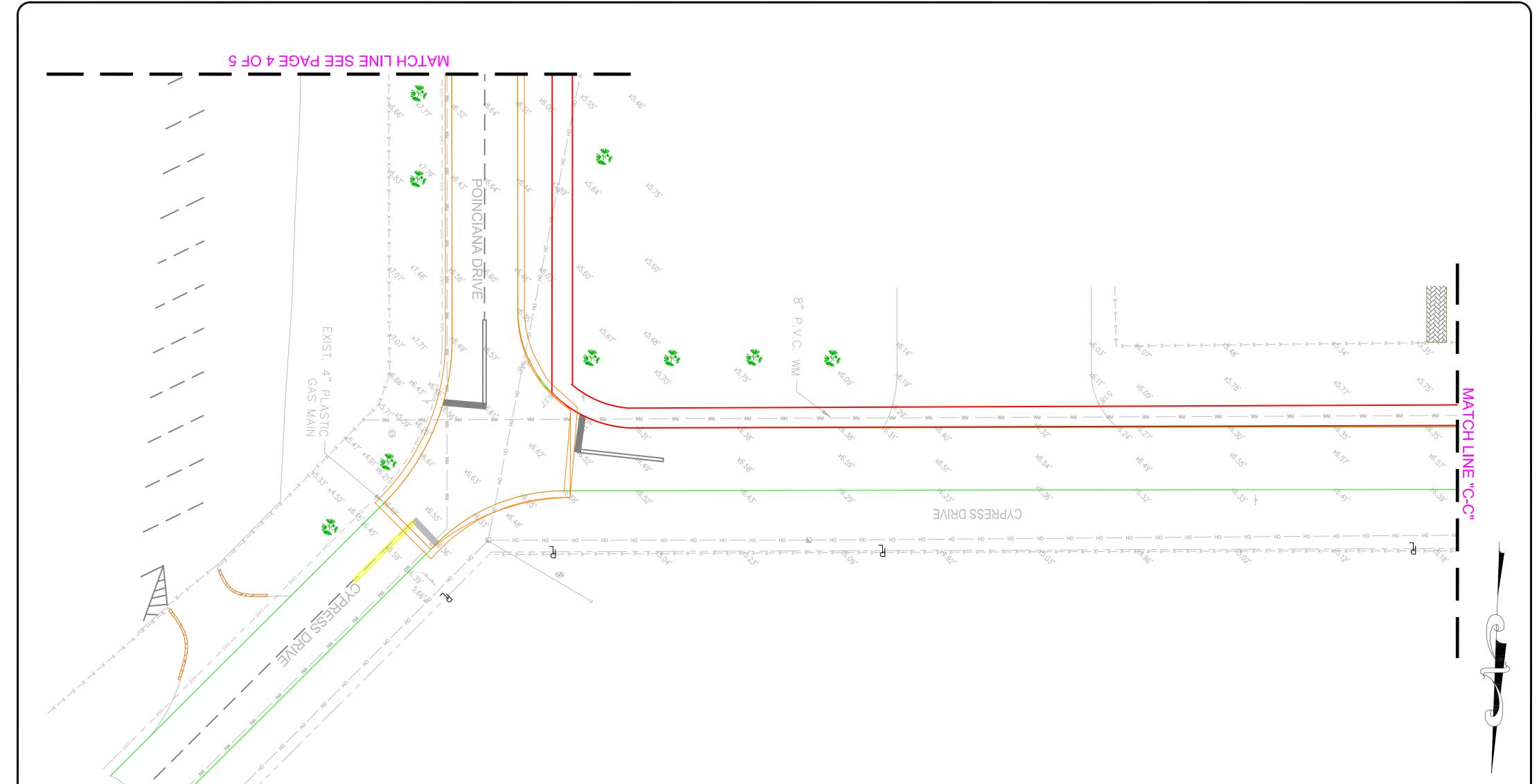
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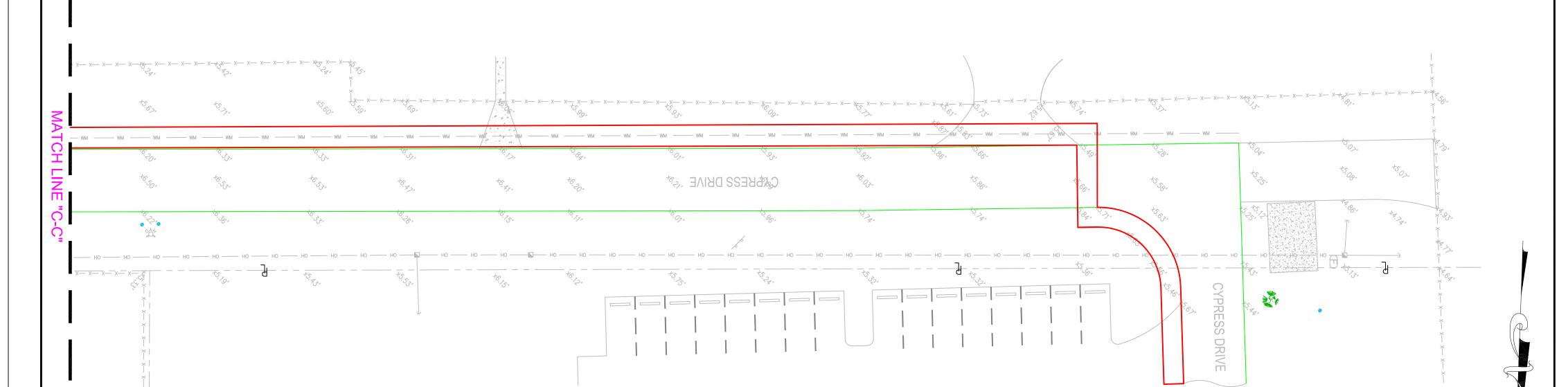




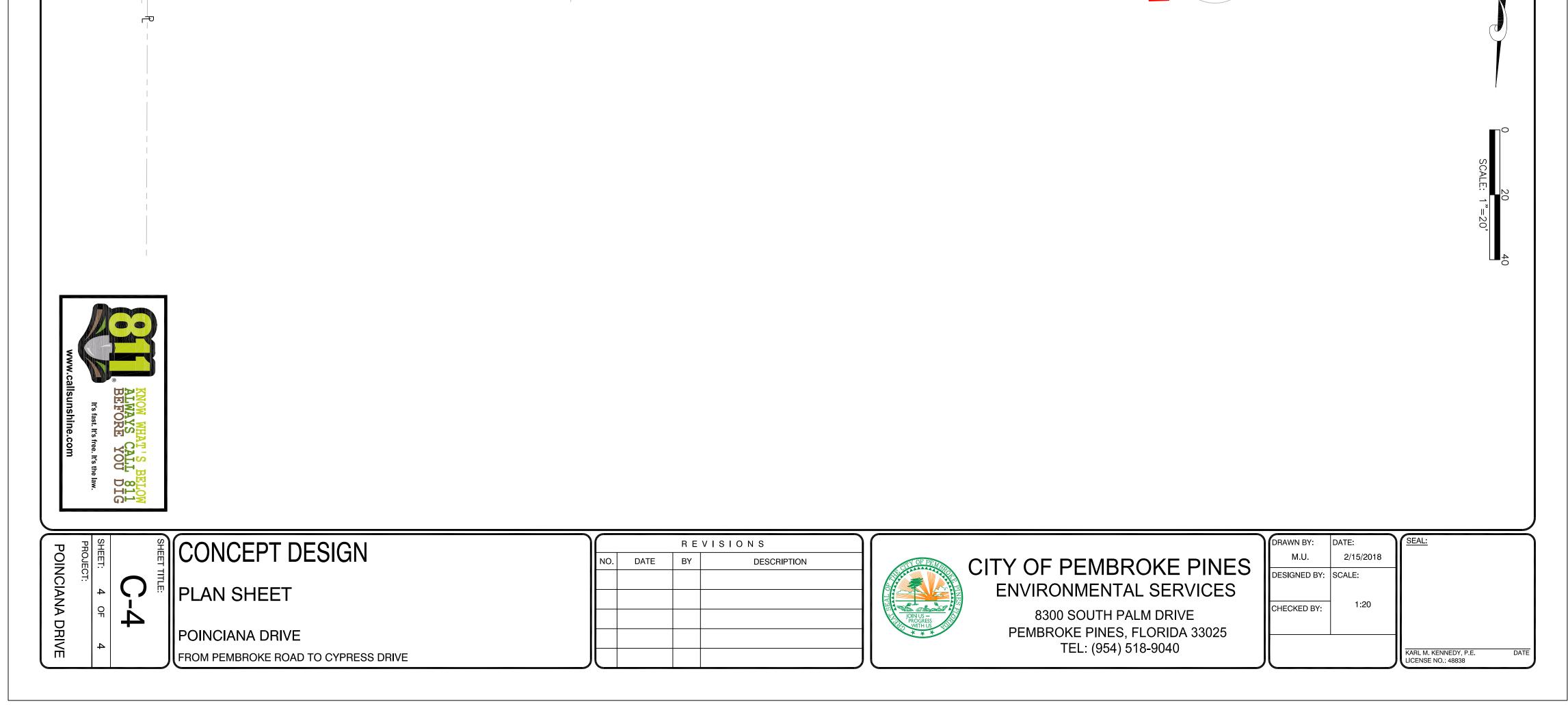


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👔 Schedule 📓 Task 🗐 Note

#### Vendor view of bid

Chat | Description | Attachments

id Ended This bid closed on May 13, 2019 2:00:00 PM # of suppliers viewed 7 • View   gency Information City of Pembroke Pines, FL (view agency's bids) Q & A Questions & Answers Questions: 2   id Classifications Classification Codes View Questions: 2   id Regions Regions Regions View   id Contact see contact information View   one or more of the following locations View View   city of Pembroke Pines View View   No Location Specified View View   Qty 1 Expected Expenditure n/a	me Left	closed	# of offers	2
EDT         Agency Information       City of Pembroke Pines, FL (view agency's Q & A Duestions & Answers Duestions: 2         Bid Classifications       Classification Codes         Bid Regions       Regions         Bid Contact       see contact information         Delivery Location       One or more of the following locations         City of Pembroke Pines       No Location Specified         Question Specified       Qty 1         Expected Expenditure n/a	Bid Started	Apr 26, 2019 4:49:02 PM EDT	Notifications	Report (Bidder Activity)
bids     Questions: 2       Bid Classifications     Classification Codes       Bid Regions     Regions       Bid Contact     see contact information       Delivery Location     One or more of the following locations       City of Pembroke Pines     No Location Specified       Qty 1     Expected Expenditure n/a	Bid Ended		# of suppliers viewed	7 🕢 ( <u>View</u> )
Bid Regions       Regions         Bid Contact       see contact information         Delivery Location       One or more of the following locations         City of Pembroke Pines       No Location Specified         Qty 1       Expected Expenditure n/a	Agency Information		Q & A	
Bid Contact       see contact information         Delivery Location       One or more of the following locations         City of Pembroke Pines       No Location Specified         Qty 1       Expected Expenditure n/a	Bid Classifications	Classification Codes		
Delivery Location       One or more of the following locations         City of Pembroke Pines       No Location Specified         Qty 1       Expected Expenditure n/a	Bid Regions	Regions		
City of Pembroke Pines No Location Specified Qty 1 Expected Expenditure n/a	Bid Contact	see contact information		
No Location Specified Qty 1 Expected Expenditure n/a	Delivery Location	One or more of the following locations		
Qty 1 Expected Expenditure n/a		City of Pembroke Pines		
Expected Expenditure n/a		No Location Specified		
		<b>Qty</b> 1		
View Rules Click here to <u>change</u> the rules for this bid.		Expected Expenditure n/a		
	View Rules	Click here to <u>change</u> the rules for this bid.		

#### Approval

 View Approval Flow
 View Approval Flow

 Approval Status
 Approved

#### Description

Description	
Bid Number	PSEN-18-02-05
Title	Please Submit Documents Here
<b>Contract Duration</b>	One Time Purchase
<b>Budgeted Amount</b>	\$0.00 <u>(change)</u>
Estimated Amount	\$89,000.00
Estimated Amount	\$89,000.00 (This price is estimated - not guaranteed)
Standard Disclaimer	Bids/proposals must be submitted electronically
	Please note vendors should be registered on BidSync 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. The vendor must provide the necessary information on the BidSync website and upload all of the requested documents listed in the PROPOSAL REQUIREMENTS section of this solicitation. Unless otherwise specified, the City requests for vendors to upload their documents as one (1) PDF document in the order that is outline in the bid package.
	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 BidSync website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals. BidSync Support is happy to help you with submitting your proposal and to ensure that you are submitting your proposals correctly, but we ask that you contact their support line at 1-800-990-9339 with ample time before the bid closing date and time.
	PLEASE DO NOT SUBMIT ANY PROPOSALS VIA MAIL, E-MAIL OR FAX.
	However, please note that any required Bid Bond or Cashier's Check should be in a sealed envelope, plainly marked ât BID SECURITYâ (with the

Solicitation Number and Title) and sent to the City of Pembroke Pines, City Clerk's Office, 4th Floor, 601 City Center Way, Pembroke Pines, FL 33025.											
Bid Comments											
Description	Please submit documents here.										
Documents	Documents Select All   Select None   Download Selected										
	3-02-05 Design Post Services Poinciana Drive.pdf [download] - Schematic Design Plans (4 documents)										
🗐 = Included in Bid Packet 🛛 🖹 = Excluded from Bid Packet											
Contractor Advertisements View All Ads											
There are no advertisements on this solicitation.											

Questions? Contact a BidSync representative: 800-990-9339 or email: support@bidsync.com

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#### Question and Answers for Bid #PSEN-18-02-05 - Design & Post Design Services - Poinciana Drive

Question Deadline: Ma	Create New Que y 5, 2019 8:30:00	
Overall Bid Questions		
Question 1         Please verify the submittal date. (Submitted: Apr 29, 2019 8:46:06 AM EDT)         Answer         • Proposals will be accepted until 2:00 pm on May 13, 2019. (Answered: Apr 30, 2019 6:40:12 PM EDT)	<u>edit</u>	۵
Add to Answer:  Question 2 Should the proposal be submitted as one document with tabbed sections, or should each tabbed section be submitted as a separate document? (Submitted: May 1, 2019 8:33:01 AM EDT) Answer  The proposal can be submitted as one document with tabbed sections. (Answered: May 3, 2019 3:23:38 PM EDT) Add to Answer:	<u>edit</u>	Ш
Submit		

Questions? Contact a BidSync representative: 800-990-9339 or email: support@bidsync.com

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