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REQUEST FOR QUALIFICATIONS

RFQ # NO. 17-300

**CITY OF LAKE WORTH
NEIGHBORHOOD STREET PROGRAM**

**ENGINEERING DESIGN AND CONSTRUCTION
MANAGEMENT SERVICES CONTRACT**



Where the Tropics Begin

Request for Qualifications



Financial Services
7 North Dixie Highway
Lake Worth, FL 33460
561.586.1651

RFQ 17-300

RFQ NEIGHBORHOOD STREET PROGRAM

The City of Lake Worth is seeking qualified firms to provide Engineering Design and Construction Management Services for the projects identified in the City of Lake Worth's Neighborhood Streets Program. These infrastructure improvement projects are a grouping of substantially similar construction projects inclusive of underground utility work, stormwater upgrades, roadway reconstruction, mill and overlay, landscaping, ADA upgrades, and underground utility work. All projects will be located within the City of Lake Worth municipal limits, in central Palm Beach County.

The selected firms will be responsible for the design, bidding and construction management of the projects in the City's four (4) Districts over the course of four (4) years. It is anticipated that four (4) consultant firms will be selected by the City; each doing projects in a City District to provide the services as described in the "Scope of Services".

Time is of the essence and any proposal received after **3:00 p.m., Wednesday, December 21, 2016**, whether by mail or otherwise will be returned unopened. Proposals shall be placed in a sealed envelope, marked in the lower left-hand corner with the RFQ number, title, and date and hour proposals are scheduled to be received. Proposers are responsible for insuring that their proposal is delivered and stamped by the City's Financial Services personnel by the deadline indicated. The City reserves the right in its sole discretion to reject any or all proposals and/or to waive all nonmaterial irregularities on any and all proposals. All costs and expenses, including reasonable attorney's fees, incurred by any firm in preparing and responding to this RFQ are the sole responsibility of the proposer including without limitation any and all costs and fees related to a protest.

A **Pre-Proposal meeting** is scheduled for **3:00 p.m., Wednesday, November 30, 2016**, located at City Hall, 7 North Dixie Highway, Lake Worth, FL 33460, City Hall Conference Room.

Interested parties may obtain a copy of the RFQ by contacting the Financial Services at (561) 586-1651 or from the City's website at www.lakeworth.org, Purchasing Opportunities. All proposals must be hand-delivered or mailed to:

City of Lake Worth
Financial Services – 2nd Floor
7 North Dixie Hwy
Lake Worth, FL 33461

ENVELOPE MUST BE IDENTIFIED AS RFQ 17-300. Small Business participation is strongly encouraged.

BY: 
Hirut Darge, Purchasing Agent

PUBLISHED: Palm Beach Post
November 13, 2016

GENERAL INFORMATION

1. PROJECT OBJECTIVE

The City of Lake Worth is seeking proposals from qualified Professional Engineering firms for the projects identified in the City of Lake Worth Neighborhood Street Program. These infrastructure improvements are inclusive of underground utility work, stormwater upgrades, roadway reconstruction, mill and overlay, landscaping and ADA upgrades. All projects will be located within the City of Lake Worth municipal limits, in central Palm Beach County. A more detailed scope of services is incorporated into this RFQ as **Exhibit "A"**.

2. SUBMITTAL OF PROPOSALS

Interested Proposers are invited to submit a complete proposal for consideration. The proposal must address the items requested, clearly and concisely. The City intends to negotiate resulting contracts with the most qualified proposers which best satisfy the evaluation criteria. **Proposers shall submit one (1) original, three (3) copies and one (1) electronic copy (CD) of each proposal to the Financial Services at the time and date specified.**

Time is of the essence and any proposal received after [3:00 p.m., Wednesday, December 21, 2016](#), whether by mail or otherwise will be returned unopened. The City will in no way be responsible for delays caused by any occurrence. Proposals shall not be submitted and will not be accepted by telephone, telegram, facsimile or e-mail. Each envelope will be stamped by the Procurement Office personnel with the date and time received. The time of receipt shall be determined by the time clock located in the Procurement Office. Proposals shall be placed in a sealed envelope, marked in the lower left-hand corner with the RFQ number, title, and date and hour proposals are scheduled to be received. Proposers are responsible for insuring that their proposal is delivered and stamped by Procurement office personnel by the deadline indicated. At the designated time and place, the City Procurement Official or designee will record the proposals for the record.

The City reserves the right in its sole discretion to reject any or all proposals and/or to waive all nonmaterial irregularities on any and all proposals. All costs and expenses, including reasonable attorney's fees, incurred by any Proposer in preparing and responding to this RFQ are the sole responsibility of the Proposer firm including without limitation any and all costs and fees related to a protest. The documents included or incorporated in this RFQ constitute the complete set of instructions, scope of work, specification requirements and forms. It is the responsibility of the Proposer to insure that all pages are included. Therefore, all Proposers are advised to closely examine this RFQ. All proposals must be typed or written in ink, and must be signed in ink by an officer having authority to bind the Proposer. Signatures are required where indicated; failure to do so shall be cause for rejection of proposal.

3. REGISTRATION

Each Proposer seeking to submit a proposal is requested to **register** with the Financial Services in order to receive any addenda to this RFQ. Please complete the Registration form attached as **Exhibit "B"** and mail, fax or e-mail to the Procurement Office at the address noted below on or before [3:00 p.m., Wednesday, November 23, 2016](#). It is the responsibility of each Proposer to ensure that it receives all addenda. The City shall have no responsibility to provide any addenda issued under this RFQ to any Proposer; however, the City will use its best efforts to provide issued addenda to those Proposers registered for this RFQ with the City.

Purchasing Agent
Financial Services – 2nd Floor
7 North Dixie Highway
Lake Worth, FL 33461
Phone: 561-586-1651
hdarge@lakeworth.org

4. **CHANGES AND INTERPRETATIONS**

Changes to this RFQ will be made by written addenda. A written addendum is the only official method whereby interpretation, clarification or additional information can be given.

All questions regarding this RFQ should be submitted in writing via mail, fax or e-mail and must be received by the above noted Purchasing Agent per RFQ Timetable due date for proposals. All questions will be answered via addenda. If a question is not answered, the Proposer should assume all relevant information is contained within this RFQ. The City will attempt to not issue any addenda within three (3) business days of the due date of proposals; however, the City reserves the right to issue any addenda at any time prior to the due date and time of proposals.

5. **PROPERTY OF THE CITY**

All materials submitted in response to this RFQ become the property of the City. The City has the right to use any or all ideas presented in any response to this RFQ, whether amended or not, and selection or rejection of a proposals does not affect this right. No variances to this provision shall be accepted.

6. **RFQ TIMETABLE**

The anticipated schedule for this RFQ and contract approval is as follows:

- Registration Form Due November 23, 2016 at 3:00 PM
- **Pre-Proposal Meeting November 30, 2016 at 3:00 PM**
- Questions from Potential Proposers Due December 7, 2016 at 3:00 PM
- Issue Addendum (if necessary) December 14, 2016 by 3:00 PM
- **Proposal Response Due December 21, 2016 at 3:00 PM**
- Short List Announcement January 4, 2016
- Oral Presentations + Selection January 17, 2017
- Contract Negotiations & Approval February 7, 2017

The City reserves the right to amend the anticipated schedule as it deems necessary.

7. **CONE OF SILENCE**

In accordance with the Palm Beach County Lobbyist Registration Ordinance and the City's procurement code, the City's procurement cone of silence will be in effect as of the deadline to submit a response to this RFQ. A complete copy of the City's procurement code is available on-line at municode.com under the City's code of ordinances (sections 2-111 – 2-117). All Proposers are highly encouraged to review the same. In summary, the cone of silence prohibits communication between certain City officials, employees and agents and any entity or person seeking to be awarded a contract (including their lobbyists and potential subcontractors). The cone of silence terminates at the time of award, rejection of all response or some other action by the City to end the selection process.

8. ETHICS REQUIREMENT

This RFQ is subject to the State of Florida Code of Ethics and the Palm Beach County Code of Ethics. Accordingly, there are prohibitions and limitations on the employment of City officials and employees and contractual relationships providing a benefit to the same. Proposers are highly encouraged to review both the Florida Code of Ethics and the Palm Beach County Code of Ethics in order to insure compliance with the same.

Further, any Proposer coming before the City Commission for an award of a contract and who has made an election campaign contribution in an amount that is more than one hundred dollars (\$100.00) to any elected official of the City Commission, who is a current sitting member of the Commission, must disclose such election campaign contribution, verbally and in writing, in their responsive proposal to this RFQ.

9. DISCLOSURE AND DISCLAIMER

The information contained herein is provided solely for the convenience of Proposers. It is the responsibility of a Proposer to assure itself that information contained herein is accurate and complete. Neither the City, nor its advisors provide any assurances as to the accuracy of any information in this RFQ. Any reliance on the contents of this RFQ, or on any communications with City representatives or advisors, shall be at each Proposer's own risk. Proposers should rely exclusively on their own investigations, interpretations and analyses in connection with this matter. The RFQ is being provided by the City without any warranty or representation, express or implied, as to its content, accuracy or completeness and no Proposer or other party shall have recourse to the City if any information herein contained shall be inaccurate or incomplete. No warranty or representation is made by the City that any proposal conforming to these requirements will be selected for consideration, negotiation or approval.

In its sole discretion, the City may withdraw this RFQ either before or after receiving proposals, may accept or reject proposals, and may accept proposals which deviate from the non-material provisions of this RFQ. In its sole discretion, the City may determine the qualifications and acceptability of any firm or firms submitting proposals in response to this RFQ. Following submission of a proposal, the Proposer agrees to promptly deliver such further details, information and assurances, including, but not limited to, financial and disclosure data, relating to the proposal and/or the Proposer, including the Proposer' affiliates, officers, directors, shareholders, partners and employees, as requested by the City. Any action taken by the City in response to proposals made pursuant to this RFQ or in making any award or failure or refusal to make any award pursuant to such proposals, or in any cancellation of award, or in any withdrawal or cancellation of this RFQ, either before or after issuance of an award, shall be without any expense, liability or obligation on the part of the City, or their advisors.

Any recipient of this RFQ who responds hereto fully acknowledges all the provisions of this Discloser and Disclaimer and agrees to be bound by the terms hereof. Any proposal submitted pursuant to this RFQ is at the sole risk and responsibility of the party submitting such proposal.

10. CONTRACT AGREEMENT / COMPENSATION

The terms and conditions of the resulting contracts including the fee for the services to be rendered will be negotiated with successful Proposers. If the City and a successful Proposer(s) cannot agree on the terms and conditions of the resulting contract, the City reserves the right to terminate negotiations with the successful Proposer(s) and move to the next ranked Proposer(s) to commence negotiations. Negotiations may continue in this process until the City is able to enter into a contract with a Proposer that best meets the needs of the City.

While the City anticipates awarding this RFQ to four (4) Proposers, the City reserves the right to award to more than four (4) Proposers or less than four (4) Proposers if it is in the best interests of the City.

The resulting non-exclusive contracts shall be for an initial term of **four (4) years with additional one (1) year** renewal options unless earlier terminated in accordance with the resulting contract. The City may exercise such advance written notice of its intention to renew prior to the expiration of the then current term. Each fiscal year of the contract and any renewals will be subject to the availability of funds lawfully appropriated for its purpose by the State of Florida and the City of Lake Worth. The City need not include a lack of appropriations provision in the resulting contract to avail itself of such legal right.

11. INSURANCE REQUIREMENTS

Prior to execution of the resulting contract derived from this RFQ, the awarded firm shall obtain and maintain in force at all times during the term of the resulting contract insurance coverage as required herein. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Certificates shall clearly indicate that the firm has obtained insurance of the type, amount, and classification as required for strict compliance with this provision and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the City. Compliance with the foregoing requirements shall not relieve the firm of its liability and obligations under the resulting contract.

- A. The firm shall maintain during the term of the contract, standard Professional Liability Insurance in the minimum amount of \$1,000,000.00 per occurrence.
- B. The firm shall maintain, during the life of the contract, commercial general liability, including public and contractual liability insurance in the amount of \$1,000,000.00 per occurrence (\$2,000,000.00 aggregate) to protect the firm from claims for damages for bodily and personal injury, including wrongful death, as well as from claims of property damages which may arise from any operations under the contract, whether such operations be by the firm or by anyone directly or indirectly employed by or contracting with the firm.
- C. The firm shall carry Workers' Compensation Insurance and Employer's Liability Insurance for all employees as required by Florida Statutes.
- D. The firm shall maintain comprehensive automobile liability insurance in the minimum amount of \$1,000,000 combined single limit for bodily injury and property damages liability to protect from claims for damages for bodily and personal injury, including death, as well as from claims for property damage, which may arise from the ownership, use, or maintenance of owned and non-owned automobiles, including rented automobiles whether such operations be by the firm or by anyone directly or indirectly employed by the firm.

All insurance, other than Professional Liability and Workers' Compensation, to be maintained by the firm shall specifically include the CITY as an "Additional Insured".

12. EVALUATION AND AWARD

The evaluation and award of the submitted proposals shall be consistent with Florida's Consultants' Competitive Negotiations Act (CCNA) (section 287.055, Florida Statutes). The City will assemble an Evaluation Committee to review the submitted proposals and determine which Proposers are deemed "qualified" consistent with the Qualification Evaluation Criteria set forth herein. The Evaluation Committee will rank the Proposers and engage in discussions with no fewer than the top four (4) ranked Proposers regarding their qualifications, approach to the project and ability to furnish the required services. The discussions may be in a presentation format before the Evaluation Committee at a public meeting or by written responses to follow-up questions from the Evaluation Committee or some other process established by the Evaluation Committee. After discussions, the Evaluation Committee shall rank the top qualified Proposers based on the Competitive Selection Evaluation Criteria herein and make a recommendation to the City Commission. City staff may negotiate with the highest ranked Proposers to prepare the resulting contracts to be submitted with the Evaluation Committee's recommendation to the City Commission. The Procurement Agent will notify all submitting Proposers and advertise the Evaluation Committee meeting(s) in the appropriate media as directed by law. The City Commission is not bound by the recommendation of the Evaluation Committee and the City Commission may deviate from the recommendation in determining the best overall proposals which are most advantageous and in the best interest of the City (consistent with the competitive selection evaluation criteria). Recommended awards will be available for review by interested parties at the Financial Services Office and the City's website.

Each proposal will be evaluated individually and in the context of all other proposals. Proposals must be fully responsive to the requirements described in this RFQ and to any subsequent requests for clarification or additional information made by the City through written addenda to this RFQ. Proposals failing to comply with the submission requirements, or those unresponsive to any part of this RFQ, may be disqualified. The City shall be the sole judge of the proposals and the resulting agreement that is in its best interests.

As part of the evaluation process, the City shall conduct an investigation of references, including but not limited to, a record check of consumer affairs complaints. Proposer's submission of their RFQ constitutes acknowledgment of the process and consent to the City's investigation. City is the sole judge in determining Proposer's qualifications.

While the City allows Proposers to specify any desired variances to the RFQ terms, conditions, and specifications, the number and extent of variances specified will be considered in determining the Proposer who is most advantageous to the City.

EVALUATION SCORING CRITERIA:

The evaluation of the proposals will be conducted in accordance with the following criteria. Scoring is based on a 100-point scale.

Qualification Evaluation Criteria

Points Available

1. Evidence of personnel capability, experience and skill:

35 points

Emphasis will be placed on individual past experience with similar projects within the past five years in the City and in Palm Beach County; individual's ability to have similar projects completed on time and within budget; and, knowledge of state, County and City codes and regulations.

2. Evidence of firm’s successful past performance for similar projects: 35 points

Emphasis will be placed on firm’s past experience with similar projects within the past five years in the City and in Palm Beach County; similar projects being completed on time and within budget; and, knowledge of state, County and City codes and regulations.

3. Evidence of adequate personnel to perform 10 points

Emphasis will be placed on firm’s identification of individuals to provide services and their availability for the same.

4. Completeness and responsiveness of proposal 5 points

5. Terminations and/or litigation 5 points

6. Evidence of required license(s) 5 points

7. Evidence of small or minority business enterprise 5 points

Competitive Selection Evaluation Criteria

Points Available

8. Ability of professional personnel: 30 points

Emphasis will be placed on individual past experience with similar projects within the past five years in the City and in Palm Beach County; individual’s ability to have similar projects completed on time and within budget; ability to meet time and budge requirements of City; and, knowledge of state, County and City codes and regulations.

9. Evidence of successful past performance for similar projects: 30 points

Emphasis will be placed on firm’s past experience with similar projects within the past five years in the City and in Palm Beach County; similar projects being completed on time and within budget; and, knowledge of state, County and City codes and regulations.

10. Project Approach 20 points

11. Recent, current workload 10 points

12. Location/Convenience to City staff 5 points

13. Evidence of small or minority business enterprise 5 points

13. PROPOSAL FORMAT

Each proposer shall submit **one (1) original, three (3) copies and (1) electronic copy (CD)** in a clear, concise format, on 8 1/2" x 11" paper, in English. Each tabbed set shall contain all the information required herein to be considered for award. Omission of required data may be cause for disqualification. Any other information thought to be relevant, but not applicable to the enumerated sections, should be provided as an appendix to the proposal. If publications are supplied by a Proposer to respond to a requirement, the response should include reference to the document number and page number. Proposals not providing this reference will be considered to have no reference materials included in the additional documents.

Proposals must be properly signed in ink by the owner/principal having the authority to bind the firm to this agreement. **Signatures are required where indicated; failure to do so shall be cause for rejection of proposal.**

Only one proposal may be submitted by each Proposer.

Proposals which do not contain or address key points or sufficiently document the requested information may be deemed non-responsive.

All proposals shall be submitted in the format identified below. Failure to submit the required documentation in the format identified may cause the proposal to be rejected.

A. Letter of Transmittal (not to exceed three pages)

This letter will summarize in a brief and concise manner the following:

- General summary of Respondent's firm; how long in business; general approach to tasks and projects; location; and, summary of the firm's qualifications.
- Proposer's brief understanding of the scope of services.
- The letter must name all persons or entities interested in award as principals. Identify all of the persons authorized to make representations for the firm, including the titles, addresses, and telephone numbers of such persons.
- An authorized agent of the firm must sign the Letter of Transmittal and must indicate the agent's title or authority.
- The individual or firm identified on the Letter of Transmittal will be considered the primary firm.
- If more than one firm is named on the Letter of Transmittal, a legal document showing the partnership, joint venture, corporation, etc. shall be submitted showing the legality of such. Submittal for Joint Venture to include executed Joint Venture agreement and if state law requires that the Joint Venture be registered, filed, funded, or licensed prior to submission of the Qualifications, then same shall be completed prior to submittal. Proposers shall make their own independent evaluation of the requirements of the state law. The City will not consider submittals that identify a joint partnership to be formed.

B. Exhibits and Addenda (unlimited pages)

This section shall include the required Exhibits C & D (filled out completely) and a statement acknowledging receipt of each addendum issued by the City (if any). Each Proposer is responsible for visiting the City's website to view and obtain addendum.

C. References & Materials (not to exceed 10 pages plus the form).

1. Evidence of personnel capability, experience and skill: Proposers shall provide a brief overview of its personnel's capability, experience and skill to provide the requested services (which shall not exceed two pages) and include the firm's organizational structure. Bullet point format is appreciated. Proposers shall provide summaries or resumes of key personnel including those to be assigned to provide services to the City. Resumes should include a description of:

- Training, education and degrees.
- Similar project experience in City and Palm Beach County.
- Professional certifications, licenses and affiliations.

2. Evidence of firm's successful past performance for similar projects: Using the reference form provided (**Exhibit "E"**), Proposers shall identify successful past performance for similar projects within the past five (5) years and within the City and/or Palm Beach County. Proposers shall provide a minimum of three (3) references on the form provided demonstrating their successful past performance. Prior experience with other Florida municipalities is desirable. Proposers are responsible for verifying correct phone numbers and contact information provided. Failure to provide accurate information may result in the reference not being obtained or considered.

3. Evidence of adequate personnel to perform: Please identify key personnel who will be tasked to provide services to the City and their availability.

D. Proof of Licenses (unlimited pages)

Proposers shall provide proof of required licenses for the firm and scope of services to be performed. This shall include:

- Proof of all applicable licenses for services to be rendered (including registration with State of Florida Division of Corporations if applicable);
- Statement or proof of required insurance; and,
- Proof of Proposer's Business Tax Receipt (as applicable).

E. Litigation and/or Terminations (unlimited pages)

Proposers shall provide a summary of any litigation filed against their firm or key personnel in the past five (5) years which is related to the services sought under this RFQ and that the Proposer provides in the regular course of business. The summary shall state the nature of the litigation, a brief description of the case, the outcome or projected outcome, and the monetary amount involved. *If none, state as such.*

Proposers shall also state if the Proposer has had a contracts for the services sought under this RFQ which were terminated for default, non-performance or delay, in the past five (5) years. Proposers shall describe all such terminations, including the name and address of the other contracting party for each such occurrence. *If none, state as such.*

F. Evidence of Ability to Deliver on Time (limited to three pages)

Proposers shall provide a three-page summary regarding their ability to deliver the requested services in a specific timeframe. Information regarding dedicated staff and current and projected firm workload should be provided.

G. Evidence of small or minority business enterprise (unlimited pages)

Proposers shall provide their certification(s) as a small or minority business enterprise. To qualify, the Proposer must be certified by a State agency, a Florida county or Florida municipality at the time of submittal of its proposal.

14. REPRESENTATIONS BY SUBMITTAL OF PROPOSALS

By submitting a proposal, the Proposer warrants, represents and declares that:

A. Person(s) designated as principal(s) of the Proposer are named and that no other person(s) other than those therein mentioned has (have) any interest in the proposal or in the anticipated contract.

B. The proposal is made without connection, coordination or cooperation with any other persons, company, firm or party submitting another proposal, and that the proposal submitted is, in all respects, fair and in good faith without collusion or fraud.

C. The Proposer understands and agrees to all elements of the proposal unless otherwise indicated or negotiated, and that the proposal may become part of any contract entered into between the City and the Proposer.

D. By signing and submitting a proposal, Proposer certifies that Proposer and any parent corporations, affiliates, subsidiaries, members, shareholders, partners, officers, directors or executives thereof are not presently debarred, proposed for debarment or declared ineligible to bid or participate in any federal, state or local government agency projects.

E. Pursuant to 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted firm list maintained by the State of Florida may not submit a proposal to the City of Lake Worth for 36 months following the date of being placed on the convicted firm list. Proposer certifies that submittal of its proposal does not violate this statute.

F. Proposer recognizes and agrees that the City will not be responsible or liable in any way for any losses that the Proposer may suffer from the disclosure or submittal of proposal information to third parties.

15. PROTESTS

Any actual Proposer who is aggrieved in connection with this RFQ may protest such procurement. The protest must be filed with the City in accordance with the City's procurement code. A complete copy of the City's procurement code is available on-line at municode.com under the City's code of ordinances (sections 2-111 – 2-117). The protest procedures are set forth at section 2-115. There are strict deadlines for filing a protest. Failure to abide by the deadlines will result in a waiver of the protest.

16. EXHIBITS

This RFQ consists of the following exhibits (which are incorporated herein by reference):

- A. Exhibit "A" Scope of Services and Location Maps
- B. Exhibit "B" Registration Form (should be submitted)
- C. Exhibit "C" Proposer Information Form (must be submitted)
- D. Exhibit "D" Drug Free Workplace Form (must be submitted)
- E. Exhibit "E" References (must be submitted)

17. COMPLIANCE

All proposals received in accordance with this RFQ shall be subject to applicable Florida Statutes governing public records including without limitation Chapter 119, Florida Statutes. If any Proposer believes its proposal contains exempt or confidential information, the Proposer must identify the same at the time of submission of its proposal. Failure to do so may result in the waiver of such exemption or confidentiality.

END OF GENERAL INFORMATION

EXHIBIT “A”

SCOPE OF SERVICES

The City of Lake Worth is seeking proposals from qualified Professional Engineering firms for the projects identified in the City of Lake Worth Neighborhood Street Program. These infrastructure improvements are inclusive of underground utility work, stormwater improvements, roadway reconstruction, mill and overlay, and ADA upgrades. All projects will be located within the City of Lake Worth municipal limits, in central Palm Beach County.

The City of Lake Worth is seeking qualified professional engineering firms to administer all components of the City’s \$40,000,000 neighborhood street program. The City is divided into 4 Districts and is seeking four (4) separate professional consultant firms to administer the projects in each separate District over the course of the four (4) year construction period (or such time as may be extended). It is anticipated that one consultant firm per District will be selected for a total of four (4) separate consultant firm contracts; however, the City reserves the right to contract with more than or less four (4) separate consultant firms..

The breakdown of estimated costs per District are as follows:

District 1 = \$11,680,374

District 2 = \$7,365,269

District 3 = \$14,930,914

District 4 = \$5,523,443

These estimated project costs are inclusive of roadway work, sidewalks, curbing, signage, striping, traffic calming elements, ADA improvements, construction contingency, engineering design, bidding assistance and construction management. Associated underground utility and stormwater work will be a part of many of the projects.

Year 1 projects shall be completed through 100% design by current City consultants. Year 1 project bidding assistance and construction administration shall be performed by the new consultants selected through this RFQ process.

Additional areas per District may be included in the scope of services if the budget is increased per the Palm Beach County Penny Sales Tax referendum and be based upon the Pavement PCI study completed by ADA Engineering.

The selected professional engineering consultant firms will be responsible for the following tasks as part of their contract with the City of Lake Worth:

I. PRELIMINARY ASSESSMENT AND PROJECT PLANNING

A. Feasibility Study and Implementation

- 1) Provide preliminary design schematics to City Staff along with exhibits to be used for community outreach program.

- 2) Furnish an Engineer's Cost Estimate of Construction reflecting updated typical cross sections, intersection improvements and revised utility and drainage improvements.
- 3) Perform a pre-design field condition assessment.

II. OVERALL PROJECT MANAGEMENT

A. Project Coordination

- 1) Coordinate major elements of design and construction with City of Lake Worth staff. Provide overall schedule to the City on a monthly basis. Schedule to include as a minimum: Pre-Construction, Design, Construction, Testing and Inspection, Substantial Completion, Punch List, Final Completion, and Warranty.
- 2) Direct and participate in Project Meetings for all project milestones during planning and design phase, including project kickoff meeting, and provide meeting minutes to all parties in attendance.

B. Public Involvement

- 1) Develop and implement a community outreach program including public meetings and property owner notifications
- 2) Coordinate and interface with property owners directly affected by proposed project development

III. ENGINEERING DESIGN

A. Transportation and Street Improvements

- 1) Completion of a Route Survey to be used for Horizontal and Vertical Control
- 2) Locate and record all existing utility infrastructure within Right of Way
- 3) Roadway Engineering Design, plan and profile, including pavement and sidewalk design, site grading, pavement marking and signage. Follow the City of Lake Worth Public Services Design Standards, Florida Greenbook, and all applicable FDOT standards
- 4) Design of all associated right of way landscaping, traffic calming, signage and striping, ADA improvements, and other applicable roadway components
- 5) Obtain all required permitting through the City of Lake Worth Public Works, and all other applicable agencies

B. Storm water Collection System Improvements

- 1) Drainage design for a storm water management system for the collection and treatment of the storm water runoff as identified in the Stormwater Master Plan by CDM Smith including additional drainage structures, pipes, culverts, swales, exfiltration trench and retention areas.
- 2) Provide all necessary flood routing, system capacity, and water quality calculations.
- 3) Provide all geotechnical testing and evaluation associated with required groundwater storage calculations and exfiltration trench design.

- 4) Meet SFWMD criteria for water quality treatment and attenuation, and obtain all required permits.
- 5) Obtain all NPDES storm water permitting of Industrial/ Governmental Sites.

C. Potable Water Distribution and Sanitary Sewer System Improvements

- 1) Potable Water system design to serve existing properties in the identified project areas by extending or replacing the existing distribution system mains to provide required fire flow and fire hydrant coverage, and loop the system where possible, in accordance with the adopted City CIP.
- 2) Provide all necessary projected demand calculations, along with proposed system hydraulic calculations and modeling, if necessary.
- 3) Potable water and sanitary sewer system design shall furnish all additional water service, fire service lines and assemblies, and sewer laterals as required by code for all impacted properties.
- 4) Extend, rehabilitate or replace the existing sanitary system to serve the existing properties or regional collection/transmission systems within the project area.
- 5) Obtain Palm Beach County Health Department permits; meet all Palm Beach County Fire Rescue requirements.

IV. ENGINEERING DURING CONSTRUCTION

A. Bid Phase Services

- 1) Provide project Construction Contract Documents including plans, specifications, materials, and structural components.
- 2) Services shall include administration and inspection of the Construction Contract such that the project is constructed in adherence to the plans, specifications and special provisions.

B. Permitting Phase Services

Address design issues and questions arising from permit review by requisite agencies including but not limited to FDOT, SFWMD, LWDD, ACOE, FDEP, Palm Beach County, Department of Health, City of Lake Worth Utilities, Public Services and Building Department.

C. Services During Construction and Delivery

- 1) Perform onsite inspections including observation of construction progress and quality of work, identifying and reporting significant discrepancies, omissions, substitutions and deficiencies, and the corrective actions taken by the contractor per direction from City Staff.
- 2) Perform Inspection of materials entering into the work verifying adherence the plans, specifications and special provisions for the Construction Contract to determine that the project is constructed in reasonable conformity with such documents.

- 3) Act as liaison between the Contractor, City and the public affected by construction activities. Handle and document all project related issues and report to City project manager.
- 4) Engineering certifications including as-built review, pressure tests, bacteriological analysis and clearance, sewer lamping, and materials inspections.

D. Contract Administration

- 1) During construction, Contract Administration services shall include project set up, monitoring work completed, recording daily work activity and documenting contractor staff, providing project status reports in support of monthly invoices, and performing design review services as specified herein for the Construction Contract(s)
- 2) Pay Application walkthrough, draft reviews, and certification of pay applications in accordance with the design scope and quantities. Any change orders, discrepancies or irregularities shall be reported to the City's project manager immediately.
- 3) Project closeout including field walk through to review substantial and final completion compliance. Final as-built review and acceptance is included.

The City reserves the right to delete or amend any of the services as listed and described herein in negotiations with the selected firm(s).

Attached to this Exhibit "A" are the maps for each City District detailing the neighbor streets to be improved.



City of Lake Worth
The Art of Florida Living

Neighborhood Streets District 1



Map Legend

— Streets

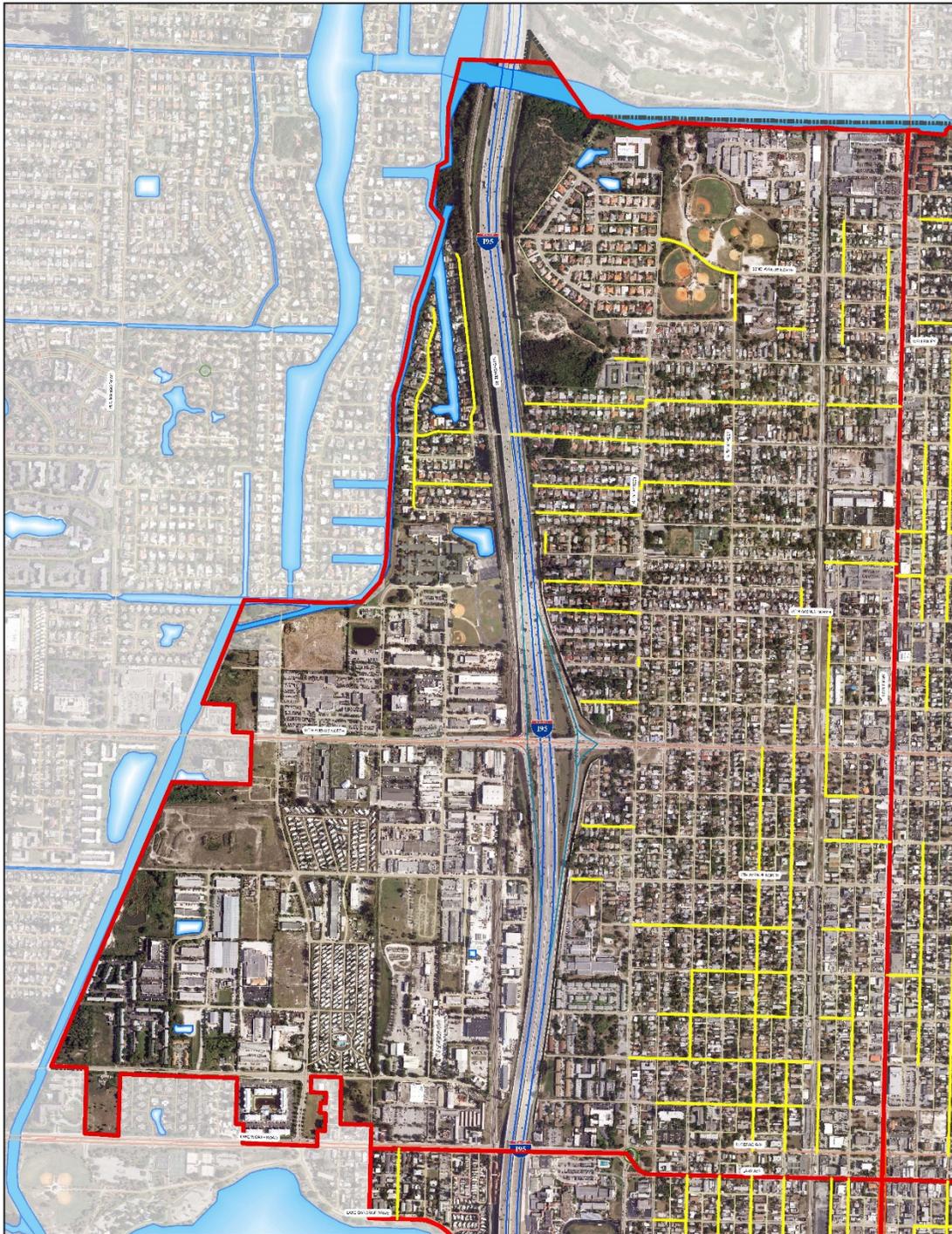
□ Municipal Boundary





City of Lake Worth
The Art of Florida Living

Neighborhood Streets District 2



Map Legend

— Streets

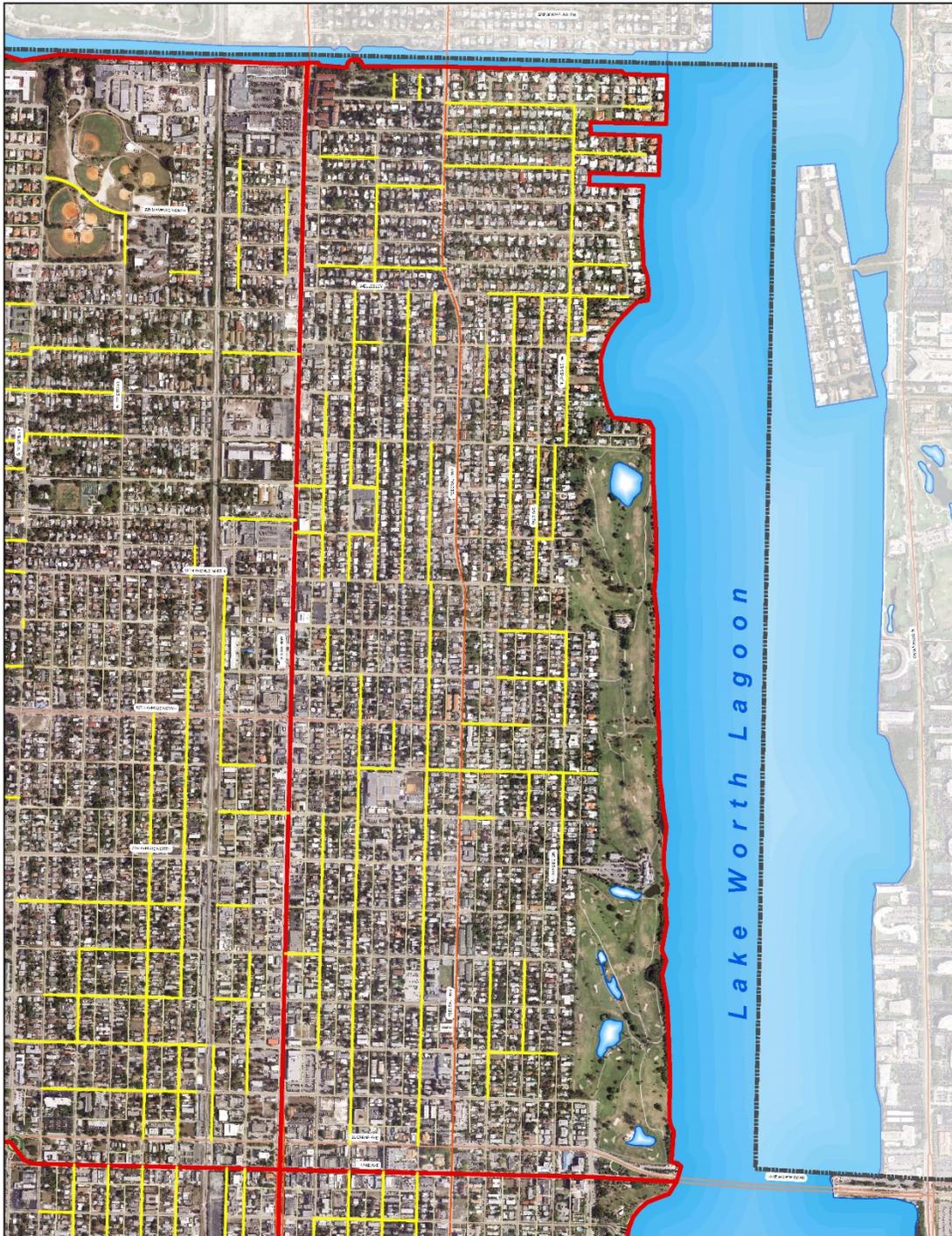
□ Municipal Boundary





City of Lake Worth
The Art of Florida Living

Neighborhood Streets District 3



Map Legend

— Streets

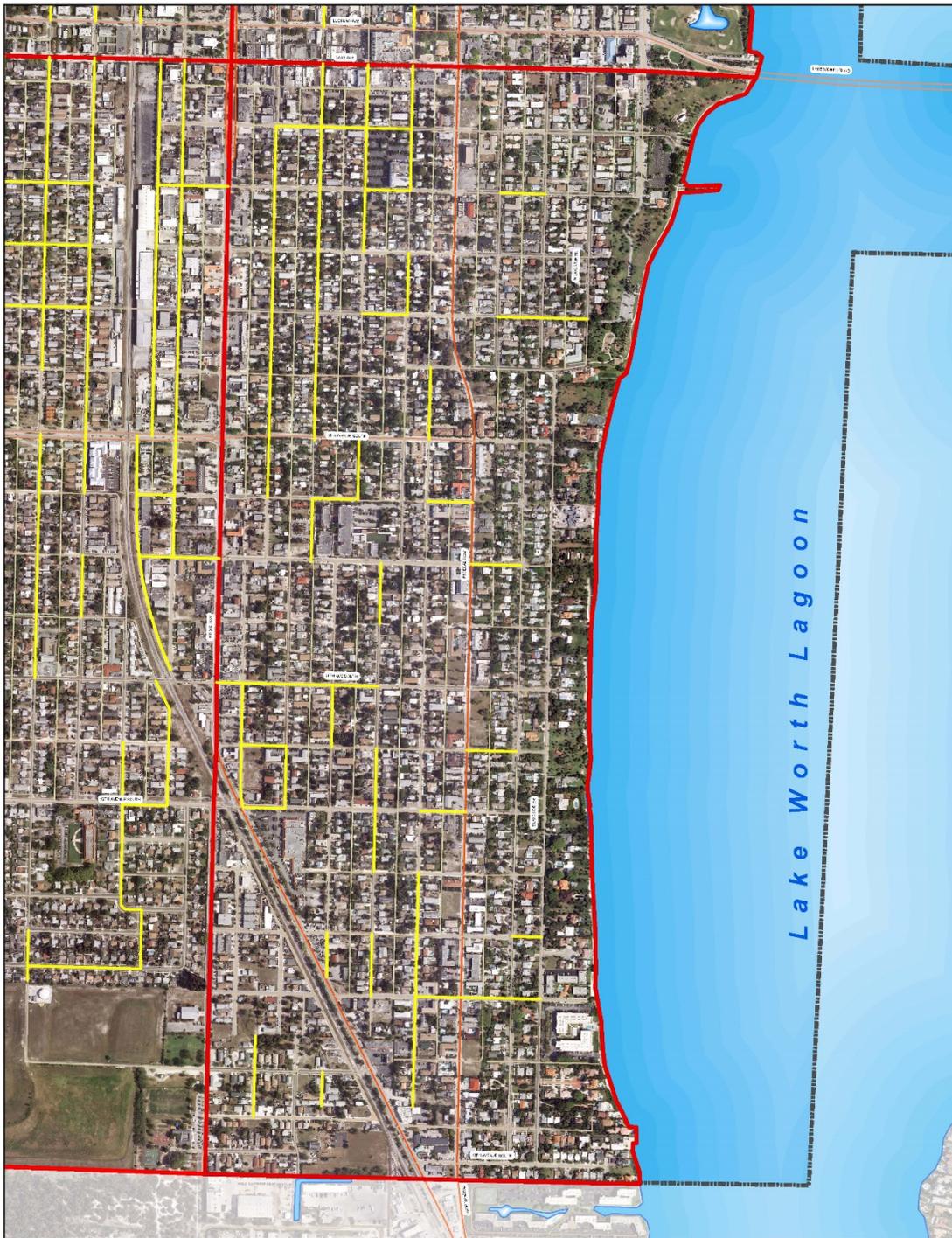
□ Municipal Boundary





City of Lake Worth
The Art of Florida Living

Neighborhood Streets District 4



Map Legend

— Streets

□ Municipal Boundary



EXHIBIT "B"

RFQ 17-300

REGISTRATION FORM

Proposers should complete and return this form to the Procurement Office prior **3:00 P.M. EST, Wednesday, November 23, 2016** in order to receive any addenda(s) issued for this RFQ.

It is the responsibility of the Proposer to ensure its receipt of all addenda.

Name of Company: _____

Contact Person: _____ Title: _____

Street: _____

City: _____ State: _____ Zip: _____

Telephone (_____) _____ Fax (_____) _____

E-Mail Address: _____

Preferred Method of Receipt: Fax E-Mail

EXHIBIT "C"

RFQ # 17-300

PROPOSER INFORMATION PAGE

Company Name: _____

Authorized
Signature:

Signature Print Name

Title: _____

Physical
Address:

Street

City State Zip Code

Telephone: _____ Fax: _____

Email Address: _____

Web Site (if applicable): _____

Federal Identification Number: _____

This is a requirement of every Proposer.

EXHIBIT "E"

RFQ 17-300

REFERENCES

List below or on an attached sheet similar references per RFQ requirements for providing engineering and construction management services: Provide the name, addresses and telephone numbers of organizations, governmental or private, for whom you now are, or have **within the past five (5) years** provided services. (THIS FORM MAY BE COPIED).

#1 REFERENCE

Name of Client: _____

Address: _____

Phone No.: (_____) _____ Fax: (_____) _____

Contact Person Name: _____ Title: _____

Description of services: _____

Project Location: _____.

Completed on time: Yes___ No ___ (explain: _____).

Completed within budget: Yes___ No___ (explain: _____).

#2 REFERENCE

Name of Client: _____

Address: _____

Phone No.: (_____) _____ Fax: (_____) _____

Contact Person Name: _____ Title: _____

Description of services: _____

Project Location: _____.

Completed on time: Yes___ No ___ (explain: _____).

Completed within budget: Yes___ No___ (explain: _____).

#3 REFERENCE

Name of Client: _____

Address: _____

Phone No.: (_____) _____

Fax: (_____) _____

Contact Person Name: _____

Title: _____

Description of services: _____

Project Location: _____.

Completed on time: Yes___ No___ (explain: _____).

Completed within budget: Yes___ No___ (explain: _____).