

RESOLUTION NO. 20-06-50

**A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA,
VILLAGE OF ISLANDS, FLORIDA, APPROVING THE FINAL
RANKINGS AND RECOMMENDATIONS OF THE RFQ 20-03
REVIEW COMMITTEE FOR ENGINEERING, ARCHITECTURAL AND
SURVEYING SERVICES; AUTHORIZING THE VILLAGE MANAGER
AND VILLAGE ATTORNEY TO NEGOTIATE AND ENTER INTO
NON-EXCLUSIVE CONTINUING SERVICES AGREEMENTS FOR
THE REQUESTED SERVICES; AND PROVIDING FOR AN EFFECTIVE
DATE**

WHEREAS, Islamorada, Village of Islands (the "Village") prepared and advertised a Request for Letters of Interest and Qualifications ("RFQ") for Engineering, Architectural and Surveying Services, (RFQ-20-03 attached as Exhibit "A"); and

WHEREAS, the Village Manager established an Evaluation Committee (the "Committee") to review the proposals received and to make a recommendation to the Village Council for selection of responsive proposals to create a library of service providers in eight (8) categories; and

WHEREAS, the Committee reviewed the twenty-three (23) proposals received and utilized the evaluation and scoring criteria included in the RFQ to score the proposals accordingly; and

WHEREAS, the Village Council desires to approve the rankings and select the recommended firms for engineering, architectural and surveying services; and

WHEREAS, the Village Council has determined that the procurement and utilization of these services is in the best interest of the Village and its residents.

**NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF ISLAMORADA,
VILLAGE OF ISLANDS, FLORIDA, AS FOLLOWS:**

Section 1. Recitals. The above recitals are true and correct and incorporated into this Resolution by this reference.

Section 2. Approval of Ranking.

The Village Council of Islamorada, Village of

Islands, hereby approves the Committee's final rankings and recommendations as follows:

Roadway Engineering Services:

1. The Weiler Engineering Corporation
2. McFarland-Johnson, Inc.
3. CPH, Inc.
4. Stantec Consulting Services, Inc
5. Cardno, Inc.
6. CSA Central, Inc.
7. Stanley Consultants, Inc.

Drainage Design Services:

1. E-Sciences, Inc.
2. Wood Environment & Infrastructure Solutions, Inc.
3. The Weiler Engineering Corporation
4. McFarland-Johnson, Inc.
5. Stantec Consulting Services, Inc.
6. Cardno, Inc.
7. CSA Central, Inc.

Transporation/Traffic Engineering Services:

1. The Corradino Group
2. McFarland-Johnson, Inc.
3. Cardno, Inc.
4. Stantec Consulting Services, Inc.

Structural Engineering Services:

1. K2M Design, Inc.
2. Wood Environment & Infrastructure Solutions, Inc.
3. McFarland-Johnson, Inc.
4. CSA Central, Inc.
5. Stanley Consultants, Inc.
6. Cardno, Inc.

Environmental Engineering Services:

1. E-Sciences, Inc.
2. Cyriacks Environmental Consulting Services, Inc.
3. Wood Environment & Infrastructure Solutions, Inc.
4. McFarland-Johnson, Inc.
5. Cardno, Inc.

Architectural services:

1. K2M Design, Inc.
2. CPH, Inc.
3. Wood Environment & Infrastructure Solutions, Inc.
4. CSA Central, Inc.

Civil Engineering Services:

1. WadeTrim
2. CPH, Inc.
3. Wood Environment & Infrastructure Solutions, Inc.
4. CSA Central, Inc.
5. McFarland-Johnson, Inc.
6. EAC Consulting, Inc.
7. Stantec Consulting Services, Inc.
8. Cardno, Inc.

Surveying and Mapping Services:

1. Avirom & Associates, Inc.
2. Massey/Richards Surveying & Mapping, LLC.
3. Wood Environment & Infrastructure Solutions, Inc.
4. CPH, Inc.

Section 3. Authorization of Village Officials. The Village Manager and/or his designee and the Village Attorney are hereby authorized to negotiate the terms and conditions of an Agreement with the firms listed herein and to enter into the agreements with the selected firms.

Section 4. Effective Date. This Resolution shall take effect immediately upon adoption.

Motion to adopt by Councilman Jim Mooney, second by Councilman Chris Sante.

FINAL VOTE AT ADOPTION

VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS:

Mayor Mike Forster	YES
Vice Mayor Ken Davis	YES
Councilwoman Deb Gillis	YES
Councilman Jim Mooney	YES
Councilman Chris Sante	YES

PASSED AND ADOPTED this 18th day of June, 2020.



MIKE FORSTER, MAYOR

ATTEST:

Kelly S. Toth
KELLY TOTH, VILLAGE CLERK

APPROVED AS TO FORM AND LEGALITY
FOR THE USE AND BENEFIT OF ISLAMORADA,
VILLAGE OF ISLANDS ONLY


ROGET V. BRYAN, VILLAGE ATTORNEY



Islamorada, Village of Islands, Florida

REQUEST FOR LETTERS OF INTEREST AND QUALIFICATIONS

**PROFESSIONAL GENERAL ENGINEERING, ARCHITECTURAL and SURVEYING
SERVICES
(RFQ-20-03)**

Issue Date: January 30, 2020

Islamorada, Village of Islands (the "Village") will receive formal proposals and qualifications for various future projects, per specifications and scope of services established from time to time in Islamorada, Florida until **3:00 p.m. on March 6, 2020**.

Interested firms must submit sealed qualification packages by mail or in person to:

Village Clerk
Administrative Center and Public Safety Headquarters
86800 Overseas Highway
3rd Floor
Islamorada, Florida 33036

It is the sole responsibility of the firm to ensure that their submittal is received in a timely manner. Any qualification package submitted past the deadline and/or submitted to other locations or offices shall be deemed non-responsive and will be rejected.

Pursuant to the Florida Consultants Competitive Negotiation Act ("CCNA") as set forth in Section 287.055, Florida Statutes, Islamorada, Village of Islands will retain consultants to provide professional engineering, architectural (Civil, Roadway, Drainage, Transportation/Traffic, Structural and Environmental Engineering) and surveying services for miscellaneous Village projects. In order to fulfill such needs and meet the requirements for quick response and specialized services, the Village intends to retain three (3) qualified firms in each field, except, Civil Engineering where five (5) firms will be retained. Each selected firm shall enter into a continuing services agreement for up to five (5) consecutive years (until 2025). It is contemplated that each individual project will have an estimated construction cost that does not exceed Two Million Dollars (\$2,000,000.00) and professional service fees for study activity for each project will not exceed Two Hundred Thousand Dollars (\$200,000.00). Only firms with experience that is similar to the experience described in the general scope below and proven track record of delivering successful and on-time/on-budget projects are encouraged to respond. Firms that do not possess the requisite qualifications or experience

for all of the general scope of services may still respond and may be eligible for consideration. No minimum quantity of work or compensation for the work will be assured to any of the firms retained and the Village shall not be prevented in any manner from retaining other firms at its sole discretion.

I. DESCRIPTION OF THE VILLAGE

The Village was incorporated as a municipality on December 31, 1997. Located in the Upper Florida Keys, the Village is approximately 18 linear miles in length with a land area of approximately 3,900 acres. The Village consists of four islands: Plantation Key, Windley Key, and Upper and Lower Matecumbe Keys, which are part of the Florida Keys' chain of islands. The Village boundaries extend from Mile Marker 90.939 to Mile Marker 72.658. The Village has an approximate population of 6211.

II. SCOPE OF WORK

The general scope for the professional general engineering, architectural and surveying services is as follows:

- A. Roadway Engineering: The consulting services would include streets, sidewalk, curb, gutter, drainage, associated traffic control devices, striping, lighting, speed reduction devices and incidental landscaping.
- B. Drainage Design: Includes the necessary analysis needed to implement proposed drainage improvements, preparation of paving and drainage plans for municipal building and facilities.
- C. Civil Engineering: Includes other utilities system analysis, studies, design and plans review for permitting and construction engineering inspections within right-of-way and public facilities.
- D. Transportation/ Traffic Engineering Services: Includes traffic analysis (including daily volume counts, data analysis) traffic system and traffic demand management (TSM/TDM), hurricane evacuation planning, evaluation and modeling, roadway and parking improvements, parking demand studies and shared parking analysis, provides recommendations to stakeholders and preparation of final traffic engineering report.
- E. Structural Engineering: Engineering services of a structural nature related to structures of concrete, steel, wood or other materials, or any combination thereof. Services may include, but are not limited to, design, investigation, evaluation recommendation, etc. relating to drainage structures, wall or any other structures with which the Village is involved.
- F. Environmental Engineering: Site investigation, studies, performing Phase I and II and design needed to prepare remediation plan.
- G. Architectural Services: Preparing parks master planning with conceptual designs and renderings; multi-purpose buildings design development and construction drawings; rehabilitation of Village facilities; and architectural landscaping activities.

H. **Surveying and Mapping Services:** Services may include but are not limited to the following: Topographical Surveying and Mapping; Land Surveying, Parcel Mapping, and Platting; Utility System Mapping; Legal Descriptions, Digital Terrain Modeling, and Aerial Survey and Mapping.

III. ELIGIBILITY CRITERIA

To be eligible for selection consideration, interested consultants must submit one (1) original printed package, five (5) printed copies, and one (1) electronic copy on CD or flash drive. The CD or flash drive copy should be identical to the original printed package, in natively converted PDF format. The Proposal Documents shall be enclosed in a sealed envelope and be plainly marked on the upper left-hand corner with the name and address of the Proposer and bear the following title: Islamorada, Village of Islands **“REQUEST FOR LETTERS OF INTEREST AND QUALIFICATIONS PROFESSIONAL GENERAL ENGINEERING, ARCHITECTURAL AND SURVEYING SERVICES (RFQ 20-03).”**

Proposal packages must contain the following information:

1. **Cover Letter:** Provide a cover letter introducing your firm and proposal.
2. **Company Overview:** Provide an overview of the company detailing the total number and expertise of professional staff, describing staff credentials, and identifying office locations and staff assigned to those offices throughout the Florida Keys or the nearest locations to the Florida Keys. Please note that the Village prefers to contract directly with prime entities and the use of sub-consultants in your submission may affect proposal scoring.
3. **Project Management Experience / Project Examples:** Provide at least three examples of successfully implemented projects that demonstrate experience with the services described in the scope of work, preferably in a local government setting. Include the client name, project name, project location and summary of services performed.
4. **State Authorization to Transact Business:** Provide proof of authorization to transact business in the State from the Florida Secretary of State and the Florida Department of Professional Regulations, as applicable, from prime as well as sub-consultants.
5. **Organizational Chart:** Provide an organization chart identifying key professionals and their area of responsibilities.
6. **Form SF 330-** Provide a completed Form SF 330 for your firm showing the firms' data and supporting the firm's ability to perform each category of work required. Federal forms are required for both prime and sub-consultant.
7. **Insurance:** Provide proof of insurance as described in Attachment A.
8. **References:** List at least five (5) recent client references with contact names and telephone numbers

IV. EVALUATION SCORING AND TIMELINE

An Evaluation Committee will convene after the opening of the proposals to evaluate them for responsiveness to the RFQ and rank them for recommendations to the Village Council for

selection. Staff will recommend the three (3) highest ranked proposers for selection to the Village Council. In the field of Civil Engineering Staff will recommend the five (5) highest ranked proposers for selection to the Village Council. Negotiations will commence with the selected firms. If the Village and selected firms are unable to finalize a contract, then, the negotiation process will move to the fourth-ranked firm and so forth.

The point system for the evaluation and scoring of responsive proposals will be as follows:

Company Overview	0-10 Points
Prime Contractor	0-30 Points
Sub-Contractor	0-10 Points
Local (Florida Keys) Projects Experience	0-30 Points
Overall Project Experience	0-30 Points
Qualifications of assigned staff	0-10 Points
References	<u>0-15 Points</u>
TOTAL POINTS	0-135 Points

The Village reserves the right to accept or reject any or all Proposals; to waive irregularities, technical errors and formalities; and to select a qualified firm(s) to provide the Services as it deems will best serve the interest of the Village.

All inquiries and requests for clarification or interpretation regarding this Request for Qualifications shall be made in writing to the attention of the Procurement and Grants Administrator by mail to 86800 Overseas Highway, Islamorada, Florida 33036; by email to ana.hernandez@islamorada.fl.us; or by fax to (305) 664-6464 no later than February 21, 2020.

The Village shall issue appropriate addenda as necessary via DemandStar at <https://www.demandstar.com/> and on the Village's website at <http://www.islamorada.fl.us/>. No oral change or interpretation of the provisions contained in this Request for Proposals is valid. Written addenda shall be issued when changes, clarifications or amendments to the Request for Proposals document are deemed necessary. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

(end)

EXHIBIT A **REQUIRED INSURANCE**

Certificates Required

Proposers shall, at their own expense, procure and maintain throughout the duration of the Agreement, with insurers acceptable to the Village, the types and amounts of insurance conforming to the minimum requirements set forth herein. With respect to the Professional/Pollution policy(ies), Respondent shall provide to the Village a certified copy of the insurance policy or policies which provide the coverage described below. With respect to all other coverages, as evidence of compliance with the insurance required herein, Respondent shall furnish the Village with:

- A.** a fully completed satisfactory Certificate of Insurance evidencing all coverage required herein. Also, a copy of the actual additional insured endorsement as issued on the Commercial General Liability policy, signed by an authorized representative of the insurer(s) verifying inclusion of the Village and the Village's council members, officials, officers and employees as additional insureds in the Commercial General Liability coverage;
- B.** the original of the policy/policies); or
- C.** other evidence satisfactory to the Village.

Until such insurance is no longer required by this Agreement, Respondent shall provide the Village with renewal or replacement evidence of insurance at least thirty (30) days prior to the expiration or termination of such insurance.

If requested to do so by the Village, Respondent shall, within thirty (30) days after receipt of a written request from the Village, provide the Village with a certified, complete copy of the policies of insurance providing the coverage required.

Workers' Compensation/Employer's Liability Insurance

Such insurance shall be no more restrictive than that provided by the Standard Workers' Compensation Policy, as filed for use in Florida by the National Council on Compensation Insurance, without restrictive endorsements. In addition to coverage for the Florida Workers' Compensation Act, where appropriate, coverage is to be included for the Federal Employer's Liability Act and any other applicable Federal or State law. The policy must be endorsed to provide the Village with 30 days' notice of cancellation. The minimum amount of coverage (inclusive of any amount provided by an umbrella or excess policy) shall be:

Part One:	"Statutory"		
Part Two:	\$ 1,000,000.00	Each Accident	
	\$ 1,000,000.00	Disease Policy Limit	
	\$ 1,000,000.00	Disease Each Employee	

The Workers' Compensation Policy must be endorsed to waive the insurer's right to subrogate against the Village, and its members, officials, officers and employees in the manner which would result from the attachment of the NCCI Waiver Of Our Right To Recover

From Others Endorsement (Advisory Form WC 00 03 13) with the Village, and its council members, officials, officers and employees scheduled thereon.

Commercial General Liability Insurance

Such insurance shall be no more restrictive than that provided by the most recent version of standard Commercial General Liability Form (ISO Form CG 00 01) as filed for use in the State of Florida without any restrictive endorsements other than those required by ISO or the state of Florida or those described below. The coverage may include restrictive endorsements which exclude coverage for liability arising out of:

- Mold, fungus, or bacteria
- Terrorism
- Sexual molestation

The Village and the Village's council members, officials, officers, agents and employees shall be included as an "Additional Insureds" on a form no more restrictive than ISO Form CG 20 10 (Additional Insured - Owners, Lessees, or Contractors). The policy must be endorsed to provide the Village with 30 days' notice of cancellation. The minimum limits (inclusive of amounts provided by an umbrella or excess policy) shall be:

\$ 1,000,000.00	General Aggregate
\$ 1,000,000.00	Products/Completed Operations Aggregate
\$ 1,000,000.00	Personal and Advertising Injury
\$ 1,000,000.00	Each Occurrence

Automobile Liability Insurance

Such insurance shall be no more restrictive than that provided by Section II (Liability Coverage) of the most recent version of standard Business Auto Policy (ISO Form CA 00 01) without any restrictive endorsements, including coverage for liability contractually assumed, and shall cover all owned, non-owned, and hired autos used in connection with the performance of the work. The policy must be endorsed to provide the Village with 30 days' notice of cancellation. The minimum limits (inclusive of any amounts provided by an umbrella or excess policy) shall be:

\$ 1,000,000.00 Each Occurrence – Bodily Injury and Property Damage Combined

Professional Liability Insurance

Such insurance shall be on a form acceptable to the Village and shall cover Respondent for liability arising out of the rendering or failure to render professional services in the performance of the services required in the Agreement including any hold harmless and/or indemnification agreement. The policy must be endorsed to provide the Village with thirty (30) days' notice of cancellation.

The minimum limits (inclusive of any amounts provided by an umbrella or excess policy) shall be:

\$ 1,000,000.00 Each Claim

\$ 1,000,000.00 Annual Aggregate

The insurance provided by Respondent shall apply on a primary basis. Any insurance, or self-insurance, maintained by the Village shall be excess of, and shall not contribute with, the insurance provided by Respondent.

Except where prior written approval has been obtained hereunder, the insurance maintained by Respondent shall apply on a first dollar basis without application of a deductible or self-insured retention. Respondent shall pay on behalf of the Village or the Village's council members, officials, officers, agents and employees any deductible or self-insured retention applicable to a claim against the Village or the Village's council, officials, officers, agents and employees.

Compliance with these insurance requirements shall not limit the liability of Respondent. Any remedy provided to the Village by the insurance provided by Respondent shall be in addition to and not in lieu of any other remedy (including, but not limited to, as an indemnitee of Respondent) available to the Village under the Agreement or otherwise.

Neither approval nor failure to disapprove insurance furnished by Respondent shall relieve Respondent from responsibility to provide insurance as required by this Agreement.

Certificates of Insurance must be completed as follows:

1. Certificate Holder

**Islamorada, Village of Islands
86800 Overseas Highway, 3rd Floor
Islamorada, Florida 33036**

2. Additional Insured for Commercial General Liability

Islamorada, Village of Islands and its Council members, officials, officers and employees.



ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA

ADDENDUM NO. 1

REQUEST FOR LETTERS OF INTEREST AND QUALIFICATIONS PROFESSIONAL GENERAL ENGINEERING AND ARCHITECTURAL SERVICES (RFQ 20-03)

ISSUE DATE: February 12, 2020

This Addendum forms a part of the Request for Letters of Interest and Qualifications (RFQ) and clarifies and supplements the original Request for Qualifications.

I. The RFQ is hereby clarified as follows:

Question: Is it the intention of Islamorada to enlist a single firm that can handle all services defined under the solicitation? Or can firms pursue selected disciplines under the solicitation (e.g. architecture, structural engineering, civil engineering)?

Answer: Firms can pursue selected disciplines in their field of expertise. Islamorada, Village of Islands (the "Village") intends to retain three (3) qualified firms in each field, except Civil Engineering where five (5) firms will be retained.

Question: Page 3, item 2 of the RFQ states "Please note that the Village prefers to contract directly with prime entities and the use of sub-consultants in your submission may affect proposal scoring." Items 4 and 6 request information from the prime and the sub-consultant. Please clarify if subs are to be included in the submittal or you will select from the award firms from each category for contract tasks?

Answer: If the prime contractor anticipates that sub-contractors or sub-consultants will be utilized by the prime contractor in providing services to the Village, then the Village requests that information regarding those sub-contractors or sub-consultants be included in the proposal response. Evaluation of those sub-contractors or sub-consultants may occur as part of the overall evaluation of the prime contractor in response to the RFQ. The Village understands that relationships and contract arrangements between prime contractors and sub-contractors may change while the service agreement with the Village is effective. When the Village is considering consultants or contractors for specific projects the Village will contact and coordinate with the prime contractor. The purpose of the RFQ is to build a library of contractors and consultants from whom the Village will request cost proposals when projects arise.

Question: If sub-consultants are allowed, are proposers able to submit as Prime and as a sub on another team?

Answer: Yes.



ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA

ADDENDUM NO. 2

REQUEST FOR LETTERS OF INTEREST AND QUALIFICATIONS PROFESSIONAL GENERAL ENGINEERING AND ARCHITECTURAL SERVICES (RFP 20-03)

ISSUE DATE: February 24, 2020

This Addendum forms a part of the Request for Qualifications (RFQ) and clarifies and supplements the original RFQ.

Question: In the case of a Civil Engineering Prime, is the Village looking to select a full-service team (Civil Engineer, Surveyor, Architect, Geotechnical, etc.) or will the Village provide support services to the Civil Engineer through their other contracts under this solicitation (Architect, Surveyor, etc.)?

Answer: The Village intends to retain five (5) firms in the field of Civil Engineering. How the Village will utilize its consultants will be determined on a project by project basis.

Question: Per the RFQ, evaluation scoring includes points for a Sub-Contractor (0-10 Points), but the Village has noted it prefers to contract directly with prime entities and the use of sub-consultants in your submission may affect proposal scoring. How exactly will scoring be affected if a prime does not elect to use sub-consultants? Would a prime firm automatically get the full 10 points in this situation?

Answer: Each Evaluation Committee member will determine how the score is affected. A prime firm will not automatically get the full 10 points.

Question: How do we identify which categories we would like to be considered for? Should we include this in our Cover Letter?

Answer: A firm should identify all categories it is bidding on in the Cover Letter.

Question: Is the Village looking for a complete SF 330 (Part 1 Sections A-H) for each category listed in the Scope of Work? Or can we put a combination of project types in section 6?

Answer: Proposers do not need to submit a complete SF 330 for each category being considered but may be combined in one complete SF 330. Proposers shall clearly state the category being bid. The project types can be combined but proposers must clearly state to which category the past project pertains.

Question: Are resumes required, and if so, are they required in SF-330 format?

Answer: Proposers are required to complete all section of SF-330, including Section (E) "Resumes of Key Personnel Proposed For This Contract."

Question: Can the Village provide a list of anticipated projects that would fall under this professional general engineering contract?

Answer: Potential projects include Canal restoration projects, design of amenities at Village-owned parks and properties, construction of amenities at Village-owned parks and properties, water quality restoration projects, surveying of Village owned-properties, design and/or construction of wastewater system infrastructure projects and structures , affordable housing design and construction.

Question: How many and what projects were completed under the previous professional general engineering contract?

Answer: The number of projects completed under the general engineering contract is too time consuming to determine since the Continuing Services Agreements began in 2015. The projects consisted of design, construction, surveying and consulting for various Village-owned parks and properties. Some examples projects are:

- Design of amenities at Green Turtle Hammock and Key Tree Cactus Preserve
- Design of Jetty/Breakwater improvements
- Design of Founders Park wastewater collection system and connection
- Design of Anne's Beach wastewater connection
- Design of Venetian Shores Stormwater Project
- Design of NPK Pump Station Improvement Projects
- Review of Stormwater plans for new development applications
- Conduct of Village-wide Traffic Study
- Conduct of Village-wide Parking Study
- Analysis of and repair design of wastewater vacuum sewer system at various locations

Question: Section III (3) of the RFQ requires three (3) examples of successfully implemented projects. Are these three (3) projects you want listed in Section F of the SF 330, or do you want an additional ten (10) projects in section F?

Answer: The ten (10) projects listed in Section F of the SF 330 may include the three (3) projects requested in Section III (3) of RFQ 20-03.