

REQUEST FOR QUALIFICATIONS FOR MAJOR TRANSPORTATION ENGINEERING AND DESIGN SERVICES

The City of Panama City Beach (the "City"), under the provisions of Section 287.055, Florida Statutes (the Consultant's Competitive Negotiation Act), hereby gives notice that it seeks qualification statements for professional services related to engineering, surveying and design of major transportation projects, including construction or improvement of roadways, stormwater ponds and sidewalks to accomplish the remaining Roadway and Streetscape Projects, Parking projects, Stormwater Improvements projects, and Beach Access and Beach Related Parking projects called for by the City's Front Beach Road Community Redevelopment Plan. The work will include both the design of original plans and revision or completion of existing unfinished plans. The initial work will be one or more task orders for Front Beach Road Segment 3 (consisting of SR 79 and Front Beach Road from SR 79 to Lullwater Drive) and Segment 4.1 (SR 79 to Hills Road).

Statements of Qualification (SOQ) will be received by the Public Works Department located at 116 South Arnold Road, Panama City Beach, FL 32413 until 2 p.m. (CST) on May 1, 2018. Submittals will be publicly opened and receipt acknowledged immediately thereafter. The qualifications and other information should be submitted in strict compliance with the directives provided in the RFQ. City is under no obligation, either express or implied, to reimburse responding firms for any expenses associated with preparation and submittal of the Statement of Qualifications in response to this request.

Statements of Qualification (SOQ) shall be submitted by qualified Firms in a sealed envelope or box, plainly marked with respondent's name, address, date, time of SOQ deadline and clearly marked as

"Statement of Qualifications— CRA Transportation Engineering and Design Services"

A single individual or firm may participate in only one SOQ team. If the respondent proposes a joint venture, or to use outside professional services for any of the discipline areas, this must be explained in detail in the SOQ along with information about each participant in the joint venture and outside firm that would provide professional services.

Eight (8) printed, bound copies and one digital (PDF) copy shall be submitted.

The City envisions entering into a non-exclusive Master Services Agreement for Services with the successful Firm or Team, with specific task authorizations for each proposed project or task being added and approved by the City at its sole discretion. One contract for services is planned. The City anticipates the Agreement will extend through the completion of all projects called for and described by the City's Front Beach Road Community Redevelopment Plan, but will be terminable by the City for convenience or for cause. The City is under no obligation, either express or implied, to approve a task order for design or construction of any particular project, whether named in this solicitation or not.

RFQ documents are available to the prospective Firm at the City Public Works Department, 116 South Arnold Road, Panama City Beach, FL 32413, and may be examined or obtained at this address on or after April 2, 2018. Inquiries regarding this RFQ should be directed to Kathy Younce, email Kyounce@pcbqov.com or FAX to 850-233-5116.

INSTRUCTIONS FOR PROSPECTIVE FIRMS

General:

It is the intention of this Request for Qualifications (RFQ) to find experienced and qualified Firms, capable of providing engineering, preliminary and final design and permitting services related to various transportation projects identified in the City's Front Beach Road Community Redevelopment Plan for the City's Front Beach Road Community Redevelopment Area (CRA), including new construction of certain vehicular roadways, stormwater ponds and drainage facilities, utility relocation, landscaping and sidewalks. General water/wastewater design and issued task orders will be outside of the scope of work for this RFQ. However, coordination for utility relocation with the Firm responsible for its design will be required. The successful firm or team will be responsible for both the creation of original engineering plans and the revision and completion of existing plans. The successful firm or team will be required to work closely with City staff and other right of way consultants, and attend various local public meetings to receive input and answer questions from the public and elected and appointed officials.

The City will negotiate a Master Services Agreement with specific task authorizations for each component called for by the City's Front Beach Road Community Redevelopment Plan being negotiated and approved by the City as funded and approved by the City. The City anticipates one Master Service Contract subject to termination by the City at any time at will and without cause, except that the terminated Firm shall either be permitted to finish any task order in progress at the time of termination or be equitably compensated for work performed for work performed prior to termination. All work shall belong to the City.

RFQ documents are on file at the Public Works Department, 116 South Arnold Road, Panama City Beach, FL 32413. They may be examined at the above address or copies will be provided to prospective Firms on or after April 2, 2018.

The Master Services Agreement shall be the City's standard form, a copy of which is included with this RFQ. By submitting a SOQ, you are agreeing that you have reviewed the City's standard form Master Services Agreement and are agreeing to be bound by it if your firm is selected by the City.

SOQs shall be submitted in a sealed envelope or box, plainly marked with Firm's name, address, date, and time of SOQ opening and the specific RFQ the SOQ is being submitted in response to.

The City may waive any informalities or major defects or reject any and all Statements of Qualification. Any SOQ may be withdrawn prior to the SOQ opening. Any SOQ received after the time and date specified shall not be considered. No prospective Firm may withdraw a SOQ within 90 days after the actual date of the opening. Should there be reasons why the Firm cannot be selected within the specified period or a contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the City and the prospective Firm.

Addenda:

Prospective Firms shall direct any questions or SOQ defectives to Kathy Younce, Public Works Department, 116 South Arnold Road, Panama City Beach, FL 32413 or e-mail kyounce@pcb.gov. All questions and defectives shall be submitted at least ten (10) calendar

days prior to the submittal date. If the City believes a response will be helpful, the City will issue a written summary of the question or suggested defect and answers as an addendum to this Request for Qualifications.

Non-Responsive Firms:

Firms found to be non-responsive shall not be considered. SOQs may be rejected if found to be in nonconformance with the requirements and instructions herein contained. A SOQ may be found to be non-responsive by reasons, including but not limited to, failure to utilize or complete prescribed forms, incomplete SOQs, indefinite or ambiguous SOQs, failure to meet deadlines and improper, inadequate licensure, and/or undated signatures.

Other conditions which may cause rejection of SOQs include evidence of collusion among firms, obvious lack of experience or expertise to perform the required work, submission of more than one SOQ for the same work from an individual, firm or corporation under the same or a different name, failure to perform or meet financial obligations on previous contracts or employment of unauthorized aliens in violation of Section 274A (e) of the Immigration and Nationalization Act.

SOQs will also be rejected if not delivered or received on or before the date and time specified as the due date for submission.

Engineering Firm Certifications:

All Firms and each sub-consultant (surveying, geotechnical, etc.) shall have the following certifications and qualifications.

- 1. Local business license, if applicable**
- 2. Florida surveying/engineering license as applicable (prior to ranking by City)**
- 3. Individual Florida professional license (prior to ranking by City)**

Statement of Qualification Submittal Requirements:

Each Firm being considered for this project is required to submit a Statement of Qualifications (SOQ). The SOQ must include sufficient information to enable the City to evaluate the capability of the design team to provide the services anticipated for the RFQ. Discussions of past performances on other projects should be minimized except as they relate to the proposed work.

All submittals are to be on 8 ½" x 11" paper or, if larger documents are required, they are to be folded to 8 ½" x 11" size. SOQ shall be limited to 80 pages. Exceeding the page limit may result in disqualification.

SOQs should be stapled together or bound with comb binding. SOQs submitted in 3 ring binders will not be accepted. Submit eight (8) printed copies of the SOQ, along with a keyword searchable Adobe Postscript File of the same document on CD to:

Mario Gisbert
City Manager
City of Panama City Beach
110 South Arnold Road

Panama City Beach, Florida 32413

The SOQs must include the following items, tabbed and in the order listed:

1. **INTRODUCTION/COVER LETTER:** Respondents shall provide a letter of introduction not to exceed two (2) pages. The letter should highlight or summarize whatever information a respondent deems appropriate as a cover letter; this section shall include the name, address, telephone number, fax number and e-mail address of the designated person to whom all correspondence should be directed.
2. **BUSINESS/TEAM ORGANIZATION:** Provide the following information as to business operations:
 - A) Describe the business/team organization, and identify who will serve as major participants and their respective roles.
 - B) Project Organization Chart – the chart shall only include personnel that will work on the projects. The Engineer in charge of the project design shall be clearly indicated along with all team members supervised by this individual.
 - C) Discuss the workload capability of the Firm and availability of resources.
 - D) List of all sub-consultants proposed along with discussion of their qualifications, experience, and specific responsibilities. The City reserves the right to approve all sub-consultants.
 - E) Change order history showing dollar amounts and time extensions over past 3 calendar years for all projects designed or engineered or administered, or any combination thereof.
 - F) List Firm member’s major claim and litigation history for past five (5) years, if any.
 - G) Familiarity with Panama City Beach and project area. As well as familiarity with the CRA plan and design guidelines.
3. **APPROACH AND UNDERSTANDING OF THE SCOPE:** This should be a narrative description and any applicable illustrations to show that the firm understands all elements of the scope.
4. **FORMS & LICENSING:**
 - A) Standard Form 330 – for the Firm and all subconsultants. The SF 330 Section E shall only include personnel that will be working on the project. Section F “Example Projects Which Best Illustrate Proposed Team’s Qualifications for This Contract” shall only include similar project(s).
 - B) Business, engineering and professional licenses for all team members including subconsultants.
 - C) PUR 7068 Public Entity Crime Form.
 - D) Drug Free Workplace Form.
5. **INSURANCE:** Evidence of professional liability insurance and of the ability to obtain project specific aggregate, annual coverage as required by the Risk Management Requirements or the standard form Master Service Agreement. In the event of a conflict, the stricter requirement shall apply.

6. REFERENCES: Three unrelated projects/owners as references, including name and address of principal, name and telephone number of contact, and brief description of the project and the firm's involvement in it.

The Engineering Firms may not change team members and subcontractors at any time after submittal opening from what was presented in their SOQ unless approved in writing by the City.

Evaluations of Qualifications:

The Statement of Qualifications submittals of Firms responding to each specific RFQ will be rated and ranked by the City in order of recommended selection. The first firm selected shall be the number one (1) firm recommended, the second firm the number two (2), and the third firm the number three (3).

Qualifications will be evaluated using the following criteria:

1. Familiarity and experience of the firm with providing relevant engineering design services in other similar size and types of projects related to CRA's.
2. Qualifications and experience of the assigned personnel in other similar size and types of projects.
3. Ability to perform services on time and within budget.
4. Experience and knowledge of the physical environment of the City,.
5. Ability to provide all required services and assimilate additional workloads.
6. Firm's major claim and litigation history for past five (5) years.
7. Any other information included within or developed from the firm's response. By submitting an SOQ, a firm will acknowledge that the City may conduct inquiries into the background and experience of the firm.

Selection Procedure:

1. All qualification statements will be reviewed by a review committee (the Committee) composed of five members of City staff as designated by the City Manager.
2. The Committee shall review each SOQ to ensure it meets the requirements of the RFQ.
3. The Committee may conduct interviews with all or certain selected Interested Firms, as the Committee deems appropriate and in the City's best interests.
4. Using the attached Score Sheet and criteria weighting, the Committee shall then identify and develop an initial recommended ranking of at least three (3) of the responding firms, in order of preference, who are deemed to be the most highly qualified to perform the required professional services for each RFQ under consideration. The Committee will make the selections primarily on the basis of the response to this SOQ and any further information received from respondents if interviewed. Although information additional to that requested in this SOQ may be provided by respondents, any consideration of this information shall be at the discretion of Committee. In some cases, the Committee may request presentations from the three (3) initially highest ranked firms. At least seven (7) calendar days' notice to the firms will be provided to allow reasonable time for preparation. The City Manager will present the Committee recommendations to the City Council. The City Council will then be requested to review the Committee's recommended ranking and

make a final decision on the rankings. If the City Council makes a final decision on rankings that differs from the Committee's recommendation, the City Council shall provide reasons on the record for its decision.

5. The City will negotiate a Master Services Agreement and subsequent design task authorizations with the top ranked firm for professional services at a compensation the City determines is fair, competitive and reasonable.
6. Should the City be unable to negotiate a satisfactory contract with the first ranked firm, negotiations will be terminated with that firm and negotiations then will be initiated with the second most qualified firm. Should the City be unable to negotiate a satisfactory contract with the second most qualified firm, negotiations with that firm will be terminated and negotiations then will be initiated with the third most qualified firm; *et cetera*. Should the City be unable to negotiate a satisfactory contract with any of the selected firms, then the City may select additional firms and continue negotiations until a satisfactory contract is reached, or it may terminate all negotiations under this RFQ and proceed with the needed services by whatever other appropriate means it may elect.
7. The negotiated Master Services Agreement, and all subsequent design task authorizations exceeding the City Manager's purchasing authority, shall be presented to the City Council for final approval. Subsequent specific task authorizations will be negotiated for various work efforts which the City, in its sole discretion, may choose to pursue.
8. The terms and conditions of each task order authorized under the Master Services Agreement may be either based on a fixed price, percent of construction, or hourly rates plus expenses. The City will be the sole arbiter on which method of compensation will be used on any individual task authorization. The Engineering Firm's negotiated fee will be for completing the scope of work detailed in each authorized task order. Prior to being awarded the Master Services Agreement, the winning firm must provide proof of insurance that meets the Risk Management Requirements included with this RFQ.

SCOPE

Work will consist of professional engineering planning, design, permitting and construction administration services of the remaining Roadway and Streetscape Projects, Parking projects, Stormwater Improvements projects, and Beach Access and Beach Related Parking projects called for by the City's Front Beach Road Community Redevelopment Plan. These projects require professional services related to construction and improvement of certain vehicular roadways, stormwater ponds and drainage facilities, utility relocation, landscaping and sidewalks. General water/wastewater design and issued task orders will be outside of the scope of work for this RFQ. However, coordination for utility relocation with the Firm responsible for its design will be required.

The City's Front Beach Road Community Redevelopment Plan is available for review at the following link: <http://www.pcbgov.com/Home/ShowImage?id=366&t=635288372154770000> or by accessing the City's Community Redevelopment Agency website. The Roadway and

Streetscape Projects, Parking projects, Stormwater Improvements projects, and Beach Access and Beach Related Parking projects are described primarily on pages 28 through page 36. They consist of a variety of projects and locations and, in most cases, include preliminary cost estimates. The project descriptions in the City's Front Beach Road Community Redevelopment Plan are made part of this RFQ by reference and all responding Firms are required to have reviewed and considered them.

The initial work will be one or more task orders for Front Beach Road Segment 3 (consisting of SR 79 and Front Beach Road from SR 79 to Lullwater Drive) and Segment 4.1 (SR 79 to Hills Road). Any additional specific tasks will be assigned by the City by Task Order.

PUR7068 - Public Entity Crime Form

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to

_____ by _____
for _____

whose business address is

_____ and (if applicable) its Federal
Employer Identification Number (FEIN) is _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

2. I understand that a “public entity crime” as defined in Paragraph 287.133 (1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that “convicted” or “conviction” as defined in Paragraph 287.133 (1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without and adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or

- b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applied to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [indicate which statement applies.]

_____Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, share holders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Office of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vender list. [attach a copy of the final order]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THE PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Signature

Sworn to and subscribed before me this _____ day of _____, 20_____.

Notary Public

Personally known _____ OR produced identification _____

Notary Public- State of _____

My commission expires _____
[printed, typed or stamped commissioned name of notary public]

End of PUR 7068

DRUG FREE WORKPLACE
Section 287.087 Florida Statutes

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals; which are equal with respect to price, quality, and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process.

Established procedures for processing tie proposals will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employees will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by an employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Vendor's Signature _____

**CITY OF PANAMA CITY BEACH
RISK MANAGEMENT REQUIREMENTS**

INSURANCE - BASIC COVERAGES REQUIRED

The Engineer shall procure and maintain the following described insurance, except for coverages specifically waived by the CITY, on policies and with insurers acceptable to the CITY.

These insurance requirements shall not limit the liability of the Engineer. The CITY does not represent these types or amounts of insurance to be sufficient or adequate to protect the Engineer's interests or liabilities, but are merely minimums.

1) Worker's Compensation: For all of his or her employees engaged in work on the project under this Agreement. In case any employee engaged in hazardous work on the project is not protected under the Worker's Compensation Statute, the Engineer shall provide Employer's Liability Insurance for the protection of such of his or her employees not otherwise protected under such provisions.

Coverage A – Worker's Compensation - \$100,000 each employee/\$500,000 policy limit for accident, \$100,000 each disease

Coverage B – Employer's Liability - \$1,000,000.00

- 2) Liability: Comprehensive General Liability insurance including, but not limited to:
- a) Independent Contractor's Liability;
 - b) Contractual Liability;
 - c) Personal Injury Liability.

The minimum primary limits shall be no less than \$1,000,000 per occurrence / \$2,000,000 annual aggregate Personal Injury Liability, and no less than \$500,000 Property Damage Liability, or \$2,000,000 Combined Single Limit Liability, or higher limits if required by any Excess Liability Insurer. City shall be named as additional insured pursuant to an additional insured endorsement on ISO Form 20 10 10 01 (or superseding form) providing comprehensive general liability coverage for completed operations in addition to on-going operations.

3) Automobile Liability: Automobile Liability insurance including all owned, hired, and non-owned automobiles. The minimum primary limits shall be no less than \$1,000,000 Bodily Injury Liability, and no less than \$1,000,000 Property Damage Liability, or no less than \$1,000,000 Combined Single Limit Liability, or higher limits if required by the Excess Liability Insurer. City shall be named as additional insured.

4) Professional Liability: Project specific Professional Liability insurance covering professional services rendered in accordance with this Agreement in an amount not less than \$1,000,000 per occurrence / \$2,000,000 annual aggregate.

5) Excess Liability: Engineer shall purchase and maintain Excess Umbrella Liability Insurance or Excess Liability Insurance on a full occurrence form providing the same continuous

coverage as required for the underlying Commercial General, Business Automobile and Employers' Liability Coverage with no gaps in continuity of coverage or limits with City added by endorsement to the policy as an additional insured in the same manner as is required under the primary policies, and shall not be less than \$5,000,000, each occurrence and aggregate as required by City.

Certificates of Insurance: The Engineer shall furnish to the City copies of all policies and endorsements and certificates of insurance allowing thirty (30) days written notice of any change in limits or scope of coverage, cancellation, or non-renewal. Such certificates shall contain the following wording: "SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE AMENDED IN LIMITS OR SCOPE OF COVERAGE OR CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL THIRTY (30) DAYS NOTICE TO THE CERTIFICATE HOLDER NAMED HEREIN." In the event (1) the ACORD form does not include the forgoing provision in the certificate, (2) the City has been provided a copy of a policy endorsement naming the City as additional insured (on the general liability and automobile liability insurance policies) and (3) the policy endorsement in favor of the City (for the workers compensation, general liability and automobile liability insurance policies) expressly provides that the City be given thirty (30) days written notice before an amendment in limits or scope of coverage or cancellation, then the following wording may be substituted "SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE AMENDED IN LIMITS OR SCOPE OF COVERAGE OR CANCELED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS." If the insurance policies expire during the term of this Agreement, a renewal certificate shall be filed with the City thirty (30) days prior to the renewal date.

End of Risk Management Requirements

SCORING SHEET

Panama City Beach City, Florida – Request for Qualifications

RFQ# and Title: _____

Firm: _____

	Marginal	Acceptable	Exceeds Acceptable	Outstanding	Wt.	Score
Criteria Element	0.2	0.5	0.8	1.0		
I. Project Team Organization Qualifications and relevant individual experience. Unique knowledge of key members on governmental design. Time commitment of key members to project. Team experience on similar project. Principle level involvement in project.					25	
II. Design Management Project management plan that addresses: <ul style="list-style-type: none"> • Coordination of various disciplines. • Project cost control methods during design phase • Quality Assurance methods. • Demonstrated ability to meet budget requirements. • Ability to provide all required services and assimilate additional workloads. 					15	
III. Area Experience Familiarity with Panama City Beach and project area. (FDOT grants will not allow for local preferencing).					10	
IV. Demonstrated Design Experience Demonstrated capability in similar local governmental or comparable private sector projects. Familiarity with special needs of Panama City Beach infrastructure. Past performance on City projects or other governmental groups as well as private projects. Firm's major claim and litigation history for past five (5) years.					35	

V. References					15	
TOTAL					100	

Evaluator: _____